



SENCO Data Dashboard – Input Instructions

1. To populate your Data Dashboard, you will need to run a report from your school's Management Information System. If you do not know how to do this, a member of your office staff or your IT technician should do.
2. When creating the report, choose the following items in this order:
Forename – surname – date of birth – gender – ethnicity code – year – form - SEN provision type – SEN need code – pupil premium – EAL
3. Save the report as an Excel File (.xls) or a .csv file. To change the file type, use the drop-down menu in the Save As dialogue screen.
4. Email the file to yourself or save it in a place on the school central server where it can be located.
5. Open the data file and filter to remove non SEN pupils (remove anyone without an E, K code). Look carefully at the report you have run to ensure it is just your SEN cohort.
6. If you do not already have a copy of the SENCO Data Dashboard, go to the A2E website and download the dashboard template -
<http://accesstoeducation.birmingham.gov.uk/>
7. In the template excel file, select the 'Whole School SEN' tab at the bottom of the spreadsheet.
8. Return to the data you created previously. Highlight and copy all of the data and paste it onto the Whole School SEN section in the Dashboard file. (The names of the columns should match the order you ran the report in).
9. Click onto the Overview tab and your data should be populated. You will need to manually input the total number of pupils you have on role in your WHOLE school. This is how the percentages are worked out.
10. Save the data dashboard onto your own school network.

If you have any questions about the SENCO Data Dashboard, please contact

PSInfo@birmingham.gov.uk or Contact us on Twitter [@A2Education](https://twitter.com/A2Education)