

What the Local Authority does with data from schools, early years settings and academies

The **Local Authority (LA)** uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them.

Additionally, the LA will use the data both to identify where pupils have transferred so as to make the task of tracking vulnerable pupils more robust and also to ensure appropriate services are extended to pupils needing additional support e.g. for reasons of exclusion, attendance or transport.

The Local Authority will use information about its school workforce for research and statistical purposes, and to evaluate and develop education policy and strategies. The statistics are used in such a way that individual staff cannot be identified from them. The LA may also use it to support and monitor schools regarding sickness and recruitment of staff.

Data collected by the LA may only be used or passed on for specific purposes as allowed by law. This includes the following:

Norfolk County Council Children's Services may use the information to assess whether they can work with you as part of their Norfolk Family Focus programme and, if applicable, use the information to assess and evaluate whether the programme has been successful in improving outcomes for you and your family.

Norfolk County Council may also share relevant information on a confidential basis with the Department for Communities and Local Government, other Government agencies and other public bodies involved with the programme but only where this is necessary for the aims and objectives of the programme. The Norfolk Family Focus Programme is part of the national Troubled Families initiative.

Primary Care Trusts (PCT) use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may however be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. PCTs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

For Secondary schools:

Norfolk County Council Youth Support Services (formerly Connexions)

The local authority has a statutory duty “to encourage, enable or assist young people’s participation in education or training” (Section 68(1) of the Education and Skills Act 2008). The local authority therefore has a key role in ensuring that all 16 and 17 year olds are made aware that they should be offered a place in post-16 education or training, to work with partners to shape education and training provision to meet young people’s needs and to collect and record the offers made to young people to help target resources on those who have still to find a suitable place.

Once a pupil is aged 13 or over, schools are legally required to pass on certain information to the local authority to enable them to carry out this duty. This information contains the name, address and date of birth of the pupil, and any further information relevant to the support services’ role.

Youth Support services pass on some of the information they collect to the Department for Education (DfE) to enable them to assess the local authorities’ performance and determine the destinations of young people after they have left compulsory education.

Until the pupils are aged 16 or older, their parent(s) can ask that no information beyond their children’s name, address and date of birth be passed on to providers of Youth Services. The right transfers to the pupil on their 16th birthday. Pupils and/or parents will need to inform their school if this is what they wish.

Online information, advice and support on a range of issues affecting young people can be found on the Gov.uk education and learning pages at:
<https://www.gov.uk/browse/education>.

Post 16 Providers (for Year 11 pupils) - Sharing data relating to young people between schools and post-16 providers is key to ensuring the successful transition of young people from a pre-16 to post-16 learning/training setting. To support young people’s transition we will share information directly with post-16 providers. This will include information collected as part of the statutory School Census return, such as but not limited to:

- Free school meal eligibility
- Special educational needs
- Language information
- Exclusions information
- Attendance information

You can ask that no information be passed to post-16 providers. If you do not wish your information to be shared in this way please send a signed letter to:

EET 11-19 Commissioning Team

Norfolk County Council Children's Services

Room 117 - 1st floor

County Hall

Martineau Lane

Norwich NR1 2DH

For Primary/First/Infant Schools:

Sure Start Children's Centres – The LA will share information from schools with your local Sure Start Children's Centre to help them to plan and deliver services that meet the needs of the community. We will provide the pupil's name, current school, Early Years Foundation Stage results and any further information relevant to the Sure Start Children's Centre's role. However, parents can ask that no information be passed to their local Sure Start Children's Centre. If as a parent you wish to opt-out and do not wish this information to be shared then please contact your school. For more information about Sure Start Children's Centres please go to the Norfolk Schools website at: <http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Sure-Start-Childrens-centres/index.htm>

For Early Years Settings:

Sure Start Children's Centres – The LA will share information from Early Years Settings with Norfolk's network of Sure Start Children's Centres to help them to plan and deliver services that meet the needs of the community. We will provide the child's name, date of birth, current Early Years Setting(s), and any further information relevant to the Sure Start Children's Centre's role. However, parents can ask that no information be passed to their local Sure Start Children's Centre. If as a parent you wish to opt-out and do not wish this information to be shared then please contact your Early Years Setting. For more information about Sure Start Children's Centres please go to the Norfolk Schools website at: <http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Sure-Start-Childrens-centres/index.htm>

Information may be shared with other agencies where we have a duty to work together in the best interests of the child or young person. Such information sharing is in line with the law and the information sharing guidance issued by the DfE.

Further information can be found on the DfE website at:

<http://www.education.gov.uk/childrenandyoungpeople/strategy/integratedworking/a0072915/information-sharing>