

Information Sharing Agreement Cover Sheet

Prior to the submission of this agreement to the IG Review Panel please ensure the boxes below are completed. If this form is not complete the agreement will not be accepted by the panel.

Directorate	People
Service	Partnerships and Service Support
Owner	People Directorate
Author	People Directorate Information Governance Officer
Title of Agreement	SEND Information Sharing Agreement
Partner Organisation (s) (who are we sharing data with)	Pupil Services Children's Social Care Whittington Health NCL CCG

Brief Description of Agreement
This Information Sharing Agreement defines the arrangements for sharing data between partner organisations in the exercise of their duties towards children and young people age 0 to 25 years with special educational needs and disabilities (SEND) and medical needs. It also takes account of the responsibilities of all partners to keep children safe, as set out in 'Working Together to Safeguard Children' (2020) statutory guidance from the Department for Education (DfE).

Review Date (if applicable)	April 2022
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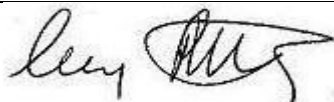


Special Educational Needs (SEND) Information Sharing Agreement

Document history

Version	Date	Author	Released to	Comments
1	6/3/21	Candy Holder	Azim Mohamed	For technical advice
2	9/3/21	Candy Holder	Anthony Doudle / Mazidur Rahman	For comment
3	3/6/21	Anthony Doudle	Candy Holder/Mazidur Rahman	For comment

This document requires the following approvals

Agency/Organisation	Post Held	Name	Signature
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Islington Council	Head of Service, Children in Need	Mel Davies	
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1. Specific purpose for sharing information

This Information Sharing Agreement defines the arrangements for sharing data between partner organisations in the exercise of their duties towards children and young people age 0 to 25 years with special educational needs and disabilities (SEND) and medical needs. It also takes account of the responsibilities of all partners to keep children safe, as set out in 'Working Together to Safeguard Children' (2020) statutory guidance from the Department for Education (DfE).

This agreement will ensure that we are able to meet the statutory requirements of the Children and Families Act 2014 (see Section 4 of this agreement). It will facilitate the sharing of information and advice as part of all statutory processes, related to the assessment of children and young people with SEND and any ongoing monitoring, including maintenance of any Education Health and Care (EHC) plans or other relevant plans issued.

The purpose of this Agreement to facilitate information and advice sharing between multi-agency partners for the following purposes:

- To improve education, health and emotional wellbeing outcomes for children and young people
- To meet legislative requirements set out in the Children and Families Act 2014
- To improve the quality of provision, supported by an holistic assessment of needs and a detailed individual plan based on those assessments
- To ensure effective joint commissioning to ensure sufficiency and address gaps in provision
- To provide a 'tell us once' approach to sharing information and delivery of services, as required through the statutory SEND Code of Practice.
- To facilitate requests for High Needs / exceptional funding and allocation and monitoring of any funding agreed
- To ensure continuing health care needs are met in the context of wider social care and education needs
- To support the implementation of the Transforming Care Agenda

Appropriate information sharing between partner organisations is essential to:

- Support an effective assessment and planning process, which fully identifies the education, health, and care provision needed by a child or young person. We cannot conduct an assessment or monitor a child or young person's ongoing plan and provision without sharing information.
- Support effective decision making in relation to the distribution and use of High Needs funding and the monitoring of impact of any monies agreed

- Safeguard and promote the well-being of children and young people with SEND in Islington. In line with 'Working Together to Safeguard Children' statutory guidance, early sharing of information is key to providing an effective response to children in need (which includes all children with disability).
- Supports our ability to fulfil statutory duties to jointly commission services for children with disabilities, as set out in the Children and Families Act 2014 and Special Educational Needs and Disability Regulations 2014. Effective commissioning must also be underpinned by a Joint Strategic Needs Assessment, which we also have a statutory duty under the Health and Social Care Act 2012 to deliver.

All partners involved in the continuum of provision that meets the needs of children and young people with SEND and their families are parties to this agreement. This includes services across Education, Health and Social Care:

- Islington Council Pupil Services
- Islington Council Finance Teams
- Islington Council Children's Social Care Teams
- Islington Children's Health Joint Commissioning Team
- Whittington Health Integrated Care Organisation
- Commissioned Services
- Third sector organisations

2. Roles and responsibilities

The agencies signing this agreement accept that the procedures laid down in this document provide a secure framework for the sharing of information between their agencies in a manner compliant with their statutory and professional responsibilities. The Council and Partners are independent Controllers for the purposes of this Information Sharing Agreement.

The statutory processes described above require the sharing of personal and sensitive data, information and advice relating to children, young people and their families to support:

- Decision making systems which may lead to the preparation and issue of a statutory Education, Health and Care (EHC) Plan, and to enable those plans to be reviewed at least annually.
- Enable monitoring of progress towards outcomes and the efficient use of resource, such as joint-agency funding of children and young people with complex, multiple and high level needs through the Joint Agency Panel (JAP). This includes information about the child or young person, as well as information specific to the educational setting such as support provided and costs of support

As such they undertake to:

- Implement and adhere to the procedures and structures set out in this agreement.
- Ensure that where these procedures are complied with, then no restriction will be placed on the sharing of information other than those specified within this agreement.
- Engage in a review of this agreement with partners annually, or as agreed.

We will require consent from young people or the parents/carers of children with SEND for:

- Statutory Assessment processes including monitoring of plans when issued, and
- High Needs / exceptional funding processes including assessing requests for funding and the monitoring of any funding agreed
- Continuing Care Assessments
- Transforming Care Community Care and Treatment Reviews (CTRs)

3. What information will be shared?

Data type	Will this be shared? (Yes/No)
Full name	Yes
Address	Yes
Data of birth	Yes
Children's data	Yes
Financial data - bank account details, NI numbers	Yes
Data about: <ul style="list-style-type: none"> • Ethnicity • Religion • Health • Sexuality • Commission or alleged commission of a crime • Political opinions • Trade union membership 	Yes Yes Yes Yes Yes No No
Other: Personal identifiers e.g. Unique Pupil Number (UPN), NHS number Registered GP Photographs Statutory Plans Safeguarding concerns and other information held that may relate to concerns about neglect / abuse Information to enable audit, quality assurance and self-evaluation / self assurance	Yes Yes Yes Yes Yes Yes

Data type	Will this be shared? (Yes/No)
Protected whereabouts	Yes
Relevant health information	Yes

4. Legal basis for sharing

4.1 Data must be processed lawfully and fairly.

This Agreement is conducted under the legal framework contained in the:

- Academies Act 2010;
- Children Acts 1989 and 2004;
- Children and Families Act 2014;
- Children, Schools and Families Act 2010;
- Education Acts 1996, 2002 and 2011;
- School Standards and Framework Act 1998;
- Data Protection Act 2018;
- UK General Data Protection Regulation 2018;
- Freedom of Information Act 2000;
- Human Rights Act 1998 (Article 8);
- Localism Act 2011;
- Common law duty of confidence and
- Special Educational Needs and Disability Regulations 2014,
- Care Act 2014
- Caldicott Principles
- NHS Confidentiality Code
- Mental Health Act 1983
- Mental Capacity Act 2005
- Social Care Record Guarantee
- Computer Misuse Act 1990
- Health and Social Care Act 2012 (Joint Strategic Needs Assessment)

The SEN Code of Practice 2014, paragraph 9.32 states:

“Information sharing is vital to support an effective assessment and planning process which fully identifies needs and outcomes and the education, health and care provision needed by the child or young person. Local authorities with

their partners should establish local protocols for the effective sharing of information which addresses confidentiality; consent and security of information. Agencies should work together to agree local protocols for information collection and management so as to inform planning of provision for children and young people with SEN or disabilities at both individual and strategic levels”.

The Council will rely on Article 6(1)(e) of the GDPR as a lawful basis to process and share Personal Data and in addition will also rely on the condition under Article 9(2)(g) of the UK GDPR to process and share Special Category Data of individuals and families. Condition 6 (statutory etc and government purposes) of Part 2, Schedule 1 of the Data Protection Act 2018 also applies.

4.2 Duty of Confidence

Information received in confidence will be held in accordance to the Data Protection Act, the UK General Data Protection Regulation and any other associated legislation. Information will be disclosed if the public interest for disclosure outweighs that of non-disclosure, and where there is a legal basis for doing so. This can be in situations where, for example, a child is at risk of significant harm.

In line with the Caldicott Review 2013, Care and Support Statutory Guidance, informed consent should be obtained from the relevant individuals, but if this is not possible and a child is at risk of abuse or neglect, it may be necessary to override the requirement.

Where an individual lacks capacity, staff are expected to make a judgement about whether sharing the information is in their best interests or in the public interest. When considering whether disclosure is in the public interest, for example to prevent or assist in detecting a crime, the rights and interests of the individual must be taken into account. A fair balance between the public interest and the rights of the individual must be ensured.

Any reason for sharing without consent must be fully recorded and the evidence and information on which the decision is based clearly referenced

There is no restriction on sharing depersonalised information, but partner organisations accept that a duty of confidence, contractual or other legal restriction may apply in certain circumstances to some anonymised information.

Partner organisations must take great care when depersonalising information to ensure that an individuals’ identity cannot be revealed.

4.3 Fair Processing

All organisations that are signatories to this agreement must therefore have a 'Privacy Notice' ('How we use your Information') in place that informs individuals about how their personal data will be used by that organisation. This notice must cover:

- The identity of the data controller
- The purpose, or purposes, for which the data are intended to be processed
- Any further information which is necessary, taking into account the specific circumstances in which the data are or are to be processed, to enable processing in respect of the data subject to be fair

The council's privacy notice makes it clear as to what will happen with data that is collected and processed for the function of council services. This can be found in the following link:

[School Improvement and Pupil Services Privacy Notice | Islington Council](#)

4.4 Legitimate Expectation

The sharing of the information will be done in order to fulfil duties provided by statute law. It can reasonably be assumed that the persons from whom information is obtained will legitimately expect that it will be appropriately shared with any person or agency that will assist in fulfilling the purposes mentioned in Section 1 above.

Consent will have been considered before the individual's information is shared. In cases, where consent has been granted, individuals will have a legitimate expectation of how their data is going to be used and with whom it may be shared and why.

The Council should communicate privacy notices to Partners and include the data sharing arrangement between Partners and the Council, so as to keep them fully informed as to what will happen with their data.

4.5 Human Rights - Article 8: The Right To Respect For Private And Family Life, Home And Correspondence

- **In pursuit of a legitimate aim**

The aim of this information sharing is to ensure the promotion of the welfare and wellbeing of children by ensuring they achieve good long-term outcomes in terms of education and employment, good health, friendships and relationships and independent living skills, by virtue of

Section 11 of Children Act 2004. This is a legitimate aim for a democratic society, and major responsibility of the signatories to this agreement.

Signatories to this agreement understand that people have the right to withhold personal information and to decline to allow personal information to be shared. However, it will also be incumbent on organisations party to this agreement to make clear in such cases the possible consequences in terms of the person's vital interests, medical needs or the organisations ability to fulfil statutory functions, including a responsibility to monitor equality of opportunity. The benefits of effective sharing of information for the purposes set out in this agreement are to the direct benefit of the citizen and so in the public interest.

- **Proportionate**

It is proportionate to share only the necessary information with the Council as governed by various legislation cited in section 4.1 and other government guidance.

- **Appropriate and necessary to a democratic society**

Sharing information relating to pupils that are within the Council's area is both appropriate and necessary in a democratic society.

4.6 Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.

Data will be collected and processed solely for the purposes identified in section 1 of this Agreement. The only exception to this would be where there is an express legal gateway that requires data to be processed for a purpose different to those identified in this Agreement.

4.7 Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.

As stated above, the data subject will always be asked and will normally have given consent to the processing of their personal data for purposes set out. This includes 'sensitive' information (that is, where it relates to race, ethnic origin, religion or belief system, physical/mental health or sexual life, the commission or alleged commission of any offence, proceedings relating to the offence). Processing is necessary for the exercise of statutory functions.

The processing of special category data is necessary for the purpose of social protection (as public services involved in providing social support designed to assist individuals with invalidity or disability) and we are satisfied that there is no other reasonable or less intrusive way to achieve this purpose.

The information requested or provided is in the exercise of functions conferred under statute, and may be in exceptional cases be of vital interest, although consent is also sought.

A list of the types of data that will be shared is included in Appendix A of this Agreement.

4.8 Personal data shall be accurate and, where necessary, kept up to date.

It is the responsibility of all staff in each organisation to ensure that information shared is accurate. Where a party to this agreement becomes aware that information shared by them is inaccurate or no longer relevant then they must inform the other parties who will update the records held immediately.

4.9 Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

Data held by the School will be in accordance with the School's records retention policy. Data held by the council will be subject to the Islington Council's Records Retention Schedule, and will vary depending on the type of data and the reasons for processing. Partner organisations will retain personal and special category personal data in line with their own respective retention schedules.

4.10 Personal data shall be processed in accordance with the rights of data subjects under this Act.

Parties to this arrangement will respond to any notices from the Information Commissioner that impose requirements to cease or change the way in which data is processed.

Both organisations will handle their own Subject Access Requests (SARs) in line with relevant legislations, and will only transfer requests with prior written consent from the data subject. Both organisations will also fully comply with data subject rights as required by the General Data Protection Regulation.

4.11 Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Partners will need to notify data subjects (pupils and adults) of which organisations their personal data and sensitive personal data may be shared with using the privacy notices recommended by the DfE. Partners shall ensure that the privacy notice cites the Council as a data recipient.

The Council and partners agree to comply with the sixth principle of the General Data Protection Regulation regarding security and to ensure that adequate security arrangements are in place, in order to protect the integrity and confidentiality of the information held. All personal data and sensitive personal data will be held electronically in a secured area on the council's network Confidential paper copies will be stored in secure storage facilities.

Both parties agree not to transfer personal information and sensitive personal information by unsecure email and only to use secure electronic mechanisms.

When processing shared data, the Council and Partners shall take appropriate technical and organisational measures against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Organisational security

Security measure	Description of measures planned/in place	Owner
Data owners identified and understand their responsibilities	Information is held by Partners and the Council, which are both Controllers.	Partners and the Council
Appropriate written guidance is in place	Appropriate written guidance around data protection is in place.	Partners and the Council
Relevant staff have been trained and are familiar with the written guidance	Staff have received adequate data protection training	Partners and the Council
Physical security measures have been identified (e.g. building access, locked down areas controlled by ID card, lockable cupboards for sensitive data, secure printing, secure shredding)	Secure building access, locked down areas controlled by ID cards, lockable cupboards for personal sensitive, secure printing and disposal exists within premises.	Partners and the Council
Where a third party is engaged, a written, signed contract is in place	Written contracts are in place for any third parties that are engaged and the Council's third party network access processes are followed.	Partners and the Council
Auditing of organisational measures is planned, to ensure compliance and efficacy	Audits of organisational measures are conducted by Islington Council's Internal Audit team for ensuring compliance and efficacy. Partners will have responsibility for auditing its functions to ensure compliance and efficacy.	Partners and the Council

Technical security

Technical security measures 'must have regard to the state of technical development and the cost of implementing any measures'

Security measure	Description of measures planned/in place	Owner
Access control – only appropriate individuals may access the data. Access to the data is controlled, written procedures are in place	Access to the data is controlled, with written procedures in place	Partners and the Council
Password control – complex passwords used, changed every 90 days	Access to the council's network is secure and relevant systems require complex passwords to be used where available. The Trust also uses secure systems that use complex passwords.	Partners and the Council
Data encrypted in transit – whether this is by email, or on removable media	Provision of secure email is used between Partners and Islington Council.	Partners and the Council
Data encrypted at rest – where data is stored on laptops, these are encrypted	Data is held on systems and also on secure drives on the council network. Partners also have secure systems that encrypt data at rest.	Partners and the Council
Where data can be accessed from outside a secure network, appropriate controls (e.g. two-factor authentication) have been considered	The council's third party network process is engaged when any access is granted outside of its network.	Islington Council
Where Benefits (or 'DWP') data has been identified, compliance with Cabinet Office requirements has been reviewed.	N/A	Not applicable
Auditing of technical measures is planned, to ensure compliance and efficacy	Audits of technical measures are conducted by Islington Council's Internal Audit team for ensuring compliance and efficacy.	Islington Council

4.12 Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection of the rights and freedoms of data subjects in relation to the processing of personal data

Data will not be transferred outside the U.K. or the European Economic Area.

5. Description of arrangements for sharing

Process for sharing information

Data is to be shared using secure encrypted email such as Egress or through relevant systems.

Shared via hand delivery or internal and external postal systems (these will be marked confidential and addressed to a specific individual) for example the Head Teacher /Principal/SENCo of an educational provider using Royal Mail Special Delivery.

Source of information

The information is held by Islington Council, Pupil Services.

Intended recipients of the data

The recipients of the data will be services in the council's People Directorate and relevant named partners in this agreement.

Security incidents

Each organisation must ensure that mechanisms are in place to address the issues of physical security, security awareness and training, security management, systems development, role based security/practitioner access levels, receiving and transfer of data and system specific security policies.

Security incidents will be managed in-line with the organisation's data security arrangements and processes. The receiving agency will notify the sender as soon as it is aware of a data security incident relating to individual children or families.

Any concerns or complaints received relating to the processing of personal data will be dealt with promptly and in accordance with the internal complaints procedures of that partner organisation and, where appropriate, may be raised with other partner organisation's responsible manager.

Any breaches will be recorded in accordance to Islington's Security Incident Policy.

Each organisation signed up to this agreement needs to notify the partner

Indemnity

Disclosure of personal information without consent must be justifiable on statutory grounds, or meet one or more of the criteria for claiming an exemption under the Data Protection Act. Without such justification, both the agency and the member of staff expose themselves to the risk of prosecution and liability to a compensation order under the Data Protection Act or damages for a breach of the Human Rights Act.

Where a disclosing agency provides information to a requesting agency both parties shall assume that both the request and the disclosure are compliant with the requirements of the Data Protection Act 2018.

If subsequently it is found that the disclosure of information is in contravention of the requirements of the Data Protection Act 2018, the agency that originally breached the requirements of the Data Protection Act 2018, by disclosing information, shall indemnify the other agency against any liability, cost or expense arising directly therefrom, provided that this indemnity shall not apply unless the agency intending to rely on this indemnity notifies the other agency as soon as reasonably practical of any action, claim or demand against itself to which it considers this indemnity may apply, permits that other agency to deal with the action, claim or demand by settlement or otherwise, and renders it all reasonable assistance in doing so.

Training and Awareness

Staff processing data are adequately trained in the use of systems and data protection.

Confidentiality and Vetting Arrangement

Council staff with access to this data will be enhanced DBS checked. The data will be treated with the strictest of confidence.

System security arrangement

The data will be securely held on the council's network and systems. User security roles will be clearly defined and access limited.

Personal and sensitive data will be securely stored by the respective partner organisations, and wherever possible, using access controlled case management systems to restrict the viewing of and access to an individual's records.

Data Transit and Retention

All data will be shared using secure encrypted email (Egress) or relevant systems and retained in-line with the council's Retention Schedule.

All partner organisations should have a confidential and secure process for the destruction of hard copy paper that contains person identifiable information. Prior to the disposal or transfer of ICT equipment and storage devices, signatories to this agreement will have effective processes and procedures in place to ensure, when necessary and appropriate, person identifiable information is deleted to the point where it cannot be reconstructed and that electronic equipment is securely disposed of in line with the Waste Electrical and Electronic Equipment Regulations 2013.

Review Arrangements

This Information Sharing Agreement will be reviewed annually.

6. Appendix A

Description	How	Data Fields	Cycle	Purpose	Safeguards
To set up the secure connection between the School's management information system (SIMS) and the Local Authority central pupil database (Capita ONE) to provide a daily update on any pupil data changes.	Automated daily updates of changes on SIMS transferred to one using B2B module from Capita.	Demographics including pupil characteristics, exclusions and attendance	Daily (changes only)	<ul style="list-style-type: none"> To enable the Council to fulfil its statutory duties in relation to safeguarding and tracking new starters/leavers children missing education and SEND To enable the delivery of local authority statutory attendance functions and the monitoring of actions for all persistent absentees. To monitor fixed period and permanent exclusions and related statutory duties To ensure consistency of records held for all pupils To support the safeguarding of children 	<p>Only Enhanced DBS checked staff trained in the management and handling of pupil data will have access.</p> <p>Use of Capita secure system that meets encryption standards for transfer of records.</p>
Termly pupil level School Census return as submitted to DfE	Secure submission of file using Egress.	All Census items as set out in DfE specification	<p>One week after School submission to DfE:</p> <ul style="list-style-type: none"> January May October 	<ul style="list-style-type: none"> Aggregation of the pupil data will be used to produce the budget based on the Islington funding model and for DfE to calculate the Islington DSG and High Needs allocation accordingly. The data will be aggregated to calculate pupil numbers by age, EAL, prior attainment, IDACI, FSM eligibility, SEND status and pupil 	As above with the exception of Egress; a secure email solution.

Description	How	Data Fields	Cycle	Purpose	Safeguards
				<p>mobility. The October Census will be used for actuals. The January census will be used to derive SEND status information to inform profile and projection planning and commissioning of services</p> <ul style="list-style-type: none"> • Data aggregated for the purpose of planning school places across the area • Key fields of the pupil data from this file will then be used to verify the records held in the central LA pupil database • Contextual pupil level data from the Census would be used to produce the School Management Information File if requested (see below). 	
<p>Child level data for 0-4 year olds and for priority place children – individual parents’ data, including services provided.</p>	<p>The LA uses the ONE Portal which allows settings to provide data on 0-4 year olds.</p> <p>Other secure methods as above.</p>	<p>Demographic data for each child as specified by DfE guidance.</p>	<p>Termly headcount</p>	<ul style="list-style-type: none"> • To enable funding for children with SEND • To plan SEND provision for 0-4 year olds and support school place planning • To enable monitoring of children’s progress where in priority referral (this could be for a range of reasons – child in need; disability or 	<p>As above with the exception of Egress; a secure email solution.</p>

Description	How	Data Fields	Cycle	Purpose	Safeguards
				disadvantage) <ul style="list-style-type: none"> To enable monitoring of outcomes for parents of priority place children and children and young people with SEND 	
Admissions of pupils with SEND via SEN statutory consultation and naming process	Data exchange via secure email using Egress	<ul style="list-style-type: none"> Name Address Sex DoB Parent/Carer details Telephone number Email address UPN Current school SEN needs 	On an individual case basis	<ul style="list-style-type: none"> To enable the Local Authority to carry out its statutory duties in relation to the allocation of school places for children with SEND 	As above with the exception of Egress; a secure email solution.
There is a statutory requirement for schools to inform the LA of any joiners /leavers in all year groups. This includes pupils being educated off-site e.g. Alternative Provision or those excluded for a fixed period of six days or more.	<p>Automated daily updates of joiners and leavers on SIMS transferred to ONE using B2B module from Capita.</p> <p>Schools to provide Admissions with the appropriate LA Pupil Deletion Notification.</p> <p>Secure submission of file using Egress</p>	<ul style="list-style-type: none"> Name Address (if changed) DoB Named destination school Start date at new school 	On an individual case basis	<ul style="list-style-type: none"> To enable the Local Authority to carry out its statutory duties in relation to Keeping Children Safe in Education and Children Missing Education, including those with SEND 	As above with the exception of Egress; a secure email solution.

Description	How	Data Fields	Cycle	Purpose	Safeguards
Pupil level Early Years Foundation Stage profile results (plus contextual data as not provided through Census for early years pupils)	Secure submission of file using Egress.	<ul style="list-style-type: none"> • Surname • Forename • Date of Birth • UPN • EYFS assessment results • SEND status 	1 st week in July	<ul style="list-style-type: none"> • To calculate the aggregate performance of Islington pupils overall in the Foundation Stage as School results are included in borough level performance (including children with SEND) 	<p>Pupil level Early Years Foundation Stage profile results (plus contextual data as not provided through Census for early years pupils)</p> <p>As above with the exception of Egress; a secure email solution.</p>
Pupil level Key Stage 1 results	Secure submission of file using Egress.	<ul style="list-style-type: none"> • Surname • Forename • UPN • Date of Birth • KS1 assessment results • SEND status 	1 st week of July	<ul style="list-style-type: none"> • To calculate the aggregate performance of Islington pupils overall at Key Stage 1 as School results are included in borough level performance 	As above with the exception of Egress; a secure email solution.
Pupil level Key Stage 2 results in the event they are no longer supplied to LA through national "Keys to Success" system.	Secure submission of file using Egress.	<ul style="list-style-type: none"> • Surname • Forename • UPN • Date of Birth • KS2 Assessment results • SEND status 	1 st week in July	<ul style="list-style-type: none"> • To calculate the aggregate performance of Islington pupils overall at Key Stage 2 as School results are included in borough level performance <p><i>(please note at time of writing Key Stage 2 results for schools are supplied to LAs together</i></p>	<p>Pupil level Key Stage 2 results in the event they are no longer supplied to LA through</p> <p>National "Keys to Success" system</p>

Description	How	Data Fields	Cycle	Purpose	Safeguards
				<i>with those for community schools but this may change)</i>	As above with the exception of Egress; a secure email solution.
Pupil level Year 4 Multiplication Tables Check in the event they are no longer supplied to LA through national "Keys to Success" system.	Secure submission of file using Egress.	<ul style="list-style-type: none"> • Surname • Forename • UPN • Date of Birth • Test results • SEND status 	1 st week in July	<ul style="list-style-type: none"> • To calculate the aggregate performance of Islington pupils overall at Year 4 as School results are included in borough level performance <p>(Please note at time of writing Key Stage 2 results for Schools are supplied to LAs together with those for community schools but this may change)</p>	<p>Pupil level Year 4 Multiplication Tables Check in the event they are no longer supplied to LA through national "Keys to Success" system.</p> <p>As above with the exception of Egress; a secure email solution.</p>
Other performance data that may be required in future to reflect national changes		To be defined and agreed as and when need arises			As above with the exception of Egress; a secure email solution.
Information on pupils being removed from the performance table dataset	Secure submission via Egress.	<ul style="list-style-type: none"> • Name • UPN • Date of Birth • Reason 	Annually	<ul style="list-style-type: none"> • To enable the local authority to maintain accurate records of eligible pupils entered for exams, in order to monitor borough-wide performance. 	As above with the exception of Egress; a secure email solution.
Pupil level data for permanently excluded pupils as set out in statutory guidance and	Information transferred via SIMS through the B2B	<ul style="list-style-type: none"> • Surname • Forename • UPN • Name of parent/carer 	On an individual case basis	<ul style="list-style-type: none"> ▪ To enable the Local Authority to carry out its statutory duties in relation to permanent exclusions. 	As above with the exception of Egress; a secure email solution.

Description	How	Data Fields	Cycle	Purpose	Safeguards
<p>Islington's Exclusion Notification Procedures and Guidance.</p> <p>Permanent exclusion letter to be sent to Exclusions Officer on Day 1 of exclusion</p>	<p>module on Capita ONE</p> <p>Secure submission of file using Egress.</p> <p>Permanent exclusion letter to be sent to Exclusions Officer on Day 1 of exclusion</p>	<ul style="list-style-type: none"> • Contact numbers • Home language • Medical needs • Key school contact • Translator required yes/no • Agency involvement • Last Key Stage results • Attendance History • Date of exclusion • Reason for exclusion • Length of exclusion 			
<p>Fixed period exclusions: Duty to put in place full-time, supervised provision from Day 6 of any fixed period exclusion.</p>	<p>Information transferred via SIMS through the B2B module on Capita ONE</p> <p>Notification of Day 6 provision via secure submission of file using Egress.</p>	<ul style="list-style-type: none"> • Surname • Forename • UPN • Date of Birth • Date of exclusion • Length of exclusion • Reason • Named provision (for exclusions of 6 Days or more) • SEND status 	<p>On an individual case basis</p>	<ul style="list-style-type: none"> ▪ To enable the Local Authority to carry out its statutory duties in relation to children missing education. 	<p>As above with the exception of Egress; a secure email solution.</p>
<p>Missing Pupils – statutory duty for schools to notify the LA of any pupil absent without permission for 10 consecutive days. To be notified using the LA notification for Missing Pupil Alert.</p>	<p>Secure submission of file using Egress.</p>	<p>All data fields on Missing Pupil Alert including date of last attendance, risk assessment and photograph of pupil.</p>	<p>On an individual case basis</p>	<ul style="list-style-type: none"> ▪ To enable the Local Authority to carry out its statutory duties in relation to children missing from education and for safeguarding purposes. 	<p>As above with the exception of Egress; a secure email solution.</p>

