

# MIS quotation specification

We recommend that schools refer to the DfE guidelines in selecting a school management information system <https://www.gov.uk/government/publications/school-procurement-selecting-a-school-mis>.

The specification provided to suppliers for quotations should as a minimum ensure that:

- Pupil information should cover the contents of the Common Transfer File, meet the requirements of the DfE's statutory data collections and meet the teaching and management needs of the school.
- The system has the ability to transfer data within and between schools, to the Local Authority and to other agencies including the DfE. Data should be accessible and exportable in an open format. The system must offer a range of reports and the ability to create reports by the user. The system must be capable of meeting all statutory reporting requirements.
- The system must be secure given the large amount of sensitive data it holds and compliance with the GDPR is mandatory.
- The system should be accessible remotely through a variety of hardware options.
- The system should be capable of transmitting and receiving messages in a variety of media and it should include Alerts functionality.
- The system should include modules that cover assessment, admissions, attendance, timetable management and management of Special Educational Needs, including all statutory reporting.
- The system should be able to integrate with any finance management system and external HR systems if required by the LA.