

Data Management: Data Collection Calendar - Academic Year 2011/2012

Work Area	Phase	Enumeration Date	Deadline	Action	Sep 2011	Oct 2011	Nov 2011	Dec 2011	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	Jun 2012	Jul 2012	Aug 2012
Autumn Early Years Headcount	Foundation	15th Sept	23rd Sept	Return sims.net Report via Erica. (Sally Ephgrave 0115 9774011)												
Autumn School Census	All	6th Oct	10th Oct	Upload School Census File to COLLECT & Summary to Erica												
Annual School Workforce Census	All	3rd Nov	7th Dec	Upload Workforce Census File to COLLECT												
Secondary Tracking Project	KS3 Schools		N/A	Order Materials from NFER. Data no longer collected												
Primary Tracking Project	Primary Schools		N/A	Order Materials from NFER. Data no longer collected												
Spring Early Years Headcount	Foundation	12th Jan	20th Jan	Return sims.net Report via Erica. (Sally Ephgrave 0115 9774011)												
Spring School Census	All	19th Jan	23rd Jan	Upload School Census File to COLLECT & Summary to Erica												
Take up of School Lunches (NI52)	All		30th Apr	Fax back form to Childrens Services Catering giving Meal data for period 1st April 2011 to 31st March 2012												
Summer Early Years Headcount	Foundation	26th April	4th May	Return sims.net Report via Erica. (Sally Ephgrave 0115 9774011)												
Summer School Census	All	17th May	21st May	Upload School Census File to COLLECT & Summary to Erica												
Year 4 Optional SATS	KS2 Schools	Summer Term	N/A	Order Materials from QCDA. Data no longer collected												
EY Foundation Stage Profile	Foundation	Summer Term	22nd Jun	Create return in Assmnt Mngr, Send to Data Services via Erica												
Keystage 1 TA & P-Scales	KS1 Schools	Summer Term	29th Jun	Create return in Assmnt Mngr, Send to Data Services via Erica												
Keystage 2 TA/Test & P-Scales	KS2 Schools	Summer Term	6th July	Create return in Assmnt Mngr, Upload partial ctf to QCDA- NCA Tools website												
Keystage 3 TA/Test & P-Scales	KS3 Schools	Summer Term	6th July	Create return in Assmnt Mngr, Upload partial ctf to QCDA- NCA Tools website												
KS1 and EYFSP Data Checking	Foundation / KS1	w/c 2nd July		Schools to double check their Statutory EYFSP & KS1 data is correct before LA returns data to DCSF												
A Level Results	KS5 Schools	16th Aug		Return Fax back form to Data Services												
GCSE Results	KS4 Schools	23rd Aug		Return Fax back form to Data Services												