**Submission of 2024 Secondary Outcomes for CLA Pupils**

**Excel Template Instructions**

This document is intended for use by secondary phase schools that have <LA NAME> pupils at the end of Key Stage 4 in 2024.

**ALL pupil vs CLA pupil submissions.**

Your school may already have opted into a process with your LA to submit data for all pupils at Key Stage 4, a process that relies mostly on submitting Exam Board files backed up by a CSV submission for remaining qualifications.

If this is the case then you do not need to duplicate the submission for CLA pupils. If you opt not to submit data KS4 then we are still asking that you complete the following process for all <LA NAME> Looked After Pupils which requires ALL qualifications be updated into a spreadsheet regardless of whether they come on Exam Board files or in some other format.

**IMPORTANT NOTES:**

* As the corporate parent for the Children Looked After you will already be aware that we do need to receive an update on their results and – for KS4 - this is our selected method.
* Schools will need to submit KS4 results (plus results not included in performance tables) where a <LA NAME> CLA is in that cohort though only for pupils for whom the LA is the corporate parent.
* For all assessments, results are based returns from Examination Boards on KS4 results day.
* Children Looked After data will be used by the Virtual School only to support the educational outcomes and wellbeing of the pupils involved.
* We are setting a deadline for submission of **<LA DEADLINE>.**
* We are aware that other Virtual Schools whose pupils may be attending your establishment may also be asking for results in a similar manner. We would ask that you take care to follow the process for <LA NAME> pupils and ensure that each LA only receives the results for pupils from that Virtual School.

**Generate results files in CSV format by inputting to the supplied spreadsheet**

1. Create a folder in a location you can remember on your network and save the 2024 CLA KS4 Outcomes spreadsheet to it. All the files to return will be automatically placed in the same folder)
2. Open the spreadsheet. The spreadsheet includes a macro and so – depending on IT policies in your school – when you open the file you may be asked to “enable editing” and then “enable content”, something similar to below, click the Enable Editing button and then the Enable Content button when they appear [[1]](#footnote-1)



1. Each spreadsheet is intended for use for a **single** pupil. If you have more than one CLA pupil at the end of KS4 in 2024 then please use an entirely new copy of the spreadsheet for each additional pupil. Please **do not** simply copy sheets/tabs within the same workbook as they will not be exported correctly.
2. Please **do not** amend the structure or features within the spreadsheet – that will prevent the creation of the files needed to come back to the LA. If there’s a reason you are unable to work with the spreadsheet as presented, please use the contact details below.
3. Update the requested information on the ‘Information and Instructions’ tab.
	1. **Forename**
	2. **Surname**
	3. **Unique Learner Number (ULN) – MANDATORY.**
	4. **Exam Centre Number – (not mandatory).**

 

* 1. Go to KS4\_CLA\_Pupils\_Results tab.
	2. You can input the qualifications and results at your leisure, save and return to the file at a later time. There is no need to complete all of the process in one go. For example, you could pre-populate the qualifications a pupil has been entered for and then come back to update the actual results once published.
	3. Ensure that the first row beneath the header is populated with a qualification i.e. don’t leave any blank rows at the top.
	4. On the left-hand side of the sheet you can record all the performance table qualifications.



* 1. For each qualification input:
		1. **Results series – (not mandatory)** - Each result will have a result series which identifies what month the qualification was completed in, for an exam-based qualification it would be the month of the exam. You might expect to see a series such as 6A or 6G, both indicate a qualification completed in June.
		2. **Result Year – MANDATORY –** The result year indicates the year the qualification was completed in. The year should be in the format 2024.
		3. **Subject/Discount – MANDATORY** - You will need to pick a subject before you pick a qualification, choosing a subject of English Language will limit the qualification list to English Language qualifications.
		4. **Qualification Name – MANDATORY** – The available qualifications will be limited by the Subject already selected
		5. **Result – MANDATORY –** The list of possible results will be limited by the qualification you have chosen
	2. On the right-hand side of the sheet you can record entry and results for non-performance table qualifications.



* + 1. **Results series – (not mandatory)** - Each result will have a result series which identifies what month the qualification was completed in, for an exam-\_based qualification it would be the month of the exam. You might expect to see a series such as 6A or 6G, both indicate a qualification completed in June.
		2. **Result Year – MANDATORY –** The result year indicates the year the qualification was completed. The year should be in the format 2024
		3. **Qualification Number –** **MANDATORY** – Ensure you choose the correct exam board and level for the qualification the pupil has achieved which can be viewed on sheet PT QNs 2024.
		4. **Result – MANDATORY.**
1. Once you have input results for **all** the qualifications you wish to submit for this pupil, save the file and then click the ‘Click to Export’ button on the Information and Instructions tab. When you do so, a CSV file will be created (or two if you also inputted non-Performance Table results) and saved in the same folder that the spreadsheet has been located in – which is why it is important that the spread sheet is saved to a secure location before being completed.

**DO NOT CLICK THE EXPORT BUTTON BEFORE YOU HAVE CORRECTLY INPUT THE SCHOOL DFE NUMBER ON THE SAME PAGE**
2. If the ‘Click to Export’ button will not work it is likely to be because either there is no data on row 3 of the KS4\_Exams tab or your security settings prevent macros being run You may need to contact your IT support to enable macros to run. [[2]](#footnote-2)
3. If you realise that you have missed something or made a mistake, you can amend the information in the spreadsheet and then export it again. You will be asked if you want to save over the original CSV file with the same name – which you would confirm).
4. Repeat process as necessary for each CLA pupil from the <LA NAME> Virtual School who has reached the end of KS4 in 2024
5. These pupil files should be zipped into a single, password protected .zip format file to send to the Local Authority. Schools can either use WINZIP or the free 7Zip application. The password to the zip file should be sent separately to the main file after it has been sent or phoned through. This is both for security but also to ensure that the LA is aware that the file has been sent (as it could be caught in firewalls and not allowed through as password protected)

**After submission**

1. Once the file has been submitted, the Virtual School will download and process it.

If you have any problems or queries about this process, please contact

<LA CONTACT DETAILS>

1. Some schools may have IT policies that entirely block the use of macros and will not allow them to be enabled. If this is the case for your school you can instead send the whole spreadsheet back to the contact email address below, but this must be done securely. [↑](#footnote-ref-1)
2. If there is no way for you to make use of the ‘Click to Export’ button then you can instead send the whole spreadsheet back to the contact email address below, but this must be done securely. [↑](#footnote-ref-2)