



Dear colleagues,

I am writing to advise on the arrangements this year for the annual data collection relating to the September Guarantee and the Confirmed Destination Tracking for Post 16 learners.

Please find below details of each project, including relevant timescales. I would be grateful if you could ensure this communication is shared with your relevant colleagues.

September Guarantee Annual Project: May 2024- October 2024

The September Guarantee is the guarantee of an offer, of an appropriate place in post-16 education or training for every young person completing compulsory education. These offers should be made by the end of September. Ensuring every young person has an offer of a place to progress helps young people make a seamless transition into post-16 learning or employment with training and reduces the likelihood of them becoming NEET.

Local authorities have a statutory duty to record the destinations of 16- and 17-year-olds and to track and support young people. Schools and post-16 education institutions have a statutory duty to provide data to local authorities to support these duties.

The September Guarantee process is an important part of our planning and transition support offer which enables us to identify those at risk of becoming NEET, any gaps in our local provision and to work alongside you in supporting our most vulnerable young people.

The process to collect this data is based on a partnership between Hillingdon Local Authority, West London & Barnet Management Information, Hillingdon schools, colleges, and other post 16 providers. The local authority will send a request for this data from May each year by way of an emailed spreadsheet (protected by password) which schools, colleges and other post 16 providers will need to complete and return by mid-June.

It is incredibly important we receive this information within these timescales to ensure we have sufficient time to upload and analyse the data. We are then also able to identify and provide support for students without an offer before September.

For 2024, the September Guarantee request was sent on 10th May 2024 to be returned by week commencing 10th June 2024. We request the data is returned to post16EET@hillingsdon.gov.uk

Destination Tracking Annual Project: September 2024- January 2025

There is a statutory requirement for local authorities to track the destinations of young people at Post 16 and report on the figures for those who are NEET and those who are “not known”. The Gatsby Benchmark 3 outlines that schools should collect data for each pupil on their education, training or employment destinations for at least three years after they leave school.



The data received from schools is updated onto the central system, where the figures for NEET and those who are 'not known' are reported to DfE and compared against other boroughs.

The local authority will make a request for this data in the same way as the September Guarantee. An email with a password protected template attached is usually sent in September requesting a full list of all Year 12 and Year 13 students currently on roll at your provision. As with the September Guarantee, it is vital we receive this data within the time frames outlined in the email request.

If you have any questions regarding the September Guarantee and Confirmed Destination Tracking, please contact: post16EET@hillingsdon.gov.uk

Finally, I wish you a great summer term and please do not hesitate to contact us if you need support, guidance, or advice.

Yours faithfully.

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