

# **Service Level Agreement 2023-2024**

## **Southampton Maintained Schools**

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**Data Team**

## 1. Introduction

This Service Level Agreement (SLA) is between the school governing body and the Data, Intelligence, and Insight Team (known as the 'Data Team') on behalf of Southampton City Council.

To regulate dealing between parties and to set obligations, performance and payment terms, this Service Level Agreement specifically relates to the operation of the scheme for data and performance management support to schools provided by the council.

This Service Level Agreement is for the period 01/04/2023 to 31/03/2024. Any services bought during the SLA period outlined above will be charged at the full rate as outlined in this document.

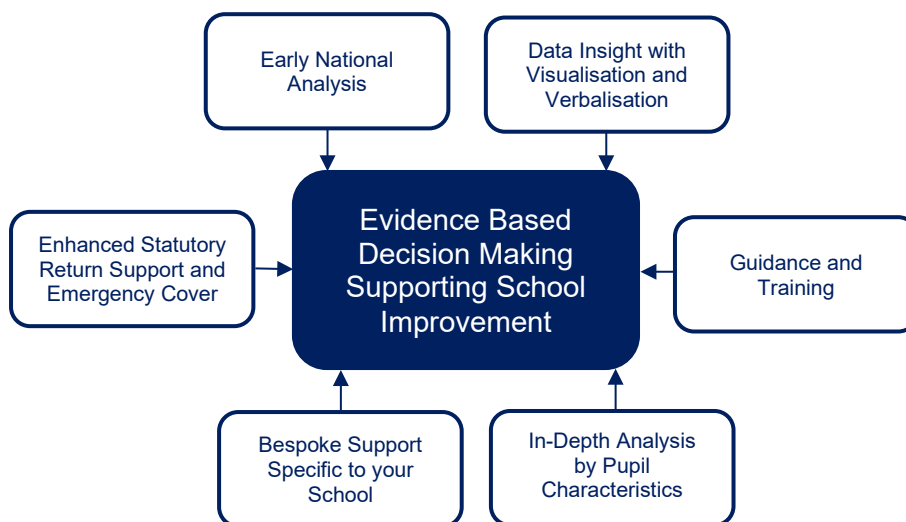
The Data Team will only provide minimum support with statutory data collection duties for maintained schools who select a Bronze Service Level Agreement (guidance documents only).

The Data Team will serve to act as "Data Gatekeeper" in order to restrict the requests for data from schools by the City Council.

## 2. What We Do

Through our charging and ad hoc services, we will provide our schools with additional services which will benefit the schools in the area of data and performance management to:

- Meet school's statutory obligations for statistical returns to central government.
- Support professional development around the changing education performance landscape and the effective use of data.
- Provide comprehensive insightful analysis of headline performance measures and a range of subgroups and combinations of subgroups.
- Assist with school self-evaluation, improvement planning and target setting.
- Inform strategic decisions based on accurate performance and demographic information.
- To update schools on data management / analysis at both local and national scales.



The table below outlines the services provided by the Data Team across the Bronze, Silver and Gold Service Level Agreements.

	Bronze	Silver	Gold
Basic guidance for statutory data collections only	✓	✓	✓
Enhanced telephone, e-mail support and webinars for statutory data collections	✗	✓	✓
Telephone and e-mail support (only) with internal tracking, cohort characteristics, Absence, Suspensions and End of Key Stage reporting and performance	✗	✓	✓
Unlimited <b>FFT Aspire</b> licences <i>School self-evaluation, target setting, student explorer, collaborate, attendance (New) and pupil tracker</i>	✗	✗	✓
Unlimited <b>Perspective Lite</b> licences <i>Real-time dashboards, interactive reports, Insight dynamic reporting covering your school cohort, Absence, Suspensions / Exclusions and End of Key Stage performance, Ofsted analysis and inspector search</i>	✗	✗	✓
<b>Nova Analysis Reports</b> <i>Contextual, Attainment and Progress analysis of key headlines, groups and pupils with early National comparators</i>	✗	✗	✓
<b>School Assessment Summary</b> <i>Detailed bespoke reports that combine key factors known to be most influential on pupil outcomes</i>	✗	✗	✓
<b>Termly Absence Reports</b> <i>School strengths / challenges for absence by detailed pupil groups and reason, with National comparators</i>	✗	✗	✓
<b>Termly Suspension Reports</b> <i>School strengths / challenges for suspensions by detailed pupil groups and reason, with National comparators</i>	✗	✗	✓
<b>Demographic Mapping</b> <i>Your pupils home postcodes plotted with a deprivation layer in a bespoke school map</i>	✗	✗	✓
<b>The School Performance Data Guide</b> <i>Guidance for the Key Accountabilities in your school</i>	✗	✗	✓
<b>Consultation &amp; Bespoke Analysis (7 hours)</b> <i>Examples include SLT training, internal audit of tracking and collaboration analysis of groups of schools</i>	✗	✗	✓
<b>Emergency cover for Statutory Returns (7 hours)</b> <i>Cover provided by the Data Team to support Collect statutory submissions</i>	✗	✗	✓
<b>Free Access to Data Team Training Webinars and Workshops</b> <i>A mixture of Online and in-Person Training Events, Minimum 3 a year</i>	✗	✗	✓
<b>DfE Statistical Publications Analysis</b>	✗	✗	✓
<b>Southampton Schools' Performance Summary</b> <i>Overview of all LA maintained schools' performance against national headline measures</i>	✗	✗	✓
<b>KS1 Prior Attainment &amp; Detailed Context Reports</b> <i>for Junior Schools (SCC pupils only)</i>	✗	✗	✓
<b>KS2 Prior Attainment &amp; Detailed Context Reports</b> <i>for Secondary Schools (SCC pupils only)</i>	✗	✗	✓
<b>Secondary Result Day Reporting</b> <i>Uses the KS4 Exam Import service to produce detailed analysis as soon as your Exam Board EDI files are available</i>	✗	✗	✓

Please see section 3 and 4 for further details.

### 3. School Service Options

Service Level	Early Years	Infant	Junior	Primary	Secondary	Special
<b>Bronze</b>	£0	£0	£0	£0	£0	£0
<b>Silver</b>	£400	£500	£550	£750	£750	£750
<b>Gold</b>	N/A	£1,457	£1,622	£2,352	£2,687	£1,244

#### ***Bronze Service Level Agreement***

Minimal support with statutory duties only (guidance documents only).

#### ***Silver Service Level Agreement***

In addition to the service provided to Bronze Schools, those schools who buy into the Silver service will receive:

- Quality assurance of statutory returns made via the Data Team or the DfE data collection website COLLECT
- Telephone and email support from the Data Team with performance data queries
- Enhanced statutory return support
- Relevant data return documentation and guidance
- Statutory return webinars e.g. School Census and School Workforce Census
- Telephone and e-mail support with data management issues and analysis issues

#### ***Gold Service Level Agreement***

The Data Team have a well-established record of delivering headline and detailed pupil group analysis with National comparators to **Gold SLA schools** well ahead of the publication of the Inspection Data Summary Report (IDSR) and Analyse School Performance (ASP). EYFS, Phonics and KS1 reports have traditionally been with schools ahead of the summer holiday, KS2 reports have initially been released on results day with more detailed versions following shortly afterwards. In 2022, KS4 detailed reports and interactive reporting including National averages were released the same week as the data was shared with the Local Authority. The Data Team's Gold SLA service therefore allows a school to replicate the Inspection Data Summary Report (IDSR) and Analyse School Performance (ASP) report up to five months ahead of official publications. This enables schools to implement early interventions, have a robust evidence base for school improvement action plans and be prepared for Ofsted inspections early in the Autumn term with the latest data.

The breadth of the Data Team offer has been substantially enhanced to incorporate detailed analysis of the whole school cohort and their characteristics for each term visualising and verbalising variation between different cohorts within your school and National comparators for pupil characteristics, deprivation (FSM, disadvantaged, IDACI), mobility, prior attainment, absence and suspensions.

In addition to services provided to Silver schools, those who buy into the Gold SLA service will receive:

- A range of reports as **listed in section 4**, appropriate for your school for the current academic year, offering enhanced analysis beyond what is provided within Analyse School Performance or Inspection Data Summary Report.

As well as the reports in section 4, schools will also receive:

- **Perspective Life** unlimited account access: a one stop shop allowing schools to access early School, LA and National key indicator results through dynamic reporting containing a broad range of pupil groups (disadvantaged, SEN, prior attainment, EAL, ethnicity, gender), census analysis (including detailed absence and suspension data) and OFSTED school / inspector search information. The recent introduction of the Insight module lets schools drill down into their strengths and weaknesses rapidly with data visualisation and verbalisation.
- **NCER Nationals offering enhanced early insight** for attainment and progress (EYFS, Phonics, KS1, KS2 and KS4).
- For KS2 and KS4, the Data Team will adjust **analysis to reflect discounted pupil submissions** made within the Performance Tables checking exercise.
- **School Performance Data Guide** containing all the latest performance indicators and methodologies including Absence, Suspensions and Early Years Foundation Stage Profile through to Key Stage 4.
- **FFT Aspire** unlimited account licences, support and training.
- **One days consultation / bespoke analysis** (7 hours) – preparation, travel and report writing will be included within this time. You decide, examples of training and analysis previously requested are;
  - **SLT training** – A review of the school's performance covering headline indicators, pupil groups and combinations of groups.
  - **Internal tracking review** – An assessment of the current strengths and weaknesses of the internal tracking and monitoring approach used by the school.
  - **Collaboration analysis** – It is possible for groups of schools with a Gold SLA to request collaboration analysis that provides the average result across the schools included within that analysis and / or individual school outcomes. To request this analysis all schools must hold a Gold SLA with the Data Team. Each school included in the analysis must give permission for their school's inclusion in this analysis. The time taken to produce this analysis will be deducted from each schools 7 hours of bespoke analysis.
- **Emergency cover for statutory returns** (one day per year)
- **Free access to all training events** for school staff (2 places per school per event, minimum of 3 to be provided a year)
- Online access to **current and historical school analysis reports** that have been included within previous years SLA services purchased.
- Analysis of **DfE Statistical Release publications** for EYFS, Phonics, KS1, KS2, KS4, KS5, Absence and Suspensions / Exclusions.
- Demographic **mapping** of your school pupils.

### **Analysis specific**

To ensure all schools receive high quality reports in a timely manner, the focus of the first half term (autumn) will primarily be on report publication. Training courses will be prioritised during the second half term (autumn) allowing all schools an equal opportunity to access support using

the most up to date reports produced earlier in the term. Further courses/workshops will be available during the spring and summer term.

Individual bespoke school visits, or online face-to-face meetings, will therefore be available from the spring term onwards except in exceptional circumstances where visits during the autumn term may be negotiated with the Data Team.

#### 4. School Report List for Ad Hoc Services

Reports - Infant Schools	
<b>Nova Report</b> – Early EYFS Attainment Summary with Pupil Characteristic analysis by school and National average.	One report from the list can be purchased for £437
<b>School Assessment Summary</b> - EYFS Gap Analysis by area of learning, scale and pupil characteristic for your school, Local Authority and National.	
<b>Nova Report</b> – Early Year 1, Year 1 & 2 and by the end of Year 2 Phonics report with a breakdown of pupil scores by band (0-10, 11-20 etc.), % WA and pupil characteristics for your school.	
<b>School Assessment Summary</b> – Phonics Year 1 and End of Year 2 report identifying achievement by Gender, FSM, SEN, EAL and Ethnicity by count of pupils, percentage of pupils and an average score per pupil group for your school.	
<b>Nova Report</b> – Early KS1 Attainment Summary with Pupil Characteristic analysis by school and National average.	
<b>School Assessment Summary</b> - KS1 gap analysis including pupil characteristic, prior attainment, absence and combinations of these factors known to be most influential on pupil's outcomes.	
<b>Absence Report</b> – A termly report for Autumn, Autumn & Spring and Autumn, Spring & Summer that provides a breakdown of absence in your school by year group, pupil group and absence reason with National comparators and key strengths / weaknesses highlighted. An LA version of this report will also be provided for further context.	
<b>Suspension Report</b> – A termly report for Autumn, Autumn & Spring and Autumn, Spring & Summer that provides a breakdown of suspensions in your school by year group, pupil group and suspension reason with National comparators and key strengths / weaknesses highlighted. An LA version of this report will also be provided for further context.	
<b>Southampton Schools' Performance Summary</b> – overview of all schools' performance against headline measures for EYFS, Phonics and KS1.	
<b>Map</b> - Pupil Location Analysis and IDACI.	
<b>Predicted Outcomes Analysis</b> – A detailed analysis of Key Stage predicted outcomes based on teacher assessments submitted to the Data Team via an Excel template. This analysis will take the same format as end of key stage reports offering early insight into potential pupil group outcomes.	

Reports - Junior Schools	
<b>Nova Report</b> – Early KS2 Attainment with Pupil Characteristic analysis by school and National averages (provisional, school amended and final data).	One report from the list can be purchased for £437
<b>School Assessment Summary</b> - KS2 Attainment and Progress Gap Analysis including pupil characteristic, prior attainment, absence and combinations of these factors known	

to be most influential on pupil outcomes (provisional - school amended data).	
<b>Nova Report</b> – Early KS2 Progress between KS1-2 (Pupil and School Level) with pupil characteristic compared by school, LA and National (provisional, school amended and final data).	
<b>Absence Report</b> – A termly report for Autumn, Autumn & Spring and Autumn, Spring & Summer that provides a breakdown of absence in your school by year group, pupil group and absence reason with National comparators and key strengths / weaknesses highlighted. An LA version of this report will also be provided for further context.	
<b>Suspension Report</b> – A termly report for Autumn, Autumn & Spring and Autumn, Spring & Summer that provides a breakdown of suspensions in your academy by year group, pupil group and suspension reason with National comparators and key strengths / weaknesses highlighted. An LA version of this report will also be provided for further context.	
<b>KS1 TA data</b> - A detailed file of pupil transfers to your school from KS1 providers in Southampton.	
<b>Southampton Schools' Performance Summary</b> – overview of all schools' performance against headline measures for KS2.	
<b>Map</b> - Pupil Location Analysis and IDACI.	
<b>Predicted Outcomes Analysis</b> – A detailed analysis of Key Stage predicted outcomes based on teacher assessments submitted to the Data Team via an Excel template. This analysis will take the same format as end of key stage reports offering early insight into potential pupil group outcomes.	

Reports - Primary Schools	
<b>Nova Report</b> – Early EYFS Attainment Summary with Pupil Characteristic analysis by school and National average.	One report from the list can be purchased for £437
<b>School Assessment Summary</b> - EYFS Gap Analysis by area of learning, scale and pupil characteristic for your school, Local Authority and National.	
<b>Nova Report</b> – Early Year 1, Year 1 & 2 and by the end of Year 2 Phonics report with a breakdown of pupil scores by band (0-10, 11-20 etc.), % WA and pupil characteristics for your school.	
<b>School Assessment Summary</b> – Phonics Year 1 and End of Year 2 report identifying achievement by Gender, FSM, SEN, EAL and Ethnicity by count of pupils, percentage of pupils and an average score per pupil group for your school.	
<b>Nova Report</b> – Early KS1 Attainment Summary with Pupil Characteristic analysis by school and National average.	
<b>School Assessment Summary</b> - KS1 gap analysis including pupil characteristic, prior attainment, absence and combinations of these factors known to be most influential on pupil's outcomes.	
<b>Nova Report</b> – Early KS2 Attainment with Pupil Characteristic analysis by school and National averages (provisional, school amended and final data).	



<b>School Assessment Summary</b> - KS2 Attainment and Progress Gap Analysis including pupil characteristic, prior attainment, absence and combinations of these factors known to be most influential on pupil outcomes (provisional - school amended data).	
<b>Nova Report</b> – Early KS2 Progress between KS1-2 (Pupil and School Level) with pupil characteristic compared by school, LA and National (provisional, school amended and final data).	
<b>Absence Report</b> – A termly report for Autumn, Autumn & Spring and Autumn, Spring & Summer that provides a breakdown of absence in your school by year group, pupil group and absence reason with National comparators and key strengths / weaknesses highlighted. An LA version of this report will also be provided for further context.	
<b>Suspension Report</b> – A termly report for Autumn, Autumn & Spring and Autumn, Spring & Summer that provides a breakdown of suspensions in your academy by year group, pupil group and suspension reason with National comparators and key strengths / weaknesses highlighted. An LA version of this report will also be provided for further context.	
<b>Southampton Schools' Performance Summary</b> - overview of all schools' performance against headline measures.	
<b>Map</b> - Pupil Location Analysis and IDACI.	
<b>Predicted Outcomes Analysis</b> – A detailed analysis of Key Stage predicted outcomes based on teacher assessments submitted to the Data Team via an Excel template. This analysis will take the same format as end of key stage reports offering early insight into potential pupil group outcomes.	

Reports - Secondary	
<b>KS2 Test &amp; TA data</b> - A detailed file including prior attainment and characteristics of pupil transfers to your school from KS2 providers in Southampton.	
<b>Nova Report</b> – Early KS4 Attainment & Progress between KS2-4 (Pupil, School Level) with pupil characteristic compared by school, LA and National (provisional, school amended and final data). An LA version of this report will also be provided for further context.	
<b>School Assessment Summary</b> – KS4 Attainment and Progress Gap Analysis including pupil characteristic, prior attainment, absence and combinations of these factors known to be most influential on pupil outcomes (provisional - school amended data). An LA version of this report will also be provided for further context.	One report from the list can be purchased for £809
<b>Nova Reports</b> - KS4 subject level analysis that includes National comparators. An LA version of this report will also be provided for further context (provisional, school amended and final data).	
<b>Nova Reports</b> - KS4 detailed pupil level analysis reports including context, attainment and progress (provisional, school amended and final data).	

<b>Absence Report</b> – A termly report for Autumn, Autumn & Spring and Autumn, Spring & Summer that provides a breakdown of absence in your school by year group, pupil group and absence reason with National comparators and key strengths / weaknesses highlighted. An LA version of this report will also be provided for further context.	
<b>Suspension Report</b> – A termly report for Autumn, Autumn & Spring and Autumn, Spring & Summer that provides a breakdown of suspensions in your academy by year group, pupil group and suspension reason with National comparators and key strengths / weaknesses highlighted. An LA version of this report will also be provided for further context.	
<b>Map</b> - Pupil Location Analysis and IDACI.	
<b>KS4 Result Day Reporting</b> – A detailed analysis of KS4 exam results based on exam results files (EDI) or CSV templates submitted to the Data Team. This analysis will take the same format as end of key stage reports offering early insight into pupil group outcomes.	

Reports - Special	
Please contact the Data Team to discuss school specific options and charges	
FFT Aspire	
The Data Team will provide an FFT Aspire licence to your school at 90% of the price of going direct to FFT Aspire.	Contact the Data Team for charges

Training - All schools (per delegate)	
Training half day	£245
Training full day	£490
Ad hoc consultations/bespoke analysis/visits/cover	
Half Day	£345
Whole Day	£690
Route Network Map	
Route Network Map showing distance from school	£150

Any paid training or training under an SLA that is cancelled will incur charges as per the booking form if 1 weeks' notice is not given.

## 5. Groups of School Analysis

For school groups (trusts / federations / clusters) that all hold a **Gold SLA** located within the Local Authority, group analysis can be provided as part of the schools combined bespoke analysis allocation (**no additional cost**). Gold SLA school groups will have the option to have a report that includes aggregated school outcomes with or without individual school breakdowns, LA and national data. Areas that can be analysed include School Characteristics, EYFS, Phonics, KS1, KS2, KS4, Absence and Suspensions / Exclusions. There are a number of **pupil groups** that can be included within this group analysis, such as Disadvantaged and SEN.

For school groups that include Silver or Bronze schools, analysis will be limited to aggregated school outcomes only. There will be an additional charge per school that does not hold a Gold SLA.

Please contact the Data Team to discuss your school group analysis requirements.

School Group Analysis (Trusts / Federations / Clusters)	
Gold SLA School Groups	Free
Price per Bronze / Silver school	£437

## 6. The School’s commitment to the service provider

- An appropriate Privacy Notice has been given to all parents/carers.
- Ensure that pupil and staff level data in their Information Management System is kept up to date and accurate.
- Involve the Data Team at the earliest possible stage in the event that the school is experiencing difficulty, e.g. staffing issues / serious errors / backlogs of routine processing.
- Allow the Data Team reasonable access to records and information needed to deliver the service.
- Management Information Systems are up to date with the latest upgrade.

## 7. Service contacts and performance review

Any queries, concerns or complaints about the overall operation of the scheme should be addressed to:

Dan King – <a href="mailto:Dan.King@southampton.gov.uk">Dan.King@southampton.gov.uk</a>	Head of Data, Intelligence and Insight	023 8083 2493
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The Data Team will monitor its performance by:

- Evaluating its training by requesting feedback through “evaluation/feedback” forms.
- Reviewing its operations and services through self-evaluation as part of the corporate business planning and performance review process.