Welcome back to the new academic year. There are a number of news items that may be useful to various members of staff and we would appreciate your support in ensuring that it is circulated to any relevant colleagues.

**School Reports (Primary)**

Schools can now access their 2019 school reports via Perspective Lite. Please note that the 2019 reports have been generated using provisional data and do not include any result updates. Click on the following link to access Perspective Lite.

**Reception Year Initial Cohort Data Return (Primary and Infants)**

Schools will have already received correspondence from Annette Brooker regarding the Reception Year Data return. Information, guidance notes and a template have been uploaded to Perspective Lite.

Please upload your completed template, via Perspective Lite, by Monday 7th October.

Your file should be named;

`873XXXX_Reception Year Initial Data Return Autumn 2019_YYYY`

(where XXXX is your school DFE number and YYYY is your school name)

For any further help or advice on how to make these initial assessment judgements please contact one of the Early Years Advisers below.

**Amanda James – Early Years Adviser**  amandam.james@cambridgeshire.gov.uk

**Anna Igglesden – Early Years Adviser**  anna.igglesden@cambridgeshire.gov.uk
Access to FFT and Perspective Lite

If you are a new Head Teacher in post or require any assistance with accessing FFT Aspire/Perspective Lite please contact maria.clough@cambridgeshire.gov.uk for a username and password.

The link below provides a range of guides to support schools and also provides the FFT Autumn release schedule

https://fftaspire.org/help/support

Autumn Term School Census – Thursday 3rd October

The DfE data collection website, COLLECT, will become available, via Secure Access, on Thursday, 3rd October for schools to upload files. We will keep you informed, by email, should there be any problems that we become aware of, otherwise uploads should take place on this date.

A Familiarisation Blade is now available which will allow you to upload a dummy census return and check for Errors and Queries. The Blade will remain available until 4pm on Friday 27th September at which point the blade will be removed. The site will be monitored so if you have any problems, please call 01480 379859 for help.

Access to COLLECT is via the DfE Secure Access website Secure Access

This collection updates the schools attendance data from Summer Term 2019 and all exclusion data relating to the Spring Term 2019.

Errors in COLLECT. Please note the LA or the DfE will not accept any returns that contain errors. If an error is generated when data is uploaded to COLLECT it needs to be investigated by the school and cleared before the return is Submitted.

Queries in COLLECT. Queries, generated when data is uploaded to COLLECT, need to be investigated by the school and either cleared or noted before the return is Submitted.

Where a Note is required, the DfE insist on an ‘Acceptable Note’. A list of ‘Acceptable Notes’ is available at the following link School census: Guide to Submitting Data, under the ‘Census Documents’ subheading.

Notes can only be added to COLLECT as Return Level Notes. The Local Authority cannot approve your return until errors and queries have been addressed.

School Workforce Census

The annual School Workforce Census will take place on Thursday, 7th November. The COLLECT live Blade will be available via the Secure Access website.

Please note that the collection period closes on Friday, 6th December but we ask that you submit before this date to allow us to check the data.
A Familiarisation Blade is now available which will allow you to upload a dummy census return and check your return for Errors and Queries.

For 2019, there has been some minor modifications:
- A new post of ‘Apprentice Teacher’ has been created, with all the same data requirements of existing teacher posts.
- New posts of ‘Leadership – Non Teacher’ and ‘Other Support Staff’ have been added and the older post of ‘Support Staff’ has been removed.

**School Workforce Census: Guide to Submitting Data**

**Data Performance Package for Academies**

The IT & Digital Service will support schools by offering a range of services including FFT, Access to Nova reports through Perspective Lite. To see the full Data Summary, please click [here](#). This package offers access to Fischer Family Trust Aspire, analysis of attainment data, support for statutory data collection processes and maintenance of key data items.

All Academies will be sent invoices during September for the Academic year 2019/20. If you don’t wish to subscribe, please email [maria.clough@cambridgeshire.gov.uk](mailto:maria.clough@cambridgeshire.gov.uk) or ring 01480 379862

**Contacts**

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<thead>
<tr>
<th>IT &amp; Digital Team</th>
<th>01480 379859</th>
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<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:iDO@cambridgeshire.gov.uk">iDO@cambridgeshire.gov.uk</a></td>
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