

GUIDE TO COMPLETING THE SEIPS REGISTER  
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<b>Student Details</b>	<b>A</b>	Date of latest entry	<i>Enter the date of last entry</i>	Date
	<b>B</b>	Surname		NA
	<b>C</b>	Forename		NA
	<b>D</b>	Unique Pupil ref (UPN)		NA
	<b>E</b>	DOB		Date
	<b>F</b>	Gender	<i>Enter M for Male or F for Female</i>	Option List - Gender
	<b>G</b>	Year Group	<i>Enter the current year group.</i>	Number
	<b>H</b>	Key Stage	<i>No need to enter data here - it should calculate automatically</i>	Number
	<b>I</b>	Ethnicity	<i>Choose from the drop down option list.</i>  <i>Options are: Asian other than Chinese, Chinese, Black African, Black Caribbean, Black Other, Mixed, White British, White Other, No Information/Refused</i>	Option List - Ethnicity
	<b>J</b>	Current School	<i>Choose the school from the drop-down option list the student is enrolled at</i>	Option List - School
	<b>K</b>	Looked After Child	<i>Enter Y for Yes or leave blank</i>	
	<b>L</b>	Child Protection issues	<i>Use the drop-down list - A Child protection Plan has more statutory force than a Child In Need Plan.</i>	option list two items
	<b>M</b>	FSM	<i>Enter Y for Yes or leave blank</i>	
	<b>N</b>	Pupil Premium	<i>Enter Y for Yes or leave blank</i>	

	<b>O</b>	EHCP	Code P = the student is having a formal assessment carried out aiming for an EHCP. Code Q=the school or partnership has been given some additional funding (Top Up) by SENA but the child does not have an EHCP. Code R the child has an EHCP but no funding, Code S the child has an EHCP with additional funding from SENA, Code T the child has a fully funded "education otherwise" package paid to the Partnership by SENA (£25.5k)	option list
	<b>P</b>	Top up funding received by school from SENA or Education Otherwise package received by the Partnership from SENA	<i>The figure we want is the amount you will receive for this student in this school year. Ask SENA for the total figure for <u>a full school year</u>. (if this is an Education Otherwise Package it will be at least £25500). Then use the ready reckoner in row H - just to the side of this message.</i>	<i>Number. This should be the full amount you are expecting to receive as additional funding for the students from SENA during this current school year. If you are uncertain how to calculate this contact AS</i>
	<b>Q</b>	CAMHS	Enter Y for Yes or leave blank	
	<b>R</b>	Does this student have an out of county address?	Choose from the drop-down list if the student is living outside of the county address	Option List - Out of County
<b>Risk Indicator (Optional to Complete)</b>	<b>S</b>	Domestic Violence	Enter Y for Yes or leave blank	These cells are for Partnerships to use if they wish to. We do not report on these centrally.
	<b>T</b>	Substance Misuse?	Enter Y for Yes or leave blank	
	<b>U</b>	Mental Health	Enter Y for Yes, N for No or leave blank if NA	
<b>Referral (for office use only - do not complete)</b>	<b>V</b>	Date of Referral	<i>This is to record previous action from past Registers</i>	Date
	<b>W</b>	Outcome Code	<i>Enter the date when the referral was made to the partnership</i>	Code
	<b>X</b>	Text entry	<i>Add further details if needed</i>	
<b>Type of Referral</b>	<b>Y</b>	Categories of Students	<i>There are four categories of student. A = a student who has been referred for discussion at an Inclusion Forum or Partnership Meeting where the issue is concerned mainly with improving attendance at school. S - a student with semh difficulties, likely to be a behaviour challenge at school. N= a student who has been referred usually because of a serious "one off incident" but with no long term record of disengagement at the school, E - a student who has an EHCP that funds a place with the partnership at £25.5k, X - a student who does not fit any of these categories.</i>	There is a drop down Option list

	<b>Z</b>	Date	<i>Date when the referral was discussed at an IF or panel</i>	Date
	<b>AA</b>	Type of discussion	<i>1= Inclusion Forum discussion - school to use advice,  2= IF discussion resulted in additional support for the school,  3=Panel/Core Group referral - schools to use advice,  4=Panel Referral and Partnership involvement agreed,  5 = Permanent Exclusion and student moved to another school,  6= PEx to Partnership,  7=Panel/Core Group Fair Access  8=Panel/Core Group agreed to Managed Move</i>	Option drop down list
	<b>AB</b>	Outcome Codes - results of meetings	<i>1A= School to "get on with it",  1B=Advice and Guidance,  2A Partnership gives in school support,  2B Partnership gives funding or SENA gives Top Up funding,  2C ignore,  2D, other agency gives support to child and/or family,  2E the child is given a short time and/ or part time placement with the partnership,  2F a managed move between schools,  2G formal assessment for an EHCP begins,  3A part time programme management – no set finish date,  3B full time programme management,  4 The child gets a specialist placement in a unit, ISP or special school  5, Other not included in this list – put text in column AI</i>	Option drop down list. You may find there are more than one outcome and you can record a second outcome in AC
	<b>AC</b>	See AB	<i>A space to record second outcomes</i>	
	<b>AD</b>	Has the student been recorded in this section in previous register?	<i>Enter Y for Yes, or leave blank. If there is already data in this section of the register you will know that the student has been discussed before. You can enter y in this column and replace data in YT,Z, AA,AB and AC with new entries</i>	enter y or leave blank
	<b>AE</b>	Has this student been referred more than once since the last register was submitted? Enter Y	<i>Enter Y or leave blank. Some students may be discussed at two or more IFs or go from and IF discussion to a Panel referral in the same term. This allows you to record this. In Column AG you can put in text to explain the steps.</i>	Y/N Option

	<b>AF</b>	If the student has been referred more than once since the last register date please enter the date of the previous referral here		Date
	<b>AG</b>	Enter text to tell us about any referral this term before the current one.	<i>This is a text box - you can enter as much as you need to. Don't worry if it disappears when you move on to the next cell - it will be still there but hidden</i>	Text Option
	<b>AH</b>	If you entered Code H in Column AB tell us how much money the Partnership has given to the school,. (If you have a figure already in this column add the new grant to it)	<i>Enter a figure if there has been a grant of Partnership money to the school. This should be the total amount you expect to give to the school for this student.</i>	Number
	<b>AI</b>	Use this column to tell us about anything that has been agreed for the student that does not fit the categories in Column AB	<i>There will be some students who just don't fit the categories - so tell us about them in this space. Use abbreviations - we will get back to you if we can't work out what you mean</i>	Text
	<b>AJ</b>	Use this column to record your own information - or leave blank	<i>This space is available for you to use</i>	
<b>Fair Access Issue</b>	<b>AK</b>	Date of request from LA	<i>Enter the date partnership received request for Fair Access</i>	Date
	<b>AL</b>	Note of Action	<i>Give brief explanation to what actions have been taken if needed</i>	Text
	<b>AM</b>	Which school has admitted?	<i>Choose from the drop-down option list</i>	Option List - School
	<b>AN</b>	Date of school admission	<i>Enter the date</i>	Date

	<b>AO</b>	RAG	<p><i>Choose from the drop down option list</i></p> <p><i>Options are:</i>  <i>G = Fair Access Issue deal with swiftly - student now in school</i>  <i>A = FA Resolved with input by partnership staff - student now in school</i>  <i>R = Fair access issue ongoing and student not in stable school place</i></p>	Text - just use RAG
<b>Working with other Agencies (Optional to complete)</b>	<b>AP</b>	Partnership has initiated contact with other agencies	<i>Enter Y for Yes or leave blank</i>	Text
	<b>AQ</b>	Other agencies already involved prior to referral	<i>Enter Y for Yes or leave blank</i>	Text
	<b>AR</b>	Partnership Staff have contributed to case discussion with other agencies	<i>Enter Y for Yes or leave blank</i>	Text
	<b>AS</b>	Which, if any, agencies have you had serious difficult in securing involvement	<i>Enter the name of the agencies the partnership encountered difficulties in initiated contact with</i>	Text
<b>Managed Move</b>	<b>AT</b>	Managed Move	<i>Enter Y for Yes or leave blank</i>	Text
	<b>AU</b>	From school	<i>Choose from the drop-down option list the school student is from</i>	Option List - School
	<b>AV</b>	To school	<i>Choose from the drop-down option list the student is hosted at</i>	Option List - School
	<b>AW</b>	Date started	<i>Enter the date when the Managed Move commenced</i>	Date
	<b>AX</b>	Date accepted on roll at new school	<i>Enter the date if the student is enrolled at hosted school following success of Managed Move.</i>	Date
	<b>AY</b>	Date Managed Moved ended if student not on roll	<i>Enter the date when the Managed Move failed and student is referred back to the referring school</i>	Date
<b>Programmed Managed by School</b>	<b>AZ</b>	Key Stage (3 or 4)	<i>Enter number 3 for Year 7-9 and 4 for years 10-11</i>	Number
	<b>BA</b>	Is the student on programmed management directly organised by school with funding from the Partnership?	<i>Enter Y for Yes or leave blank</i>	Text

	<b>BB</b>	How many hours per week is the student on alternative provision?	<i>Enter the number of hours student is on alternative provision per week</i>	Number
	<b>BC</b>	What percentage (%) of alternative provision is funded by PartnershipBP? (shaz to data validate in number only)	<i>Enter number only</i>	Number
	<b>BD</b>	Is the school paying AWPU to the Partnership? Yes or No only	<i>Enter Y for Yes or leave blank</i>	Text
	<b>BE</b>	CMN	<i>Currently for LIP only. If a student is receiving a programme of support from the Partnership because they cannot attend school for certified medical reasons enter y here</i>	Text
<b>KS3 or KS4 Programme Managed by SEIP. City address children should be included here even if they are fully managed by City Services. They remain ours until they go off roll at the County School and onto a City roll.</b>	<b>BF</b>	Key Stage (3 or 4)	<i>Enter number 3 for Year 7-9 and 4 for years 10-11</i>	Number
	<b>BG</b>	Date Started	<i>Enter the date when the partnership Programme Managed commenced</i>	Date
	<b>BH</b>	Date Ended	<i>Enter the date when the partnership Programme Managed ended. You only need to put a date in if the student moves to another Tier of provision or back into school. Otherwise you will deal with this in "Case Closed".</i>	Date
	<b>BI</b>	How many hours of this is in school	<i>Enter the number of hours students spends in the school where he or she is on roll</i>	Number
	<b>BJ</b>	How many hours is in your own Partnership provision	<i>Enter the number of hours the student is receiving provision from your own directly employed staff and/ or your own directly organised activities.</i>	Number
	<b>BK</b>	How many hours is in alternative provision	<i>Enter the number of hours student is on alternative provision including work experience</i>	Number
	<b>BL</b>	Provision total	<i>This column will automatically calculate once numbers of hours are entered in previous two columns (school hours plus alternative provision hours)</i>	Do not enter
	<b>BM</b>	Give brief reason if the last two columns add up to less than full time	<i>Give brief reason explaining why the total number of hours are less than 25 (this may apply to students on a part time basis)</i>	Text

<b>Involvement of other Local Authorities</b>	<b>BN</b>	Date when City or another LA become involved	<i>Enter date. This should be the date when the LA began to either provide some AP for the student or began to pay something towards the student's provision. If you are still just negotiating do not fill this section in.</i>	Date
	<b>BO</b>	Partnership remains involved	<i>Enter Y for Yes or leave blank</i>	Text
	<b>BP</b>	Student still on county school roll	<i>Enter Y for Yes, N for No or leave blank if NA</i>	Y/N Option
	<b>BQ</b>	Estimate the percentage of additional cost that is still paid by the Partnership	<i>One day token from the City equals 20% of provision, so you are paying 80%. Therefore you would enter 80 in this column. 3 day tokens is 60% so you would enter 40 etc.</i>	Number
<b>Case Closed</b>	<b>BR</b>	Date Case Close	<i>Enter the date when the case was closed by the partnership. Do not enter a closed date for any student who has been Fair Access or Managed Move nor for any Year 11 students. You can still record a reason for closing cases for these students in Column BR. This is so that we can monitor whether these students reappear on the Register at a later date.</i>	Date
	<b>BS</b>	Reason for closing case if not end of Year 11	<i>Give brief reason why the case is closed if the student is removed from the partnership before end of Year 11. Year 11 leavers will be removed automatically in the Spring Term register.</i>	
	<b>BT</b>	Post 16 Known Destination	<i>Choose from the drop down list for students who completed their compulsory school education (End of Year 11)</i>	Option List -- Post 16 Destination