

**ICT17038**

**Supply of an Early Years and Education Management Information System and Associated Services**

**Appendix C**

**Children’s Services Work Areas and Current Modules Used**

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# Children’s Services work areas and modules currently used:

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| **Children's Work Area** | **System** | **Module** | **Description** |
| Information and ICT | Servelec - IDEAR | Systalk | * Central pupil database, with ability to bulk import core pupil details from information collated from schools; * Ability to manage user permissions and lookups; and * Ability to match addresses received against a gazetteer or similar. |
| Security Manager | * Ability to manage user permissions. |
| System Manager | * Ability to manage lookups. |
| IDEAR | * Ability to match addresses received against a gazetteer or similar. |
| Special Educational Needs and Disabilities | Servelec - SEN | SEN | * Records and maintains processes to support EHC Needs Assessments and the issue of EHCP and associated financial support for other young people and children with SEND. |
| SEN Allocation |
| Support Service for Special Educational Needs (SSSEN) | Servelec - Pupil Support Services | PSS | * References pupil records. |
| SEN | * References pupil records. |
| Inclusion | Servelec - Pupil Support Services | Exclusions | * Records fixed term and permanent exclusions of pupils from schools. |
| TAPS | * Records pupil level funding to Schools. |
| Part-Time | * Records personal indicator alert details of pupils on part-time timetables. |
| Fair Access & Pupils Out of Education | * Records pupil level information that is used for tracking and reporting purposes. |
| Education Welfare Team | Servelec - Pupil Support Services | Legal Interventions | * Records details of penalty notices and prosecutions in relation to non-attendance at School and term time holidays; and * Stores and produces evidence to instigate legal proceedings and record the outcomes of these legal functions. |
| Children Missing Education | * Records details of children missing from education to enable alerts for that child for anyone accessing the system; and * Records the monitoring and tracking of events for children missing, putting an alert on the system to make all users aware of the missing status. |
| Young Employment | * Records details of entertainment and employment for young people under school-leaving age and their licence/approval to do so; and * Creates and stores letters, licences and permit information to monitor young employment. |
| Travellers and EAL | Servelec - Pupil Support Services | EAL | * Stores details about young people whose first language is not English. For example if they are a refugee/asylum seeker and what their level of English speaking, reading and writing is. |
| Travellers | * Records details of pupils who are part of travelling communities. |
| Elective Home Education | Servelec - Pupil Support Services | Elective Home Education (EOTAS) | * Records details of pupils that are being home educated by their parent/carer. |
| Out of School Tuition/ Integration Pathways Team | Servelec - Pupil Support Services | Provision | * Records details of pupils educated by the Out of School Tuition Service/IPT - i.e. in hospital, permanently excluded or at risk of exclusion; * Records details of educational provision for pupils excluded from a School; and * Records professional contact details. |
| Behaviour Support | * Records details of additional support offered i.e. behaviour support teacher. |
| Educational Psychology | * Records details of educational psychology support. |
| Autism Outreach | * Records details of additional support offered to pupils, for example: autism outreach teachers, teaching assistants. |
| Sensory and Physical Support | Servelec - Pupil Support Services | Sensory Support | * Records details of visual and hearing impairment involvement, including support and equipment loaned. |
| Medical | * Records details of physical impairment involvement, including support and equipment loaned. |
| Virtual School | Servelec - Pupil Support Service | Children in Care | * Records details of CIC and their personal education plans. |
| PEP |
| Admissions and Transport Team | Servelec - Admissions and Transfers | Admissions | * Records details of applications for School places under the co-ordinated admissions process. This can be part of the main admissions rounds to School (i.e. reception, infant to junior, primary/junior to secondary) and also for in year admissions whereby a pupil changes School. |
| Admissions Transport | * Records details of applications for support for transport to School. |
| Servelec - Electronic Data Exchange Module | EDEM | * EDEM is responsible for extracting admissions records from an XML file (created from online admissions web pages) and importing them into the core database. |
| AOT File Maker | AOT File Maker | * Used for processing and importing applications including archiving, setting data for rounds, updating interactive booklet, producing and distributing offer day emails, and other general maintenance. It is also used for creating XML files of raw data to allow input through EDEM into the system. |
| GIS | Geographic Information System | * A database of both private and public addresses to allow distances to be calculated between any two given points in a straight line and shortest walkable route. |
| Internally Developed - Admissions Portal | Public Portal | * Public facing online school admissions application facility for parents to make applications for a preferred School place for their child. The portal also allows parents to make appeals against the decision, if required. |
| Governor Support | Servelec - GATS | Governor Admin and Training System | * Records individual governor information, including contact details and training records; * Generates letters to individual governors; * Records governing board membership for individual Schools and federations, including composition of the governing board; and * Records specific detail for each school, i.e. School category, phase and area. |
| Early Years Team/ Early Years Finance/ Information and ICT/Catering | Servelec - FIS (Formerly EYS) & Free School Meals Benefit System (FSMB) | Postal Address File Web Clicks | * Enables a parent to enter that address and account details to allow for applications in the parent portal. |
| FIS | * Records and makes available details of early years provision - child minders, day nurseries. |
| FIS Provider Portal | * Website where Early Years providers log in, to submit their child level details for early education funding, and view historic data for previous payments. There are also other forms for submitting data updates and other data collections e.g. the annual Early Years census. |
| Forms Designer | * Used to design forms for collection of provider data such as: * Early Years census; and * Family information directory update for * School local offer form. |
| FIS Pupil Premium | * Records early years funding for free early years educational entitlement: * 2 year olds; and * 30 Hour Free Childcare * Allow online application for above; * Online eligibility checking for the Council; * Provider portal for early years providers to send information back to the Council; * Ability for parent to check on eligibility for 2 year old funding; * Ability to record details of a family’s entitlement to claim free School meals; and * Ability to generate official 6 digit 2 year old voucher code from ECS check to pass to parents to authorise 2 year old funding. |
| FIS 30 Hours Software |
| FIS 30 Hours Support |
| FIS Payment File Transaction Headers Software |
| FIS Payment File Transaction Headers Maintenance |
| FIS 30 Hours Application Training |
| FISO Funding |
| Online 2YO Funding Eligibility |
| FIS 2YO Voucher Code Production Software |
| FIS 2YO Voucher Code Production Support |
| Online FSM Eligibility Checker | * Ability to access the DfE ECS to perform queries against individual pupil/parent data to confirm eligibility for 2 year old funding (in addition to free school meals, Early Years Pupil Premium and 30 Hour Free Childcare); and * Records details of family – parent(s) NI Number, date of birth and full name, pupil(s)/siblings and if eligible. It stores the dates a check was done and the outcome. Used to generate a monthly report to Schools advising of dates when pupils are eligible or no longer eligible. |
| Integrated Workforce Development Team | Servelec - FIS (Formerly EYS) | FIS | * Records and makes available details of early years provision - child minders, day nurseries in relation to training; * Monitoring qualifications; * Produces email confirmation and paperwork to support training; and * Records and reports training for individuals and settings via attendance and ongoing notes attached to support users. |