



Response to Request for Information

Reference FOI 0715115
Date 20 July 2015

School Data Collection Sheets

Request:

I am writing to request information under the FoI Act. Can you please send me electronic copies of the 2014/15 and 2015/16 Data Collection Sheet that parents/students are required to complete each year, from each primary and secondary school in your local authority?

Can you also answer the following:

1- 1- Are Data Collection Sheets designed centrally by the local authority or independently by each school?

Following reasonable enquiries, it has been established that the Council does not hold the above information. Consequently, we are unable to provide any information relating to the above, as per Section 1(1)(a) of the Act:

"Any person making a request for information to a public authority is entitled to be informed in writing by the public authority whether it holds information of the description specified in the request".

We would suggest that you contact the schools individually.

2- How is the collected data processed within the local authority once received back from schools and before it is sent to the Department of Education for the annual pupil census?

The data is collected in the same way in Wolverhampton as every other LA in England – through a download from a schools MIS system, which maintained schools send via a secure electronic route to the LA. The LA (like every other LA in England) loads the files for **MAINTAINED SCHOOLS** onto a DfE secure website – COLLECT - here's a link to the DfE School Census information page <https://www.gov.uk/school-census>

3- How, if relevant, is the collected data used within/by the local authority?

The data is used to produce analysis of school populations by pupil characteristics – please see link to national data <https://www.gov.uk/government/statistics/schools->

[NOT PROTECTIVELY MARKED]

[pupils-and-their-characteristics-january-2015](#) there is also LA level data available on this page.

4- Who within the local authority processes and/or analyses the data collected (name, position and telephone & email contact details)?

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