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Date: 18 December 2003

Dear Colleague

### **PULSE Returns**

Thank you for completing PULSE returns to the LEA.

Completion of PULSE returns result in a reduced demand on schools for information. Between PLASC and these regular LEA data exports ('PULSE' returns), the need to request other data from schools should, ideally, not arise.

Unfortunately this year a separate request had to be made for the Under 5's count, all schools with Nursery pupils had to manually complete a list and send this to the LEA. The need to follow this course of action was brought about by several factors:

- Several schools did not keep their SIMS system up to date (i.e. the return received did not include all their pupils)
- Late returns from some schools.
- No return at all from some schools.

If the LEA had up to date and accurate data the compilation of the Under 5's count would have been a quick and easy exercise with no impact on an admin officers time.

PLEASE NOTE with the introduction of the Electronic Data Transfer (EDT) facility there will be several changes to how, what and when the PULSE returns are collected from schools:

- How: Returns should be sent via the secure data transfer. LS IT will NOT accept returns via email or by post.
- What: It is intended to collect full data each time, and to include both attendance and exclusions data. So schools will never have 'no return'.
- When: The most important change is that it is intended that the returns are completed **WEEKLY**. All returns should be sent in via the EDT option on the

website, on Friday (or the last school day of the week) after the afternoon registers have been recorded on your attendance system.

It is the intention to start an Address Cleaning exercise, and a timetable will be sent to schools detailing when LS IT require your extracted files. LS IT will be installing<sup>1</sup> software at schools to extract address data from your SIMS system.

It is also a DfES requirement to start collecting exclusions data electronically and if you do not already do so, you should start entering this information in SIMS.

Please see the accompanying documentation for more information about these developments.

In light of the changes about to be implemented it is recommended that:

- All data is kept up to date in your SIMS system.
- Data is accurate. (A legal requirement under Data Protection Act)
- Attendance data is entered into SIMS and is up to date.
- Standard attendance codes are used. (As directed by the EWO section)
- Attendance data should be present in SIMS by Friday pm of that week.
- Returns be compiled and sent on the Friday afternoon.
- Returns must be sent to the LEA via EDT.
- Address cleaning file extraction carried out in line with published calendar.
- Amendments are made to addresses where necessary in a timely fashion.
- Exclusions data entered in SIMS.

Accurate and timely data is very important in protecting the integrity of the central database and the Senior Management Team will be made aware of all schools that are either late in their returns or appearing to be unnecessarily uncooperative.

More information concerning these and other data issues will appear on the LS IT website in due course.

Yours sincerely

Helen McMullen  
Corporate Director (Learning and Culture)

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<sup>1</sup> For the schools that do not subscribe to the LS IT service a CD and instructions on how to install the software on your system will be sent.