



caspa

Comparison and Analysis of Special Pupil Attainment

Transferring basic pupil data from an MIS other than SIMS .net into CASPA

This document provides guidance for the procedure for transferring basic pupil data into CASPA for schools who are using a MIS other than SIMS .net.

Introduction:

For schools who use a MIS other than SIMS .net, pupil records can be created and refreshed in CASPA by the import of data exported from your school MIS via Common Transfer File (CTF). In this way, CASPA can be kept up to date to reflect changes to pupil data, new admissions, leavers and will also automatically detect the roll-forward of your school MIS to the new academic year.

For users of CASPA 2017 who update to CASPA 2018, CASPA will roll forward as a direct result of the import of pupil data for the academic year 2017/2018. All pupil data will be updated such as year groups, and leavers and new admissions are accounted for. Also, as part of rolling forward, functionality in CASPA updates, providing, for example, a new tab on the main data entry pages (menu option **Data | CASPA assessment data**) for the 2017/2018 academic year and relevant data from summer term 2017, such as 2017 assessment results and targets for 2018, are brought forward as the starting point for the new academic year.

1. Transferring basic pupil data using a Common Transfer File into CASPA

Exporting pupil data using a Common Transfer File (CTF):

IMPORTANT!! It is vital that the Common Transfer File (CTF) from which you are importing pupil data into CASPA contains the required details for the appropriate pupils.

Each school MIS provides different menu options to select the content of Common Transfer Files. Please therefore use the following guidance alongside instructions provided by your MIS supplier in order that the CTF exported contains the correct data.

A. Pupils to be included in Common Transfer File:

In every case, the Common Transfer file must include **all pupils currently on roll**.

In addition, if any of the pupils already in CASPA for the current academic year are leavers then the Common Transfer File must also include **all leavers during the current academic year**.

We are aware that some types of MIS are unable to create a CTF containing current pupils **and** leavers this year, in which case the CTF should include details for **all current pupils and all leavers**, regardless of when they left; CASPA will ignore the data for any leavers prior to the current academic year, so even if your school MIS includes invalid or incomplete data for such pupils, this will not cause problems on import into CASPA.

B. Data to be included in the Common Transfer File:

The import of pupil data into CASPA requires that the CTF includes the following data containers:

- Basic Details
- SEN History
- Looked After
- School History
- Free School Meals (or FSM) History

Whilst creating a 'Full' CTF will ensure that these items of data are included, please be aware that including unnecessary containers, such as Assessments, in your CTF could significantly increase the time your MIS takes to generate your CTF.

Importing pupil records into CASPA:

To create pupil records for a new installation using the pupil data exported from your school MIS, select **File | Create pupil records from Common Transfer File**. If you updated from CASPA 2017 or previously imported pupil data from your school MIS, the menu option changes and you should therefore select **File | Refresh pupil records from Common Transfer File**.

Please take note of the important information above (in red) regarding the pupils for whom records must exist in your import file. A file selection dialog will allow you to select the file from which you wish to import pupil data. A series of dialog prompts will guide you through the import process.

Before importing data into CASPA from this file, checks are made to ensure that the data in the file that has been exported from a Common Transfer File is complete and valid. If the system finds pupil records with invalid data or which are missing mandatory data then the import process will be aborted, and an error window showing each of the types of errors found will be displayed. If the import process was aborted because errors were found, please make any necessary corrections via your school MIS and re-create the Common Transfer File before attempting to import pupil records again.

CTF pupil data UPN matching report: For users who have upgraded from CASPA 2017, and for all users when refreshing pupil data from your school MIS, validation will check for differences between the data being imported and the data already held in CASPA. Where differences exist, a **UPN matching report** will be displayed. The purpose of this report is to ensure that the data in CASPA is correctly updated.

The report displays each type of match scenario in one of 7 sections. Only if pupils are listed in Section 1 will the import not be able to proceed; for all other sections, the information is displayed for you to confirm that the details being imported are definitely for the correct pupil. On completion of the import, the data in CASPA will be updated to reflect the data imported from your school MIS. The following summarises the purpose of each section of the report; for further details, please read the introductory text about that section and actions required or suggested for each:

Section 1 – During a normal refresh of basic pupil data:

Pupils in CASPA with no match in your school MIS. The import cannot proceed if pupils are listed in this section. Please refer to the introductory text at the top of the page for likely reasons and actions.

During roll-forward from 2016/2017 academic year after updating to CASPA 2018:

Again, please refer to the introductory text at the top of the page for likely reasons and actions. As part of the roll forward, an additional reason for pupils not being found in the export file at this point could be that each was a leaver at the end of the 2016/2017 academic year and is therefore no longer on roll. For this reason, the import during roll-forward is allowed to proceed, even with pupils displayed in Section 1. You need to check carefully to confirm that each pupil was in fact a leaver last year.

Section 2 – Pupils in your school MIS with no match in CASPA. Normally, these pupils will be new admissions to your school. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.

Section 3 – Pupils in your school MIS not on roll during the 2016/2017 academic year but whose UPN or Former UPN matches a pupil previously on roll in CASPA. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA. If not correct, please use the introductory text at the top of the page for actions required.

Section 4 - Pupils in your school MIS whose Former UPN matches a pupil in CASPA but where there is only a partial match of other key data. Normally, the UPN and other details will have changed for these pupils. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.

- Section 5** - Pupils in your school MIS whose Former UPN matches a pupil in CASPA and with a complete match of other key data. Normally, only the UPN will have changed for these pupils. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.
- Section 6** - Pupils in your school MIS whose UPN matches a UPN in CASPA but where there is only a partial match of other key data. Normally, some details other than UPN will have changed for these pupils. Please confirm these details are as expected. If so, completion of the import will amend the data held in CASPA.
- Section 7** - Pupils in your school MIS whose UPN matches a UPN in CASPA and with a complete match of other key data. No action is required for pupils in this section.

CTF file exported data report: Once matching has been confirmed, a report displays the data found in the export file. This report provides you with an opportunity to check that the data exported from your school MIS is as you expected. Close the report to proceed.

Basic pupil data report: On completion of your import, a report will display the updated information now in CASPA to allow you to verify that the data has been imported correctly. Most of the columns displayed will be identical to the CTF file exported data report; however, the last three columns display the categories of need that will be used in CASPA in all analysis. When a pupil's record is first created in CASPA, the CASPA needs will default to those imported from your school MIS. Since schools often need to make changes to the needs used in CASPA for analysis, all refreshes of pupil data will not overwrite the CASPA needs. Close the report to proceed.

Select pupils for CASPA assessment: A dialog will then allow you to select the pupils for whom you wish to maintain assessment data within CASPA. This option allows a school to exclude one or more pupils from being used in CASPA by deselecting the required pupils. For example, Foundation Stage pupils and, in mainstream schools, all pupils without a Statement or Education Health and Care Plan, or are not SEN Support or School Action+ pupils, will be deselected by default. Schools can choose to deselect other pupils or re-select pupils who are already deselected. A series of dialog prompts will guide you through this.

Data recording and checking sheet: You will then be asked if you wish to view or print data recording sheets, which may be a useful means of gathering the assessment results to be entered into CASPA or to confirm that the results and targets within CASPA are as teachers expected. If you choose to view or print data recording sheets, you must then select the pupils for whom they are to be generated; you can apply a condition to filter your pupils, and can then either use the buttons below the grid to select/deselect all matching pupils, or click on pupils individually to select them - press F1 for guidance. Once you have selected the required pupils, click the Report button; when you close the report, you will return to the pupil selection dialog to allow you to change your selection criteria should you wish to do so. When you are finished, click Close.

All features of CASPA will now be enabled. For any further guidance, please refer to the Help file and the PDF topics available via **Help | Guidance notes**.

NOTE: CTF files do not contain information about the classes that pupils belong to that may have been recorded in the school MIS. However, users can add these to pupil records in CASPA. Maintaining class data is not mandatory, but if you choose not to record class data for each of your pupils, you will not be able to display or report CASPA data for your pupils by class.

Select the menu option **Data | CASPA assessment data** and select the **Basic pupil data** tab. The class field will be enabled for the current academic year. For classes in previous academic years, please go to **Options | Set CASPA effective year**, selecting the required year and go to the **Basic pupil data** tab as above. The Class field will be editable via a dropdown menu if already created. If the required class has not been created, click on the adjacent button **New Class**, create a the required class name and click OK. The class created will then be available in the dropdown menu.

2. Pupil Premium:

For users running CASPA 2018, Pupil Premium indicators can also be recorded and reported upon for the current and relevant previous academic years. These are recorded manually because the DfE has no plans to allow Pupil Premium eligibility to be included in the CTF specification.

To record, or amend, Pupil Premium eligibility for a pupil:

- For current year eligibility, go to **Data | CASPA assessment data** and select the 'Basic pupil data' tab. The premium types relevant to the academic year are displayed to the bottom right of the page
- For eligibility in previous academic years, first go to **Options | Set CASPA effective year** and then follow the same steps described above

3. Next Steps:

You can refresh basic pupil data in CASPA from your school MIS at any time by repeating the steps of section 1 from 'Exporting pupil data using a Common Transfer File'. This will ensure that all changes made in your school MIS to the data required by CASPA will be reflected in CASPA.

All features of CASPA will now be enabled and CASPA is ready for you to populate pupil records with assessments and targets and to make full use of the analysis and CASPA's comparative data.

For guidance on a wide variety of topics, please refer to the Help file, accessible at any time using the F1 key or via **Help | Contents** and the PDF guidance topics available via **Help | Guidance notes**.

There are a number of options for inputting or importing results or targets into CASPA:

- Manual entry (refer to the guidance document 'Data maintenance in CASPA')
- Import from (refer to specific guidance note for each import type):
 - B Squared
 - PIVATS
 - Common Transfer File (CTF)
 - SIMS Assessment Manager 7
 - Excel spreadsheet or CSV file
 - BARE Online

For an overview describing using CASPA from installation to use of analysis, please refer to the guidance note 'Getting started with CASPA'.