



To: School Governors and Head teachers

25 September 2020

Dear School Governors and Head teachers,

The Welsh Government needs data on a regular basis to understand overall attendance patterns and to identify the characteristics of pupils who are not attending. It is essential that timely data are regularly available at a sufficiently granular level. This is currently collected at local authority level on a daily basis. I fully recognise the challenges schools are facing as direct consequence of the Covid-19 pandemic and appreciate your continued efforts to ensure that data has been made available.

The Welsh Government will implement a new process for data collection on attendance from Monday 28 September. This new collection builds on discussions officials have held with ADEW and Data collection leads in local authorities. The data will be collected through the Welsh Government's School Data Provisioning Service, which is currently used by Hwb.

The following data will now be collected for the purpose of this project:

- UPN
- Forename
- Middle name(s)
- Surname
- Gender
- DOB
- Home postcode
- Ethnic background
- Eligibility for free school meals
- Additional learning needs
- English as an additional language
- Attendance code for each half day session

For many this change in data collection will minimise the burden on both schools and local authorities as the information will be collected from the data routinely recorded by schools.

*Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.*

*We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.*



To date many schools have supported local authorities to collect the daily data. I know that this has added to your administrative processes, and I thank you for taking the time to provide this information. I ask that you continue to provide this information whilst we introduce the new system. Once the new system is fully embedded we will no longer require schools to provide daily data to local authorities.

The new weekly data collection will begin on Monday 28 September. Schools will not be required to record any further detail or follow any additional processes than routinely provided to contribute to the new data collection. The information will be collected automatically through the Schools' Management Information Systems (MIS). To support the new collection schools and Local Authorities will need to ensure the Welsh Government School Data Provisioning Service is run on a regular basis. Schools should continue to update their MIS twice weekly, as required under legislation, to ensure that the automatic data transfer is up to date. The added benefit of the new system is that we will be able to quickly extract up to date information without requiring any changes to how the information is recorded locally.

We request that schools ensure that all parents and carers are made aware of this new data collection. The privacy notice attached will provide further information on how the data will be used in the new process.

Yours sincerely

Lynette Lovell  
Chief Education Officer (Interim)