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Education & Skills
Funding Agency

Guidance

16 to 19 Institution Data and MI reports

Updated 20 January 2020

Contents

1. Introduction

1.1 The user guide

This user guide provides guidance, data sources and definitions to assist local authorities in reading and interpreting the 16 to 19 Data and MI reports. To accompany this user guidance, following feedback from local authorities, we developed a demonstration of how to manipulate the data contained in the pivot tables.

1.2 16 to 19 data available to local authorities

The 16 to 19 data and MI reports are one element of the data available to local authorities. Following receipt by the ESFA of a signed Data Sharing Agreement

document, each local authority will receive:

16 to 19 data and MI report that includes:

- further education colleges, independent learning providers (ILPs) and higher education institutions that receive funding from ESFA
- ILR data for FE and schools census data for learner responsive provision

ESFA funded pivot table:

- this contains more detailed data than the PDF reports and enables you to conduct further analysis for your local authority

Local authorities can request reports for institutions delivering in their areas (for example, ILPs that are based in other areas).

The reports are available to institutions and local authorities on ESFA's Information Exchange, at the following folder location: Revenue Funding > AY 2018-19.

1.3 Purpose of the data and MI reports

Data and MI reports have been produced in previous years to provide a single source of data and information to support institutions and local authorities with their planning and allocations. As the role of ESFA has evolved, it has become clear that ESFA should only be providing data and information for which it is responsible. As a result, the reports now include only data owned or used by ESFA to produce allocations. However, links to other sources of information are included to ensure local authorities and institutions can quickly access data and information which they might find useful.

The products aim to provide a balance between a regular supply of data and a comprehensive data source to inform decision making. It should be noted, however, that this is not live/real time data.

The reports have been developed to fulfil the following key functions:

- to assist institutions in self-improvement
- to act as a light touch, desk based evaluation by ESFA to provide assurance for continued funding
- to inform local authorities about the provision in their area
- as a consistent source of information available to Ofsted as part of the material they collate prior to inspection (and a replacement to the pre-inspection briefing)
- to inform local authorities' overview of the provision on offer to young people in its area

1.4 Scope of the data and MI reports

The report brings together a range of data, some of which have previously been published externally, into a single 16 to 19 institution level report. It includes information on:

- data from the Individualised Learner Record (ILR)
- data from the school census
- links to success rates reports (where relevant), apprenticeships data, Ofsted inspection reports, Office for National Statistics, statistical first releases, 16 to 18 minimum standards tables, school performance tables and allocations data

A report has been generated for every institution that received a 16 to 19 allocation for 2018 to 2019 academic year from ESFA, including:

- further education – GFE Colleges, sixth-form colleges and ILPs
- maintained school sixth-forms (SSF), including academies (both sponsor and converter)

This data represents the operational data that the ESFA uses in its role to fund 16 to 19 institutions. As a result, the definitions that are used differ from those in other publications, including:

- Department for Education's 16 to 19 participation Statistical First Release (SFR)
- the Further Education and Skills SFR

The SFR documents should be used as the primary source of performance information about 16 to 19 participation and attainment.

1.5 Changes to the residency and provider reports

The residency and provider reports have changed slightly in content and appearance, however, the format remains the same.

The following measures are not included in this year's reports due to the availability of the information but will be included in the next release in June:

- retention rates
- student numbers by subject sector area

The reports have been produced using Microsoft Power BI, a tool which allows more extensive data visualisation. This has resulted in the reports having a different appearance. The reports are still produced and accessed in the same format (PDF).

1.6 Accessing the reports

The reports are available to local authorities on the [ESFA's Information Exchange](#) at the following folder location Revenue Funding > AY 2018-19.

1.7 Sharing the information

The data within the 16 to 19 Data and MI PDF reports and pivot tables is shared with local authorities under the terms of the Data Sharing Agreement issued in June 2019. It cannot be used or shared for any other purpose and should not be released and/or quoted in the public domain without the written consent of ESFA.

1.8 Contact us

If you have any questions regarding these reports, please contact us using the [enquiry form.](#)

2. User guide: description of report contents

2.1 Section 1: student numbers summary

Section 1 includes graphs and tables for student numbers by academic year, age and type of programme. Complete year data is available for 2016 to 2017, 2017 to 2018 and 2018 to 2019.

2.2 Section 2: student numbers by gender and ethnicity

Section 2 includes graphs and tables for student numbers by gender and ethnicity separately and also show how many of each gender fall into which ethnicity category. Complete year data is available for 2016 to 2017, 2017 to 2018 and 2018 to 2019.

2.3 Section 3: student numbers by level of core aim and mode of study

Section 3 includes graphs and tables for student numbers by level of core aim and mode of study separately and also shows which level category each mode of study falls into. Complete year data is available for 2016 to 2017, 2017 to 2018 and 2018 to 2019.

2.4 Section 4: student numbers by learner difficulty or disability

Section 4 includes a graph/table for student numbers by learning difficulty or disability. Complete year data is available for 2016 to 2017, 2017 to 2018 and 2018 to 2019.

2.5 Section 5: student numbers by support

Section 5 includes a graphs and tables for student numbers by English and Maths Condition of Funding, Education Health Care Plan and learner difficulty assessment. Complete year data is available for 2016 to 2017, 2017 to 2018 and 2018 to 2019.

2.6 Section 6: student numbers by local authority (only applicable for institution reports)

Section 6 includes a graph/table for student numbers by the top 10 student local authorities for that particular provider alongside a local authority map. Complete year data is available for 2016 to 2017, 2017 to 2018 and 2018 to 2019.

2.7 Section 6: student numbers by institution type (top 10) (applicable only for residency reports)

Section 6 includes graphs and tables for student numbers by institution type for that particular local authority. Complete year data is available for 2016 to 2017, 2017 to 2018 and 2018 to 2019.

2.8 Section 7: student numbers by constituency (applicable only for residency reports)

Section 7 includes a graph/table for student numbers by student constituency for that particular local authority, alongside a constituency map. Complete year data is available for 2016 to 2017, 2017 to 2018 and 2018 to 2019.

2.9 Useful links section

Links to Ofsted Inspection Reports, Achievement Rate Reports, Population Statistics, Performance Tables, 16 to 19 Minimum Standards Tables, Funding Allocations and Apprenticeships data.

3. Technical annex to reports

The following is a technical annex which describes the data sources and definitions used in compiling the reports. The report brings together information from a number of different data sources into one institution level report. Wherever possible the annex contains embedded links to already published data sources and definitions used in the report.

The definitive source of information on participation, achievement and success rate information for the FE sector is the post-16 SFR. The SFR is a separate publication to these institution level reports. The Further Education and Skills SFR is a quarterly publication and is published by ESFA.

The SFR is a national statistic. The national statistics quality mark indicates that the statistics have been produced in accordance with a code of practice for official statistics.

The code of practice requires the statistics to be produced, managed and disseminated to high professional standards. The statistics must be well explained and meet users' needs. The SFR meets this standard.

National statistics publications are regularly reviewed by the UK Statistics Authority's Monitoring and Assessment team to ensure that they comply with the code of practice for official statistics. A number of documents are published by ESFA in line with the code of practice for official statistics.

4. Data sources and definitions

4.1 Section 1: student numbers

Information within tables 2.1 to 2.7 is sourced from analysis of the ILR. It contains data for 2015 to 2016, 2016 to 2017 and 2017 to 2018 academic years and is based on the following files and freezes of data from the data service:

FE collection	Schools collection	HESA collection
16/17 R14 (December 2017)	16/17 S05(m)	16/17 HESA
17/18 R14 (December 2018)	17/18 S05(m)	17/18 HESA
18/19 R14 (December 2019)	18/19 S05(u)	17/18 HESA

The majority of definitions used within these tables are available via the Data Dictionary.

Student

A student is defined as: any person receiving government funding via the ESFA to support the provision of structured learning.

Age

Age is defined as: age of learner as at 31 August.

Students' local authority

This is based on a mapping of students' home postcode (L17) using a postcode file from the Office for National Statistics.

FT/PT banding (full time and part time students)

FT/PT banding definition is included in the funding guidance.

5. Known issues

5.1 Travel to learn table

Delivery location information is not in the source data at learner level so we cannot therefore produce travel to learn tables as previously.

5.2 Missing provider identification numbers

The residency reports and pivot tables do not include school sixth form students where the provider identification number is not recorded. In total, 402 students for 2016 to 2017 and 223 students for 2017 to 2018 have been excluded due to this.

5.3 Missing census data regarding ethnicity

Both the reports and pivot tables contain data from the school census which describes ethnicity (banded) as 'Not Applicable/Not Known' for the academic year 2018 to 2019. This problem is known and affects those providers who fall into this category (academies and further education providers).

6. Useful information

6.1 Purpose of the data release

The purpose is to support local authorities and institutions in fulfilling their statutory duties by providing information on 16 to 19 year olds' provision.

6.2 Accessing the pivot tables

The tables will be available on Information Exchange at the following folder location Revenue Funding > AY 2018-19.

6.3 Guidance on using a pivot table

A guide to using pivot tables is available below.

6.4 The data

The products are all from the same data source and provide 3 years' data for post-16 provision, further information below.

FE collection	Schools collection	HESA collection
16/17 R14 (December 2017)	16/17 S05(m)	16/17 HESA
17/18 R14 (December 2018)	17/18 S05(m)	17/18 HESA
18/19 R14 (December 2019)	18/19 S05(u)	17/18 HESA

Further information about the remit of ESFA

Further information on the remit of the ESFA, including academies funding and finance, funding 16 to 19 education, student support and capital, is available on GOV.UK.
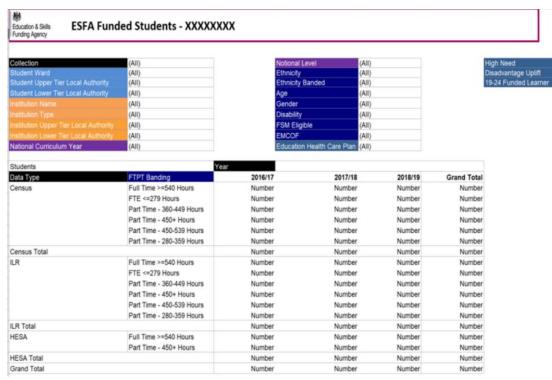
7. Using pivot tables

The Data and MI analysis tool for local authorities is an Excel pivot table that brings together data from the school census, ILR and HESA (where applicable) to enable users to conduct specific analyses of local data – either on a student residence basis or by institution.

An example of how local authorities can use the data and MI tools for further analysis is given below. We have produced a demonstration on how to manipulate the data in the pivot tables. This is published on GOV.UK.

Producing a report on resident FE and SSF students split by their FTPT banding for my area:

- on the front page of the pivot table for the area you want to analyse, click on Student Analysis in the Residents column
- a lot of the available data fields are already shown at the top of the worksheet, but not all of them. If you want to use one that isn't visible, click anywhere within the pivot columns and the Pivot Field List (which shows all the available fields in the pivot) will pop up to the right. If it doesn't, right click the mouse while your cursor is in the pivot table and in the pop-up menu you will see the option Show Field List – click on it
- remove fields that you don't want by deselect in the field list any fields you don't want
- the only fields you need for a basic analysis of students split by their FTPT banding are Students, Student Local Authority (the local authority in which students live), Year and FTPT Banding
- in Excel 2007 or later versions, you can choose to tick the required fields or click and drag them. The output of this analysis is shown below:

A screenshot showing the output of the pivot table.

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