



Education ICT Guidance Document

The Recording of Data on SIMS (School Database) and EMS (LEA database)

Guidance on changing a child's legal name has already been published, <http://www.bracknell-forest.gov.uk/changing-pupils-names-on-school-records.pdf> and this guidance document is intended to supplement this existing information.

It is beneficial to record items of data in a standard format to ensure uniformity throughout the pupil and personnel databases used by schools and the LEA. Uniformity of data ensures that letters, data collection sheets, labels and forms produced from SIMS for parents and pupils and staff have a professional look. This will also have a positive effect on the look of data produced for returns and data exports by schools and the LEA.

The LEA has an increasing requirement to send letters out direct to parents, due in most part to the change in the Admissions Code of Practice, although school data held by the LEA is also used by the SEN, Educational Psychology, Education Welfare and Education Personnel services. If data is held in a different way by each system, documents using this data can look uncoordinated. For instance if surnames are held in upper case whilst the rest of a record is held in mixed case the resulting letters would read as follows:

Mr & Mrs D. SMITH
1 Blank Road
Bank Town
Blankshire
BL1 1BL

Dear Mr & Mrs SMITH

Re. James SMITH

Thank you for your letter regarding your son James SMITH, which I received last week.....etc

As you can see the look is far from ideal.

Uniformity in data storage is also important in relation to personnel matters as this will be used to produce staff contracts and letters by Education Personnel staff as well as to send data relating to pay and pension matters to the relevant government and pension bodies.

Today, data is used by many people throughout the Borough Council for differing education-oriented purposes. Information is no longer typed into letters time and time again, but taken directly from the database which is automatically adjusted to reflect changes found in the source data in schools. This means that a change of pupil address in a school system will be reflected in the LEA system. This will also be true for Personnel records in the medium term.

In order to ensure the uniformity of systems we hope the following suggestion of data formatting will be helpful:

Recording Data Items
Created on 31/01/05 12:47

Data Field	Example
Surname	Smith
Forename	David
Chosen Surname	Smith
Chosen Forename	Dave
Mid Name	Paul
Gender	M
Date of Birth	20/10/1999
Address (dependant on whether this is a flat or house.) In all instances a house number should be used in preference to a house name unless there is no house number defined for the address. ("Defined Address" for the purposes of holding data is the address defined by Bracknell Forest Borough Council's Local Land and Property Gazetteer, or other similar data source as used by the local authority with responsibility for the collection of council tax.)	1 Blank Road (number) +(street) Blank Town (town) Blackshire (county) BL1 1BL (postcode) Or Flat1 (flat name) Blank Flats (building name) 1 Blank Road (number) +(street) Blank Town (town) Blankshire(county) BL1 1BL (postcode) Or Blank House (dwelling) Blank Road (street) Blank Town (town) Blankshire (county) BL1 1BL (postcode)

If you require any additional advice or information on how to input student, personnel data or addresses, please do not hesitate to contact Education ICT department by logging a call for the Education Database Administrator on the ICT Helpdesk on 01344 351100.