



# NCCIS Checker Tool

Handbook

**CAPITA**

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# 01 | Document Change Control

Date	Release	Description
April 2020	v1.1.0	<p>Installation instructions are now included as the install guide is no longer being published.</p> <p>See <a href="#">Installation Instructions</a> on page 3.</p> <p>On the <b>Ethnicity</b> tab in the <b>Activities of Year 12 and 13</b> page, a new column has been added for 'Black British (BBRI)' which aggregates to 'Black or Black British'.</p> <p>See <a href="#">Activities of Year 12 and 13</a> on page 21</p> <p>The <b>Intended Destination</b> field will now be set to optional rather than mandatory. It won't be removed from the XSD schema as it can still be used by LA's if they wish.</p> <p>The Error code 301 will be removed because this field is no longer mandatory. The field will still be checked for valid data if data is present (Error code 302).</p> <p>See <a href="#">Intended Destination</a> on page 28</p> <p>The <b>Errors</b> page has been amended to show errors by cohort rather than by Primary cohort only.</p> <p>See <a href="#">Errors</a> on page 11</p> <p>P1 Error 910 has been introduced, where Y12 code is recorded against a Y11 young person.</p> <p>P1 Error 911 has been introduced, where young person is in the wrong Guarantee cohort for their academic age.</p> <p>Description for P1 Error 306 where young person is flagged as both SEND (YP45) and SEND Support (YP63) has been updated to reflect NCCIS wording.</p> <p>Situation code 440 'Training delivered through the work Programme' has been renamed 'DWP Training and Support Programme'.</p>
September 2019	v1.0	Document created.

# 02 | Installation Instructions

## Download and extract the zipfile

Click on the hyperlink from the notification (either on ServiceNow or by email) and download the NccisCheck-Setup-x.x.xx to the desired location (where x.x.xx is the version number). Double-click the zipfile to extract it.

## Run the installer

The installer creates a folder **%LOCALAPPDATA%\NccisCheck** and puts a launcher app into it. It will also create a subfolder **app-x.x.xx** (where x.x.xx is the version number) which contains standard executable files/DLLs. The launcher works out the newest version to launch and will create a new (or maximum of two) subfolder(s) and extract into there.

## Run the app

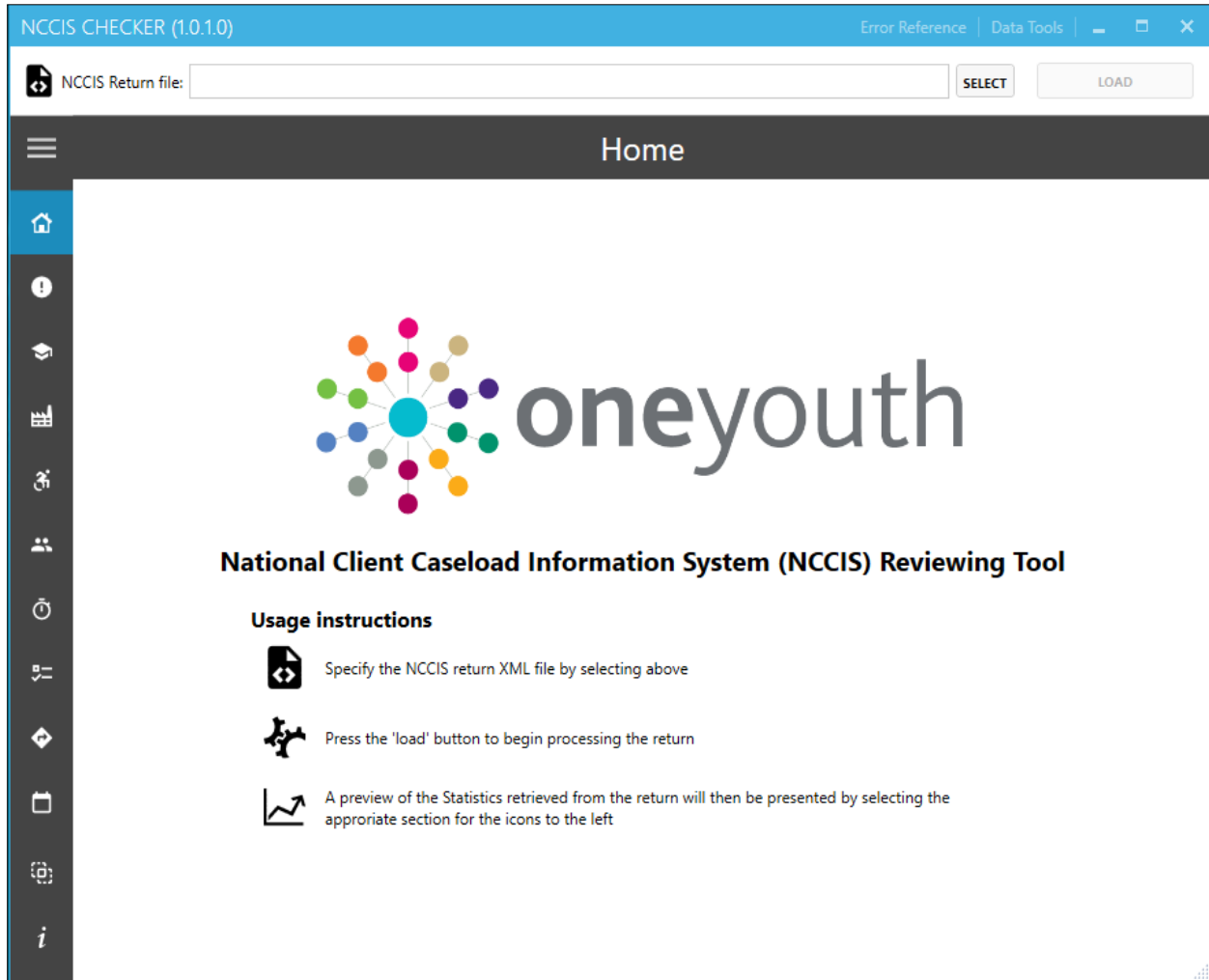
On the Start Menu look for **NCCIS Checker** or double-click the icon on the desktop.

## Uninstall the app

Left click on **NCCIS Checker** from the Start Menu and select **Uninstall**. This launches **Add/Remove Programs**. Select **NCCIS Checker** and **Uninstall** to remove the software.

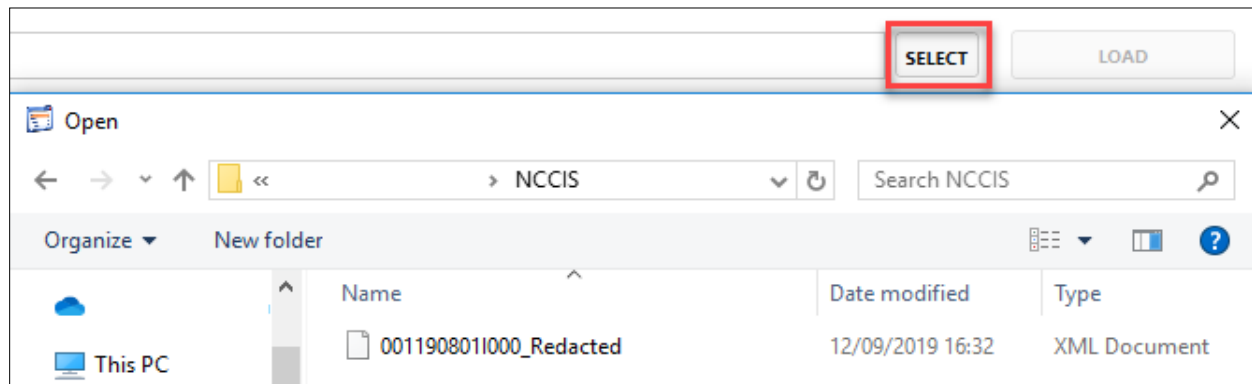
# 03 | Overview

This tool allows One YSS administrators to preview their organisation's NCCIS statistical returns prior to submission.

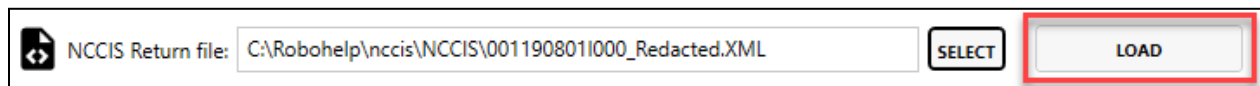


## Load the XML file extracted from IYSS

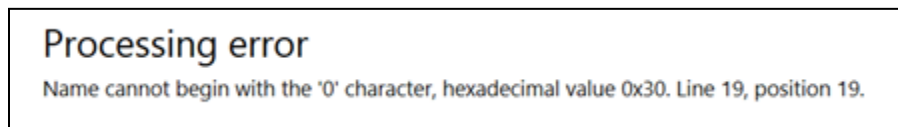
Click **SELECT** to display available files to load (the tool will only display available XML files).  
Double click on the required one:



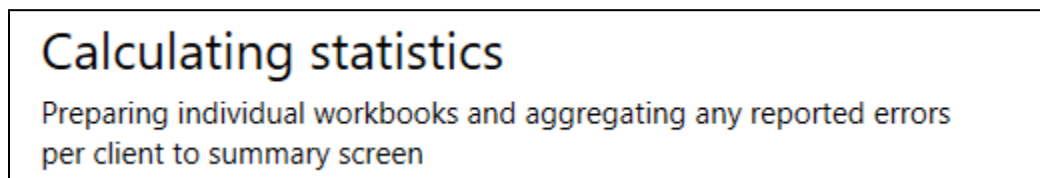
Select file and click **LOAD** to review:



If an error message like this occurs, there is an issue with the actual process.  
Contact the Service desk for assistance:

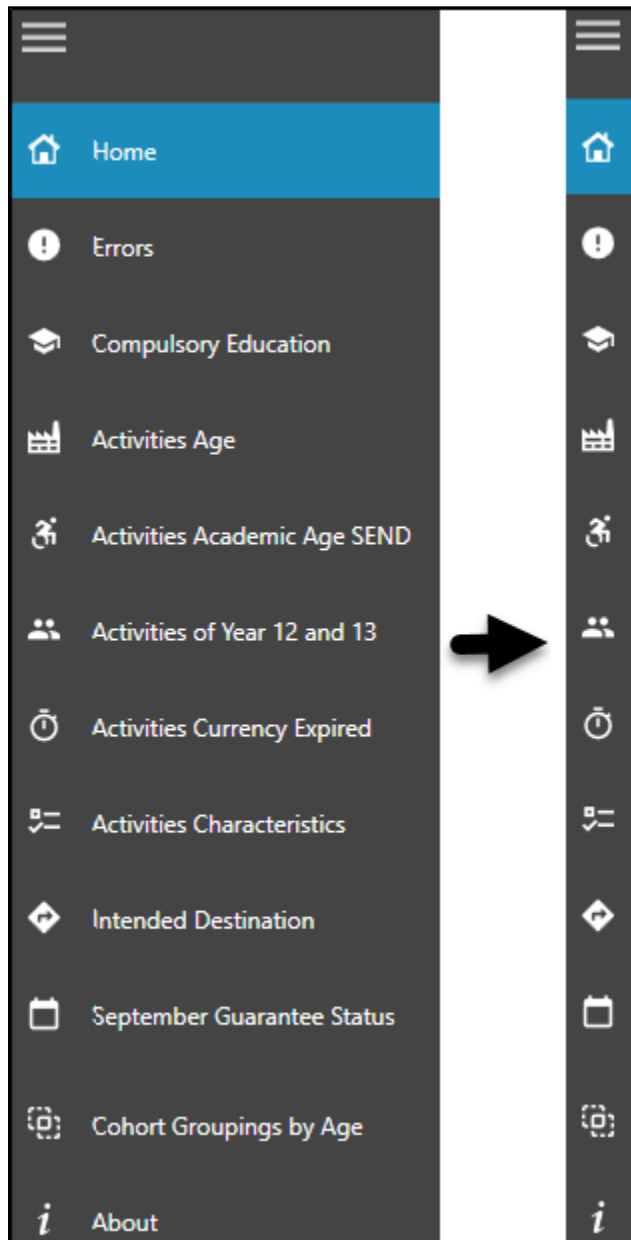


The following displays as the checker processes the XML:



## Navigation

Navigate to the screens from the left tool bar. Click on the three bars at the top to expand & collapse the menu names.






Some screens have multiple views e.g. Activities of year 12 and 13 has SEND, Gender, Male/Female, Ethnicity and Support. Clicking in each will give a breakdown of data by that view.

Activities of Year 12 and 13						
SEND Gender Male/Female Ethnicity Support						
Activities of those who have reached statutory school leaving age - SEND or Non SEND						
	SEND			Non SEND		
	Year 12	Year 13	Year Total	Year 12	Year 13	Year Total
<b>Cohort Total</b>	78	54	132	1516	1580	3096
<b>EET Total</b>	72	50	122	1489	1537	3026
<b>In education, post Year 11</b>	65	47	112	1291	1206	2497
Full time education - school sixth-form (210)	39	31	70	901	799	1700
Full time education - sixth-form college (220)	0	0	0	88	86	174
Full time education - further education (230)	25	15	40	300	320	620
Full time education - higher education (240)	0	0	0	0	0	0

Numbers with a hyperlink open a slide in window to display a breakdown of the data, for example:

 **School Leavers (by SEND)**

Age group:

Activity:

SEND Status:

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
713000000099	P	XXXXXX	XXXXXX	15/Dec/2001	WBRI	M	AA9 9AA	320	N
7130000001045	P	XXXXXX	XXXXXXX	15/Aug/2002	WBRI	F	AA99 9AA	320	N

All screens have a COPY AS CSV TO CLIPBOARD function to allow pasting of data into a CSV file. This is located at the bottom left of slide in window.

**COPY AS CSV TO CLIPBOARD**

From the list of clients, double click on a record to display the Client View screen, for example:

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
713000000099	P	XXXXXX	XXXXXX	15/Dec/2001	WBRI	M	AA9 9AA	320	N
7130000001045	P	XXXXXX	XXXXXXX	15/Aug/2002	WBRI	F	AA99 9AA	320	N

**Client View** ✕

**PERSONAL DETAILS**

Young Persons ID :	7130000001045	Cohort Status :	P	Lead LEA :	869
Given Name :	XXXXXX	Gender :	F	Educated LEA :	869
Middle Name :	-	Date of Birth :	15/Aug/2002	Transferred to LEA :	-
Family Name :	XXXXXXX	Ethnicity :	WBRI	LEA Code at Year 11 :	869
Address :	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXX	Guarantee Status :	Y	Unique Learner # :	0000000000
Post Code :	AA99 9AA	Intended Destination :	Full time education or training - other institution (Year 11)	Unique Pupil # :	0001481881293
				Previous YPID :	-

SEPTEMBER GUARANTEE			
Year 11 Status :	-	Year 12 Status :	115
LEA Code :	-	LEA Code :	West Berkshire
LEVEL OF NEED			
Level Of Need Code :	3 - Minimum Intervention	SEND Flag :	N
		SEND Support Flag :	N
ACTIVITIES			
Activity Code :	320 - Full time employment with study (regulated qualification)	Activity Start Date :	05/Jun/2019
Date Verified :	05/Jun/2019	Date Ascertained :	05/Jun/2019
Review Date :	06/Feb/2020	Due To Lapse :	06/Feb/2020
Currency Lapsed :	N	NEET Start Date :	-
Establishment Name :	Unknown Employer	Establishment # :	-
			<input type="button" value="COPY TO CLIPBOARD"/> <input type="button" value="OK"/>

Some items will display a tooltip when hovered over with the mouse:

<b>15/Aug/2001</b>
Academic age: 17
Age today: 18
Aged at period end: 17 on 2019-07-31

All Client View screens have a COPY TO CLIPBOARD function to allow pasting of data into a CSV file. This is located at the bottom right of the window.

## Table information

Each screen from the navigation bar displays the data in a table format. The tables have different columns depending on the type of information displayed. The tables will mirror those in the NCCIS workbooks, for example:

	Year 12	Year 13	Year 12 - 13 Total	Year 14	Year 15	Year 16+	Total
<b>Cohort Total</b>	78	54	132	33	26	38	229
<b>EET Total</b>	72	50	122	32	26	36	216

Most tables contain the following sections with a breakdown of data under each heading:

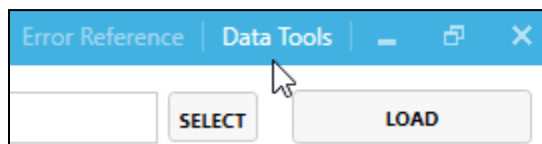
<b>In education, post Year 11</b>
<b>Employment</b>
<b>Training</b>
<b>Training (Re-engagement)</b>
<b>NEET Group</b>
<b>Available to labour market</b>
<b>Not available to labour market</b>
<b>Other (not EET or NEET)</b>
<b>Current situation not known</b>

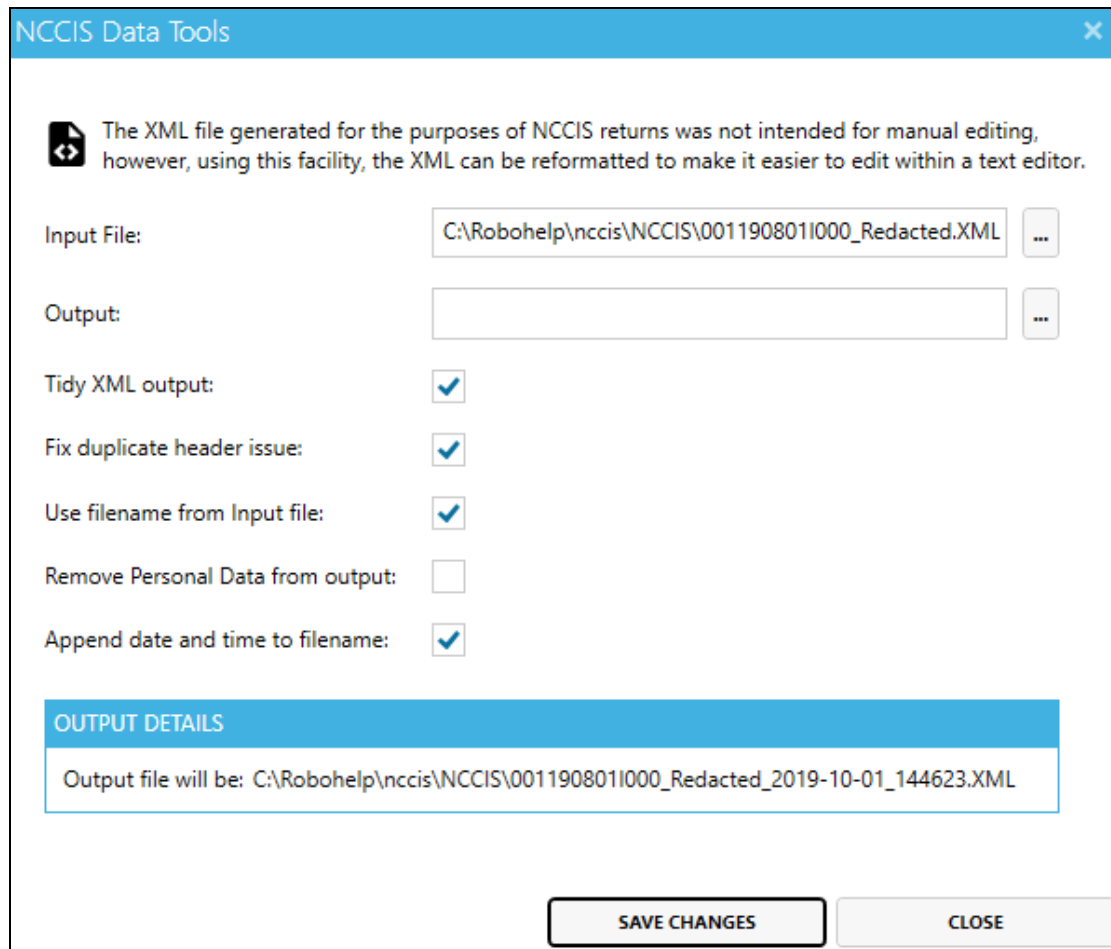
This is followed by a table summarizing the information, for example:

Progress	Year 12	Year 13	Year 12 - 13 Total	Year 14	Year 15	Year 16+	Total
Not Known %	0.0%	1.9%	0.8%	0.0%	0.0%	0.0%	0.4%
In Learning %	88.5%	88.9%	88.6%	93.9%	76.9%	92.1%	88.6%
NEET %	7.7%	5.6%	6.8%	3.0%	0.0%	5.3%	5.2%
NEET + Not Known %	7.7%	7.4%	7.6%	3.0%	0.0%	5.3%	5.7%

## Data Tools

There are additional data tools available to reformat the XML file for manual editing. To access this facility, click the data tools hyperlink in the top right corner.





**Tidy XML output:** - Enables the file to be edited if required in a text editor.

**Fix Duplicate header:** - Used to fix if the file header is duplicated. If you don't have that error, it does nothing.

**Remove Personal Data:** - This provides the facility to redact personal data, useful to send an XML file to Capita.

In all instances a new file will automatically use the file path where the original xml file is located. You will see the original plus the new file (See output details in screenshot above). To use this new file, choose the file and load, as before.

# 04 | Errors


Once the checker has processed the XML, the errors page displays. This will show any errors with the XML, displaying the code, priority, record count, Records, description and explanation.

Any minus codes are Capita codes to help with fault investigation, any others are NCCIS error codes.

If a local authority is responsible for two authorities in one return the **Show all records** is the default view but use this to select individual authority. (Not present on single authority)

#	Priority	Description	Cohorts								
			P	G	A	L	T	E	M	D	X
40	1	'DOB' contains a value which makes the young person without a SEND flag over the age of 18	0	0	2	0	1	0	0	0	0
907	1	'ULN' used more than once for different young person records	<a href="#">5252</a>	4	2	0	1	0	0	0	0
910	1	Y12 code recorded against Y11 aged young person	2	0	0	0	0	0	0	0	0
<b>Total</b>			<b>5254</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Click on a hyperlink to view a breakdown of the data.

 **Errors**

Error **907** 'ULN' used more than once for different young person records

Cohort

- P** Primary cohort
- G** No longer in primary cohort but covered by September Guarantee
- A** Age reached where an "active record" is no longer required
- L** Young person aged 18 – 25 whose EHCP has ceased
- T** Transferred to another LA so no longer an "active record"
- E** Left England so no longer an "active record"
- M** Found to be a duplicate record
- D** The young person is deceased
- X** Anything else

Error Code: **907** Priority: **1**

**'ULN' used more than once for different young person records**

Check that the ULN has been input correctly, and if in doubt, please remove the ULN as having an incorrect ULN causes more problems

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
7130000000680	T	XXXXX	XXXXXXXX	15/May/2000	WBRI	M	AA9 9AA	210	N

[COPY AS CSV TO CLIPBOARD](#)

From the list of clients, double click on a record to display the Client View screen, for example:

Client View
✕

PERSONAL DETAILS

Young Persons ID :	713000001872	Cohort Status :	A	Lead LEA :	869
Given Name :	XXXXXX	Gender :	M	Educated LEA :	869
Middle Name :	-	Date of Birth :	15/Jul/1998	Transferred to LEA :	-
Family Name :	XXXXXX	Ethnicity :	WBRI	LEA Code at Year 11 :	-
Address:	XXXXXXXXXXXXXXXXXX	Guarantee Status :	N	Unique Learner # :	0000000000
	XXXXXXXXXXXXXXXXXX	Intended Destination : <b>Not obtained</b> (Year 11)	Unique Pupil # :	0001561896992	
	XXXXXX				
XXXXXX	Previous YPID :	1160004025341			
Post Code :	AA99 9AA				

SEPTEMBER GUARANTEE

Year 11 Status :	-	Year 12 Status :	-
LEA Code :	-	LEA Code :	-

LEVEL OF NEED

Level Of Need Code :	2 - Supported	SEND Flag :	N	SEND Support Flag :	N
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ACTIVITIES

Activity Code :	340 - Employment with training (other)	Activity Start Date :	04/Jun/2018
Date Verified :	27/Mar/2019	Date Ascertained :	11/Jun/2018
Review Date :	25/Sep/2019	Due To Lapse :	25/Sep/2019
Currency Lapsed :	N	NEET Start Date :	-
Establishment Name :	-	Establishment # :	-

In addition to the explanation of the code within the table, click the Error Reference hyperlink in the top right corner. This will open a dialogue which will enable you to scroll through all codes.

Error Reference
Data Tools
☰
📄
✕



## Errors

Error Code	Description	Priority	Explanation
1	'YoungPersonsID' not of the correct length	1	The young person's identifier must contain 13 digits; the 3 digit DatabaseID followed by the local CCIS ID, and with padded 0s. eg 4440000123456
-1	'YoungPersonsID' is not of correct format	3	The young person's identifier must contain 13 digits; the 3 digit DatabaseID followed by the local CCIS ID, and with padded 0s. eg 4440000123456
2	'GivenName' does not contain a value	1	The young person's given name is missing




# 05 | Compulsory Education

This section shows a breakdown of children in compulsory education by gender and level of need. The tables will mirror those in the NCCIS workbooks.

Compulsory Education					
Gender					
	Female	Male	Withheld	Unknown	Total
Registered at a school or other educational establishment (110)	<a href="#">938</a>	<a href="#">967</a>	0	0	1905
Educated at home (120)	<a href="#">11</a>	<a href="#">14</a>	0	0	25
Custodial sentence (130)	0	0	0	0	0
Not registered at school or educational establishment (140)	0	0	0	0	0
Current situation not known (150)	0	0	0	0	0
<b>Totals ()</b>	<b>949</b>	<b>981</b>	<b>0</b>	<b>0</b>	<b>1930</b>
Level of Need					
	Intensive	Supported	Minimum Intervention	Total	
Registered at a school or other educational establishment (110)	<a href="#">155</a>	<a href="#">198</a>	<a href="#">1552</a>	1905	
Educated at home (120)	<a href="#">5</a>	<a href="#">3</a>	<a href="#">17</a>	25	
Custodial sentence (130)	0	0	0	0	
Not registered at school or educational establishment (140)	0	0	0	0	
Current situation not known (150)	0	0	0	0	
<b>Totals ()</b>	<b>160</b>	<b>201</b>	<b>1569</b>	<b>1930</b>	

Numbers with a hyperlink open to display a breakdown of the data, for example:

 Compulsory Education (by Level of Need)									
Level of Need		<input type="text" value="2 Supported"/>							
Activity		<input type="text" value="120 Educated at home"/>							
CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
7130000002896	P	XXXXXXXXXX	XXXXXXX	15/Jan/2003	WBRI	F	AA99 9AA	120	N
7130000004061	P	XXXXXX	XXXXX	15/Oct/2002	WBRI	M	AA99 9AA	120	N
7130000004723	P	XXXXXX	XXXXXXXXXX	15/Oct/2002	BCRB	M	AA99 9AA	120	N

From the list of clients, double click on a record to display the Client View screen, for example:

Client View
✕

PERSONAL DETAILS

Young Persons ID :	7130000004723	Cohort Status :	P	Lead LEA :	869
Given Name :	XXXXXXX	Gender :	M	Educated LEA :	869
Middle Name :	-	Date of Birth :	15/Oct/2002	Transferred to LEA :	-
Family Name :	XXXXXXX	Ethnicity :	BCRB	LEA Code at Year 11 :	869
Address:	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXX XXXXXX	Guarantee Status :	Y	Unique Learner # :	0000000000
Post Code :	AA99 9AA	Intended Destination : (Year 11)	Not obtained	Unique Pupil # :	0000400402572
				Previous YPID :	-

SEPTEMBER GUARANTEE

Year 11 Status :	Guarantee status not yet recorded	Year 12 Status :	-
LEA Code :	869	LEA Code :	-

LEVEL OF NEED

Level Of Need Code :	2 - Supported	SEND Flag :	N	SEND Support Flag :	Y
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ACTIVITIES

Activity Code :	120 - Educated at home	Activity Start Date :	06/Sep/2018
Date Verified :	15/Nov/2018	Date Ascertained :	15/Nov/2018
Review Date :	31/Aug/2019	Due To Lapse :	31/Aug/2019
Currency Lapsed :	N	NEET Start Date :	-
Establishment Name :	Elective Home Education	Establishment # :	8699999

# 06 | Activities Age


This section shows Activities of those who have reached statutory school leaving age. The tables will mirror those in the NCCIS workbooks.

	Year 12	Year 13	Total
<b>Cohort Total</b>	<b>1594</b>	<b>1634</b>	<b>3228</b>
<b>EET Total</b>	<b>1561</b>	<b>1587</b>	<b>3148</b>

This is followed by a summary, for example:

Progress	Year 12	Year 13	Yr 12 - Yr 13 Total
RPA			
Participating in education and training	94.9%	90.6%	
Meeting the duty	95.5%	90.9%	
Participating in RPA compliant education and training	94.9%	90.5%	
Working towards meeting the duty	0.7%	0.4%	
Temporary break from Learning	0.1%	0.2%	
Not Known %	0.4%	1.9%	1.2%
In Learning %	94.9%	90.6%	92.7%
NEET %	1.6%	0.9%	1.3%
NEET + Not Known %	2.1%	2.8%	2.4%

Numbers with a hyperlink open to display a breakdown of the data, for example:

 Activities Age									
Age group <input type="text" value="Year 12"/>									
Activity <input type="text" value="280 Independent specialist provider"/>									
CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
7130000000080	P	XXX	XXXXX	15/Oct/2001	WBRI	M	AA99 9AA	280	Y

From the list of clients, double click on a record to display the Client View screen, for example:

Client View			
<b>PERSONAL DETAILS</b>			
Young Persons ID :	713000001583	Cohort Status :	P
Given Name :	XXXXXXXXXX	Gender :	F
Middle Name :	-	Date of Birth :	15/Aug/2001
Family Name :	XXXXXX	Ethnicity :	WBRI
Address :	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	Guarantee Status :	N
Post Code :	AA99 9AA	Intended Destination : (Year 11)	Full time education or training - other institution
		Lead LEA :	869
		Educated LEA :	869
		Transferred to LEA :	-
		LEA Code at Year 11 :	869
		Unique Learner # :	0000000000
		Unique Pupil # :	0001235370463
		Previous YPID :	1160000096085
<b>SEPTEMBER GUARANTEE</b>			
Year 11 Status :	-	Year 12 Status :	-
LEA Code :	-	LEA Code :	-
<b>LEVEL OF NEED</b>			
Level Of Need Code :	3 - Minimum Intervention	SEND Flag :	N
		SEND Support Flag :	N
<b>ACTIVITIES</b>			
Activity Code :	250 - Part time education	Activity Start Date :	01/Mar/2019
Date Verified :	15/May/2019	Date Ascertained :	01/Mar/2019
Review Date :	14/Aug/2019	Due To Lapse :	14/Aug/2019
Currency Lapsed :	N	NEET Start Date :	-
Establishment Name :	-	Establishment # :	-
		<input type="button" value="COPY TO CLIPBOARD"/>	<input type="button" value="OK"/>

# 07 | Activities Academic Age SEND

This section shows Activities of those who have reached statutory school leaving age and have declared a learning difficulty or disability. The tables will mirror those in the NCCIS workbooks.

For example:

	Year 12	Year 13	Year 12 - 13 Total	Year 14	Year 15	Year 16+	Total
<b>Cohort Total</b>	78	54	132	33	26	38	229
<b>EET Total</b>	72	50	122	32	26	36	216

This is followed by a summary, for example:

Progress	Year 12	Year 13	Year 12 - 13 Total	Year 14	Year 15	Year 16+	Total
Not Known %	0.0%	1.9%	0.8%	0.0%	0.0%	0.0%	0.4%
In Learning %	88.5%	88.9%	88.6%	93.9%	76.9%	92.1%	88.6%
NEET %	7.7%	5.6%	6.8%	3.0%	0.0%	5.3%	5.2%
NEET + Not Known %	7.7%	7.4%	7.6%	3.0%	0.0%	5.3%	5.7%

Numbers with a hyperlink open to display a breakdown of the data, for example:

 **Activities Age SEND**

Age group

Activity

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
7130000000080	P	XXX	XXXXX	15/Oct/2001	WBRI	M	AA99 9AA	280	Y

From the list of clients, double click on a record to display the Client View screen, for example:

Client View ✕

PERSONAL DETAILS

Young Persons ID :	713000002388	Cohort Status :	P	Lead LEA :	869
Given Name :	XXXXXXX	Gender :	M	Educated LEA :	869
Middle Name :	-	Date of Birth :	15/Feb/1999	Transferred to LEA :	-
Family Name :	XXXXXXX	Ethnicity :	WBRI	LEA Code at Year 11 :	-
Address:	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX XXXXXXX XXXXXXXXXX	Guarantee Status :	N	Unique Learner # :	000000000
Post Code :	AA99 9AA	Intended Destination : (Year 11)	Not obtained	Unique Pupil # :	0001887233204
				Previous YPID :	1160004028767

SEPTEMBER GUARANTEE

Year 11 Status : -	Year 12 Status : -
LEA Code : -	LEA Code : -

LEVEL OF NEED

Level Of Need Code :	1 - Intensive Support	SEND Flag :	Y	SEND Support Flag :	N
Characteristics :	Care Leaver				

ACTIVITIES

Activity Code :	340 - Employment with training (other)	Activity Start Date :	26/Oct/2018
Date Verified :	27/Feb/2019	Date Ascertained :	26/Oct/2018
Review Date :	28/Aug/2019	Due To Lapse :	28/Aug/2019
Currency Lapsed :	N	NEET Start Date :	-
Establishment Name :	-	Establishment # :	-

# 08 | Activities of Year 12 and 13

This section shows activities of those who have reached statutory school leaving age Yr 12 to Yr 13.

There are five display options: SEND, Gender, Male/Female, Ethnicity, Support. In each display the tables will mirror those in the NCCIS workbooks.

## By SEND

Activities of those who have reached statutory school leaving age - SEND or Non SEND.

	SEND			Non SEND		
	Year 12	Year 13	Year Total	Year 12	Year 13	Year Total
<b>Cohort Total</b>	78	54	132	1516	1580	3096
<b>EET Total</b>	72	50	122	1489	1537	3026

This is followed by a summary, for example:

Progress	Year 12	Year 13	Year Total	Year 12	Year 13	Year Total
Not Known %		1.9%	0.8%	0.5%	1.9%	1.2%
In Learning %	88.5%	88.9%	88.6%	95.2%	90.6%	92.9%
NEET %	7.7%	5.6%	6.8%	1.3%	0.8%	1.0%
NEET + Not Known %	7.7%	7.4%	7.6%	1.8%	2.7%	2.2%

## By Gender

Activities of those who have reached statutory school leaving age

Yr 12 to Yr 13.

	Male	Female	Unknown	Withheld	Total
<b>Cohort Total</b>	1696	1532	0	0	3228
<b>EET Total</b>	1637	1511	0	0	3148

This is followed by a summary, for example:

	Male	Female	Unknown	Withheld	Total
Not Known %	1.5%	0.8%			1.2%
In Learning %	90.6%	95.0%			92.7%
NEET %	1.9%	0.5%			1.3%
NEET + Not Known %	3.4%	1.4%			2.4%

## By Male/Female

Activities of those Male and Females who have reached statutory school leaving age  
Yr 12 to Yr 13.

	Year 12			Year 13		
	Male	Female	Total	Male	Female	Total
<b>Cohort Total</b>	<b>825</b>	<b>769</b>	<b>1594</b>	<b>871</b>	<b>763</b>	<b>1634</b>
<b>EET Total</b>	<b>801</b>	<b>760</b>	<b>1561</b>	<b>836</b>	<b>751</b>	<b>1587</b>

This is followed by a summary, for example:

<b>Progress</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
Not Known %	0.5%	0.4%	0.4%	2.4%	1.3%	1.9%
In Learning %	93.0%	96.9%	94.9%	88.3%	93.2%	90.6%
NEET %	2.4%	0.8%	1.6%	1.5%	0.3%	0.9%
NEET + Not Known %	2.9%	1.2%	2.1%	3.9%	1.6%	2.8%

## By Ethnicity

Activities of those who have reached statutory school leaving age  
Yr 12 to Yr 13.

	White British (WBR)	White Irish (WIR)	Gypsy or Irish Traveller (WROM)	Any other White background (WOTH)	White	White and Black Caribbean (MWBC)	White and Black African (MWBA)	White and Asian (MWAS)	Any other mixed background (MOTH)	Mixed Race	Indian (AIND)
<b>Cohort Total</b>	<b>2796</b>	<b>8</b>	<b>12</b>	<b>81</b>	<b>2897</b>	<b>31</b>	<b>13</b>	<b>37</b>	<b>37</b>	<b>118</b>	<b>18</b>
<b>EET Total</b>	<b>2730</b>	<b>8</b>	<b>10</b>	<b>80</b>	<b>2828</b>	<b>30</b>	<b>12</b>	<b>36</b>	<b>37</b>	<b>115</b>	<b>18</b>

	Pakistani (APKN)	Bangladeshi (ABAN)	Any other Asian background (AOTH)	Asian or Asian British	Caribbean (BCRB)	African (BAFR)	Black British (BBR)	Any other Black background (BOBH)	Black/African/Caribbean/Black British	Arab (OARA)	Any other ethnic group (OOTH)	Other	Chinese (CHNE)	Refused to disclose (REFU)	Information not obtained (NOBT)	Total
	9	18	16	61	10	24	0	12	46	0	14	14	11	11	70	3228
	9	18	14	59	10	23	0	11	44	0	14	14	11	10	67	3148

This is followed by a summary, for example:

	White British (WBR)	White Irish (WIR)	Gypsy or Irish Traveller (WROM)	Any other White background (WOTH)	White	White and Black Caribbean (MWBC)	White and Black African (MWBA)	White and Asian (MWAS)	Any other mixed background (MOTH)	Mixed Race	Indian (AIND)
Not Known %	1.1%	0.0%	8.3%	0.0%	1.1%	0.0%	7.7%	0.0%	0.0%	0.9%	0.0%
In Learning %	92.8%	100.0%	50.0%	96.3%	92.8%	83.3%	92.3%	91.9%	89.2%	88.9%	100.0%
NEET %	1.2%	0.0%	8.3%	1.2%	1.2%	0.0%	0.0%	2.7%	0.0%	0.9%	0.0%
NEET + Not Known %	2.4%	0.0%	16.7%	1.2%	2.4%	0.0%	7.7%	2.7%	0.0%	1.7%	0.0%

## By Support

Activities of those who have reached statutory school leaving age  
Yr 12 to Yr 13.


	<b>Intensive Support</b>	<b>Supported</b>	<b>Minimum Intervention</b>	<b>Total</b>
<b>Cohort Total</b>	<b>209</b>	<b>396</b>	<b>2623</b>	<b>3228</b>
<b>EET Total</b>	<b>181</b>	<b>376</b>	<b>2591</b>	<b>3148</b>



This is followed by a summary, for example:

Progress	Intensive Support	Supported	Minimum Intervention	Total
Not Known %	1.4%	2.5%	1.0%	1.2%
In Learning %	73.1%	85.6%	95.3%	92.7%
NEET %	11.5%	2.5%	0.3%	1.3%
NEET + Not Known %	13.0%	5.1%	1.2%	2.4%

Numbers with a hyperlink open to display a breakdown of the data, for example:

 **School Leavers (by SEND)**

Age group:

Activity:

SEND Status:

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
7130000000080	P	XXX	XXXXX	15/Oct/2001	WBRI	M	AA99 9AA	280	Y

From the list of clients, double click on a record to display the Client View screen, for example:

Client View
✕

PERSONAL DETAILS

Young Persons ID :	7130000003490	Cohort Status :	P	Lead LEA :	869
Given Name :	XXXXXXXX	Gender :	F	Educated LEA :	869
Middle Name :	-	Date of Birth :	15/Nov/2000	Transferred to LEA :	-
Family Name :	XXXXXXXXXXXX	Ethnicity :	WIRI	LEA Code at Year 11 :	869
Address :	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXX	Guarantee Status :	N	Unique Learner # :	0000000000
Post Code :	AA9 9AA	Intended Destination :	Full time education or training - other institution (Year 11)	Unique Pupil # :	0000070611954
				Previous YPID :	1160000094534

SEPTEMBER GUARANTEE

Year 11 Status : -	Year 12 Status : -
LEA Code : -	LEA Code : -

LEVEL OF NEED

Level Of Need Code :	1 - Intensive Support	SEND Flag :	Y	SEND Support Flag :	N
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ACTIVITIES

Activity Code :	230 - Full time education - further education	Activity Start Date :	03/Sep/2018
Date Verified :	27/Feb/2019	Date Ascertained :	14/Sep/2018
Review Date :	31/Aug/2019	Due To Lapse :	31/Aug/2019
Currency Lapsed :	N	NEET Start Date :	-
Establishment Name :	Reading College	Establishment # :	8708004

# 09 | Activities Currency Expired

This section shows activities of those who have reached statutory school leaving age. The tables will mirror those in the NCCIS workbooks.

	Yr 12	Yr 13	Total
<b>Currency Expired Total</b>	<b>3</b>	<b>26</b>	<b>29</b>
<b>EET Total</b>	<b>3</b>	<b>26</b>	<b>29</b>

This is followed by a summary, for example:

Progress	Yr 12	Yr 13	Total
NEET Total	26	15	41
EET Total	1559	1587	3146
In Learning Total	1510	1478	2988
Not Known Total	7	31	38
Other (not in EET or NEET)	6	5	11
Not Known %	0.4%	1.9%	1.2%
In Learning %	94.7%	92.7%	92.6%

Numbers with a hyperlink open to display a breakdown of the data, for example:

 **Activities Currency Expired**

Age group

Activity

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
7130000003337	P	XXXXXX	XXXXXX	15/May/2002	WBRI	F	AA9 9AA	330	N

From the list of clients, double click on a record to display the Client View screen, for example:

PERSONAL DETAILS					
Young Persons ID :	713000001490	Cohort Status :	P	Lead LEA :	869
Given Name :	XXXXXX	Gender :	M	Educated LEA :	869
Middle Name :	-	Date of Birth :	15/Dec/2000	Transferred to LEA :	-
Family Name :	XXXXX	Ethnicity :	WBRI	LEA Code at Year 11 :	869
Address:	XXXXXXXXXXXXXX XXXXXXXXXXXXXX XXXXXX	Guarantee Status :	N	Unique Learner # :	000000000
Post Code :	AA99 9AA	Intended Destination : (Year 11)	Full time education - same school	Unique Pupil # :	0001375495737
				Previous YPID :	1160000096873
SEPTEMBER GUARANTEE					
Year 11 Status :	-	Year 12 Status :	-		
LEA Code :	-	LEA Code :	-		
LEVEL OF NEED					
Level Of Need Code :	3 - Minimum Intervention	SEND Flag :	N	SEND Support Flag :	N
ACTIVITIES					
Activity Code :	310 - Apprenticeship	Activity Start Date :	14/May/2019		
Date Verified :	14/May/2019	Date Ascertained :	14/May/2019		
Review Date :	04/Jul/2019	Due To Lapse :	04/Jul/2019		
Currency Lapsed :	Y	NEET Start Date :	-		
Establishment Name :	Berkshire College of Agriculture	Establishment # :	-		
				COPY TO CLIPBOARD	OK

# 10 | Activities Characteristics

This section shows activities of those who have reached statutory school leaving age.

There are two display options: All leavers and Year 12 and 13. In both displays the tables will mirror those in the NCCIS workbooks.

## By All Leavers

Activities of all those who have reached statutory school leaving age.

	Looked-after / In care	Parent - caring for own child	Refugee / Asylum seeker	Carer not own child	Client disclosed substance misuse	Care Leaver	Supervised by YOT	Pregnant	Parent - not caring for own child	SEND	Teenage Mothers	Alternative Provision	SEN Support
<b>Cohort Total</b>	<b>48</b>	<b>3</b>	<b>15</b>	<b>3</b>	<b>4</b>	<b>18</b>	<b>24</b>	<b>7</b>	<b>2</b>	<b>313</b>	<b>3</b>	<b>99</b>	<b>636</b>

This is followed by a summary, for example:

	Looked-after / In care	Parent - caring for own child	Refugee / Asylum seeker	Carer not own child	Client disclosed substance misuse	Care Leaver	Supervised by YOT	Pregnant	Parent - not caring for own child	SEND	Teenage Mothers	Alternative Provision	SEN Support
Not Known %	3.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.4%	0.0%	2.8%	1.8%
In Learning %	66.7%	0.0%	83.3%	0.0%	25.0%	77.8%	18.8%	0.0%	50.0%	88.6%	0.0%	50.0%	88.2%
NEET %	26.7%	100.0%	16.7%	100.0%	25.0%	16.7%	50.0%	40.0%	0.0%	5.2%	100.0%	20.8%	2.3%
NEET + Not Known %	30.0%	100.0%	16.7%	100.0%	25.0%	16.7%	50.0%	40.0%	0.0%	5.7%	100.0%	23.6%	4.0%

## By Year 12 and 13

Activities of those who have reached statutory school leaving age

Yr 12 to Yr 13.

	Looked-after / In care	Parent - caring for own child	Refugee / Asylum seeker	Carer not own child	Client disclosed substance misuse	Care Leaver	Supervised by YOT	Pregnant	Parent - not caring for own child	SEND	Teenage Mothers	Alternative Provision	SEN Support
<b>Cohort Total</b>	<b>30</b>	<b>2</b>	<b>12</b>	<b>3</b>	<b>4</b>	<b>14</b>	<b>16</b>	<b>5</b>	<b>2</b>	<b>132</b>	<b>2</b>	<b>71</b>	<b>398</b>

This is followed by a summary, for example:

	Looked-after / In care	Parent - caring for own child	Refugee / Asylum seeker	Carer not own child	Client disclosed substance misuse	Care Leaver	Supervised by YOT	Pregnant	Parent - not caring for own child	SEND	Teenage Mothers	Alternative Provision	SEN Support
Not Known %	3.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.8%	0.0%	2.9%	1.8%
In Learning %	66.7%	0.0%	83.3%	0.0%	25.0%	78.6%	18.8%	0.0%	50.0%	88.6%	0.0%	51.4%	88.2%
NEET %	26.7%	100.0%	16.7%	100.0%	25.0%	21.4%	50.0%	40.0%	0.0%	6.8%	100.0%	18.6%	2.3%
NEET + Not Known %	30.0%	100.0%	16.7%	100.0%	25.0%	21.4%	50.0%	40.0%	0.0%	7.6%	100.0%	21.4%	4.0%

Numbers with a hyperlink open to display a breakdown of the data, for example:

➔

## Activities Characteristics

Characteristic: **110** Looked-after / In care

Activity: **220** Full time education - sixth-form college

Age Group: █ Only Year 12 and 13

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
7130000000288	P	XXXXXX	XXXXXXXX	15/Dec/2001	WBRI	F	AA9 9AA	220	N

The Age Group can be filtered by All or by Only Year 12 and 13:

Age Group

All
  Only Year 12 and 13

From the list of clients, double click on a record to display the Client View screen, for example:

Client View ✕

PERSONAL DETAILS

Young Persons ID :	713000003785	Cohort Status :	P	Lead LEA :	869
Given Name :	XXXXXX	Gender :	F	Educated LEA :	870
Middle Name :	-	Date of Birth :	15/Aug/2001	Transferred to LEA :	-
Family Name :	XXXXXX	Ethnicity :	BCRB	LEA Code at Year 11 :	870
Address:	XXXXXXXXXXXXXXXXXXXX	Guarantee Status :	N	Unique Learner # :	000000000
	XXXXXXXXXXXXXXXXXXXX	Intended Destination : (Year 11)	Not obtained	Unique Pupil # :	0001200927310
Post Code :	AA99 9AA			Previous YPID :	1160000096758

SEPTEMBER GUARANTEE

Year 11 Status : -	Year 12 Status : -
LEA Code : -	LEA Code : -

LEVEL OF NEED

Level Of Need Code : 1 - Intensive Support	SEND Flag : N	SEND Support Flag : N	
Characteristics :	<input type="button" value="Alternative Provision"/> <input type="button" value="Looked-after / In care"/> <input type="button" value="Looked-after / In care"/> <input type="button" value="Supervised by YOT"/>		

ACTIVITIES


Activity Code : 230 - Full time education - further education	Activity Start Date : 10/Oct/2018
Date Verified : 06/Feb/2019	Date Ascertained : 08/Jan/2019
Review Date : 31/Aug/2019	Due To Lapse : 31/Aug/2019
Currency Lapsed : N	NEET Start Date : -
Establishment Name : Unknown OOC FE College (mainstream)	Establishment # : 0039999

# 11 | Intended Destination

This section shows intended destination at Year 11.

Intended Destination	Total
Full time education - same school	<a href="#">1070</a>
Full time education or training - other institution	<a href="#">412</a>
Apprenticeship or traineeship	<a href="#">106</a>
Full time employment with study (regulated qualification)	0
Employment without training	0
Other destination	<a href="#">3</a>
Undecided	<a href="#">56</a>
Not obtained	<a href="#">283</a>
<b>Total</b>	<b>1930</b>
<b>Year 11 Cohort</b>	<b>1930</b>

Numbers with a hyperlink open to display a breakdown of the data, for example:

 Intended Destinations

Intended Destination 411 Other destination

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
713000000609	P	XXXXXX	XXXXX	15/May/2003	WBRI	F	AA99 9AA	110	N
7130000003327	P	XXXXX	XXXXXXX	15/Sep/2002	WBRI	M	AA99 9AA	110	N
7130000003566	P	XXXX	XXXXX	15/Jan/2003	WBRI	F	AA99 9AA	110	N

From the list of clients, double click on a record to display the Client View screen, for example:

PERSONAL DETAILS					
Young Persons ID :	7130000003327	Cohort Status :	P	Lead LEA :	869
Given Name :	XXXXX	Gender :	M	Educated LEA :	869
Middle Name :	-	Date of Birth :	15/Sep/2002	Transferred to LEA :	-
Family Name :	XXXXXXX	Ethnicity :	WBRI	LEA Code at Year 11 :	869
Address :	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX	Guarantee Status :	Y	Unique Learner # :	000000000
Post Code :	AA99 9AA	Intended Destination : (Year 11)	Other destination	Unique Pupil # :	0002058766894
				Previous YPID :	-
SEPTEMBER GUARANTEE					
Year 11 Status :	Guarantee status not yet recorded		Year 12 Status :	-	
LEA Code :	869		LEA Code :	-	
LEVEL OF NEED					
Level Of Need Code :	1 - Intensive Support	SEND Flag :	N	SEND Support Flag :	N
ACTIVITIES					
Activity Code :	110 - Registered at a school or other educational establishment		Activity Start Date :	01/Sep/2018	
Date Verified :	03/Sep/2018		Date Ascertained :	03/Sep/2018	
Review Date :	31/Aug/2019		Due To Lapse :	31/Aug/2019	
Currency Lapsed :	N		NEET Start Date :	-	
Establishment Name :	Park House School		Establishment # :	8694038	
			<input type="button" value="COPY TO CLIPBOARD"/> <input type="button" value="OK"/>		

# 12 | September Guarantee Status

This section shows activities of those covered by the September Guarantee.

There are two display options: Year 11, Year 12. In both displays the tables will mirror those in the NCCIS workbooks.

## By Year 11

	Offer made		Offer not appropriate at this time			No offer made			No contact			Total
	Education and training	Re-engagement activities	Going into employment without accredited training	Personal circumstances prevent learning at this time	Other Reason	No appropriate provision	Considering options/ not applied for learning	Application made awaiting outcome	Unable to contact - current address not known	Unable to contact - other reason	Guarantee status not yet recorded	
Cohort Total	1151	1	0	0	0	0	0	0	0	0	777	1929

## By Year 12

	Total Offers Made	Offer made				Offer not appropriate at this time			Total
		Continuing in education	Continuing in employment with study (regulated qualification)	Education and training	Re-engagement activities	Going into employment without training	Personal circumstances prevent learning	Other reason	
Cohort Total	1323	1202	111	10	0	0	2	0	
		No offer made			No contact			Total	
		No appropriate provision	Considering options/ not applied for learning	Application awaiting outcome	Unable to contact - current address not known	Unable to contact - other reason	Guarantee status not yet recorded		
		0	0	0	0	0	268	1593	

Numbers with a hyperlink open to display a breakdown of the data, for example:

 **September Guarantee**

Guarantee Code  Continuing in employment with study (regu) ▾

Activity  Full time education - school sixth-form ▾

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
7130000003253	P	XXXXXXXXXXXX	XXXXXXXXXXXXXX	15/Oct/2001	WBRI	F	AA99 9AA	210	N



From the list of clients, double click on a record to display the Client View screen, for example:

Client View					
<b>PERSONAL DETAILS</b>					
Young Persons ID :	713000002472	Cohort Status :	P	Lead LEA :	869
Given Name :	XXXXXX	Gender :	M	Educated LEA :	869
Middle Name :	-	Date of Birth :	15/Feb/2003	Transferred to LEA :	-
Family Name :	XXXX	Ethnicity :	WBRI	LEA Code at Year 11 :	869
Address :	XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXX XXXXXXXXXX	Guarantee Status :	Y	Unique Learner # :	000000000
		Intended Destination : (Year 11)	Apprenticeship or traineeship	Unique Pupil # :	0001449990310
Post Code :	AA99 9AA			Previous YPID :	-
<b>SEPTEMBER GUARANTEE</b>					
Year 11 Status :	Re-engagement activities	Year 12 Status :	-		
LEA Code :	869	LEA Code :	-		
<b>LEVEL OF NEED</b>					
Level Of Need Code :	2 - Supported	SEND Flag :	N	SEND Support Flag :	Y
<b>ACTIVITIES</b>					
Activity Code :	110 - Registered at a school or other educational establishment	Activity Start Date :	01/Sep/2018		
Date Verified :	03/Sep/2018	Date Ascertained :	03/Sep/2018		
Review Date :	31/Aug/2019	Due To Lapse :	31/Aug/2019		
Currency Lapsed :	N	NEET Start Date :	-		
Establishment Name :	The Downs (Foundation) School	Establishment # :	8695406		
<input type="button" value="COPY TO CLIPBOARD"/> <input type="button" value="OK"/>					

# 13 | Cohort Groupings by Age

This section shows cohort grouping by age of clients in NCCIS return.

	15	16	17	18	19	20	21	22	23	24	Total
'P' - Primary cohort	1930	1594	1634	33	26	18	10	6	1	3	5255
'T' - Transferred to another LA so no longer an "active record"	0	0	0	1	0	0	0	0	0	0	1
'G' - No longer in primary cohort but covered by September Guarantee	1	3	0	0	0	0	0	0	0	0	4
'A' - Age reached where an "active record" is no longer required	0	0	0	1	0	1	0	0	0	0	2
<b>Total</b>	<b>1931</b>	<b>1597</b>	<b>1634</b>	<b>35</b>	<b>26</b>	<b>19</b>	<b>10</b>	<b>6</b>	<b>1</b>	<b>3</b>	<b>5262</b>