

SCHOOLS MANAGEMENT FORUM

PAPER Providing Additional Information Regarding Tech Forge and Capita Software Products

February 2021

1.0 PURPOSE OF THIS PAPER

1.1 This paper sets out the benefits to schools of the Authority's continued use of two software products; Technology Forge and Capita.

2.0 What is Technology Forge?

2.1 This is a software product used by the Authority to maintain information and other data for schools in relation to sufficiency (net capacity), suitability, condition, asbestos and access (Disability Access Audits).

2.2 It is also used to log school documents and information such as CAD drawings, floor plans, government guidance, health and safety information and reports, statutory testing certification and other site specific reports.

2.3 The Property Services team also use Tech Forge to create and monitor design work for schools.

2.4 The Asset Management Team use the inspection module to generate and monitor the programme for Condition, Access and Suitability surveys.

3.0 What are the benefits to schools of the Authority using Tech Forge?

3.1 Schools have been given self-service access to the TF cloud so they can view their own information, drawings, etc. at any time.

3.2 Essential information such as asbestos surveys are stored securely in one place.

3.3 Surveys, building work and maintenance are all easier because the required documents can be accessed and viewed quickly and easily.

4.0 What is Capita?

4.1 Capita is a database that stores key data that originates in schools' management information systems. The data transfers via a secure process (B2B) directly into Capita ONE at the Authority, requiring no additional effort from schools.

4.2 Using Capita supports the DfE principle of 'collect once and use many times' in order to reduce the burden on schools.

4.3 The data in question is received on a weekly basis and includes children's address, ethnicity, DOB, language, exclusions and daily attendance marks.

4.4 Capita is split into several modules:

- i. SEN Module – Supports the statutory assessment process. It allows progress of individual cases through the assessment process to be monitored, including the category of need and current stage on the code of practice.
- ii. Attendance Module – Attendance data is shared by all users of Capita ONE. The data informs decision making and can alert teams to families where there are safeguarding issues.

- iii. Admissions & Transfers Module – The fundamental use of this module is to process admissions applications. This includes monitoring applications, sharing data with other LA's via the import/export facility, and allocating school places in accordance with all individual schools' oversubscription criteria. It also enables the team to provide a more efficient service for parents. This module also facilitates the transition stage from nursery to reception in primary schools (statutory requirement), the transition stage from Year 6 primary to Year 7 secondary (statutory requirement) and the mid-year transfers.
- iv. Children's Support Services Module – This is a case management module used by:
 - Children Missing from Education (statutory service) facilitates the monitoring of those pupils identified as 'awaiting placement'. Enables the team to track and trace those pupils who have an unknown school destination.
 - Educational Psychologists – Allows the team to monitor their caseload and to effectively support parents and pupils accessing the service.
 - Education Welfare Team – Allows the team to manage the prosecution process.
 - Hearing Impaired Services – Allows the team to monitor their caseload and to effectively support parents and pupils accessing the service.

4.5 Middlesbrough Council forms part of the Tees Strategic VEMT (vulnerable, exploited, missing, trafficked) Group. The education data stored in Capita is an integral part of the process that supports families and individuals as part of a multi-agency approach.

5.0 What are the benefits to schools of the Authority using Capita?

5.1 Holding the data centrally prevents schools from being inundated with data requests. If data is not shared with the LA then schools would receive numerous requests for data throughout the year. Some of these request would be statutory and in some cases schools would need to respond directly. Examples of typical data requests are:

- Police – Safeguarding issues and detection of crime
- Freedom of Information requests
- Department for Work and Pensions – fraud investigations
- Councillor data requests
- VEMT – prevention and identification of those at risk
- Troubled Families – pupil characteristic data for identification of families
- SEND – pupil characteristic data
- School Admissions – pupil characteristic data for Nursery to Reception, Year 6 to Year 7 transition and in year admissions
- Year 7 transition data for secondary schools
- Nursery pupil data to enable duplicate checks with Early Years census to avoid duplicate funding
- Attendance data requests
- Fixed term and Permanent exclusion data requests

- Attainment
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- 5.2 The pupil data held within Capita ONE informs strategic decisions e.g. needs assessment.
 - 5.3 Capita forms the core dataset which underpins the services provided by the LA to schools. This allows the education support teams to facilitate their interventions with pupils and specific processes.
 - 5.4 The First Contact Team, Virtual School and EMAT teams use Capita ONE to provide support regarding safeguarding issues (including during school holidays).
 - 5.5 Schools can request pupil school history when the data collection form has not been completed by a pupil's previous school, and this is stored within Capita.
 - 5.6 Capita supports the following statutory returns made on behalf of schools:
 - The DfE Early Years Census is generated using data input from Private, Voluntary and Independent nursery schools. Cross census duplicate checking is carried out between school nurseries and PVI's.
 - The DfE SEN2 census is generated using the pupil data received from schools and is combined with the LA SEN data.
 - The DfE Alternative Provision Census is generated using the pupil data.

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February 2021**