Addysg

Cefnogi Dysgu
Support Learning

Teacher Centre

PLASC

Contents

Gwasanaeth TGCh Ysgolion a'r Gymuned

@   **http://addysg.cerenet.org.uk**

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Last updated 8-Dec-16

Support Centre - http://addysg.cerenet.org.uk   P a g e | **2**

PLASC

Please proceed through each section, carefully filling out the information.

You can enter information, save and return at a later time to finish filling it out. Click the **Next** button when you're done in each section to save your current progress through the form. Click **Back to PLASC** on the menu to return to the PLASC Summary Screen.

Help

For additional help, you will find Help buttons next to some sections.
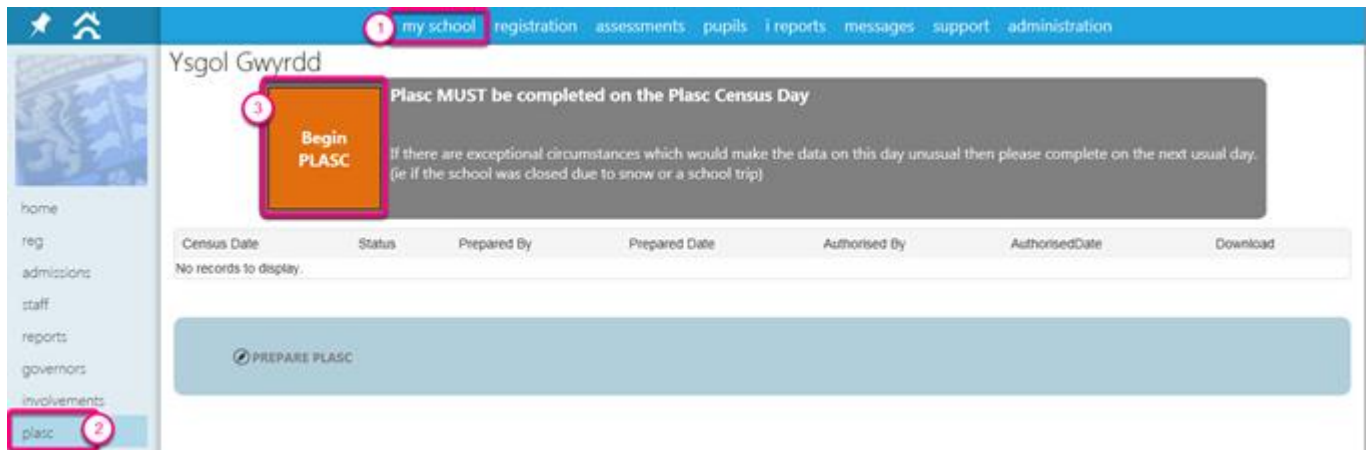
For any further help, please contact your support team.

Please note that the images in this document have been taken from a Primary school. The sections and headings may vary depending on your school type.

Begin PLASC

To begin PLASC for your school, click on:

1. My School
2. PLASC
3. Begin PLASC
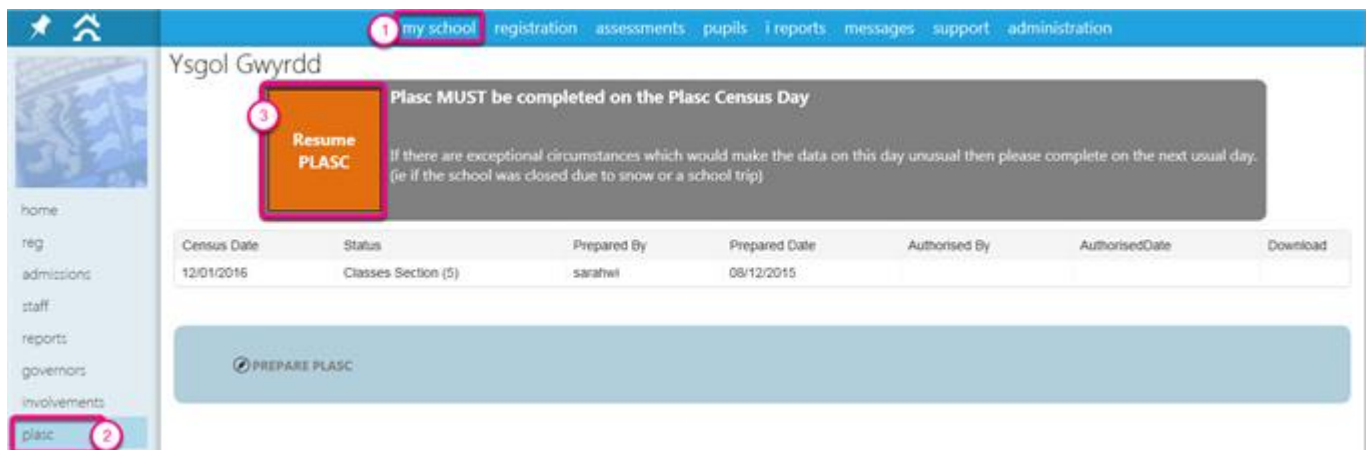
Resume PLASC

If you have to stop recording your PLASC data, you can return to it by going to:

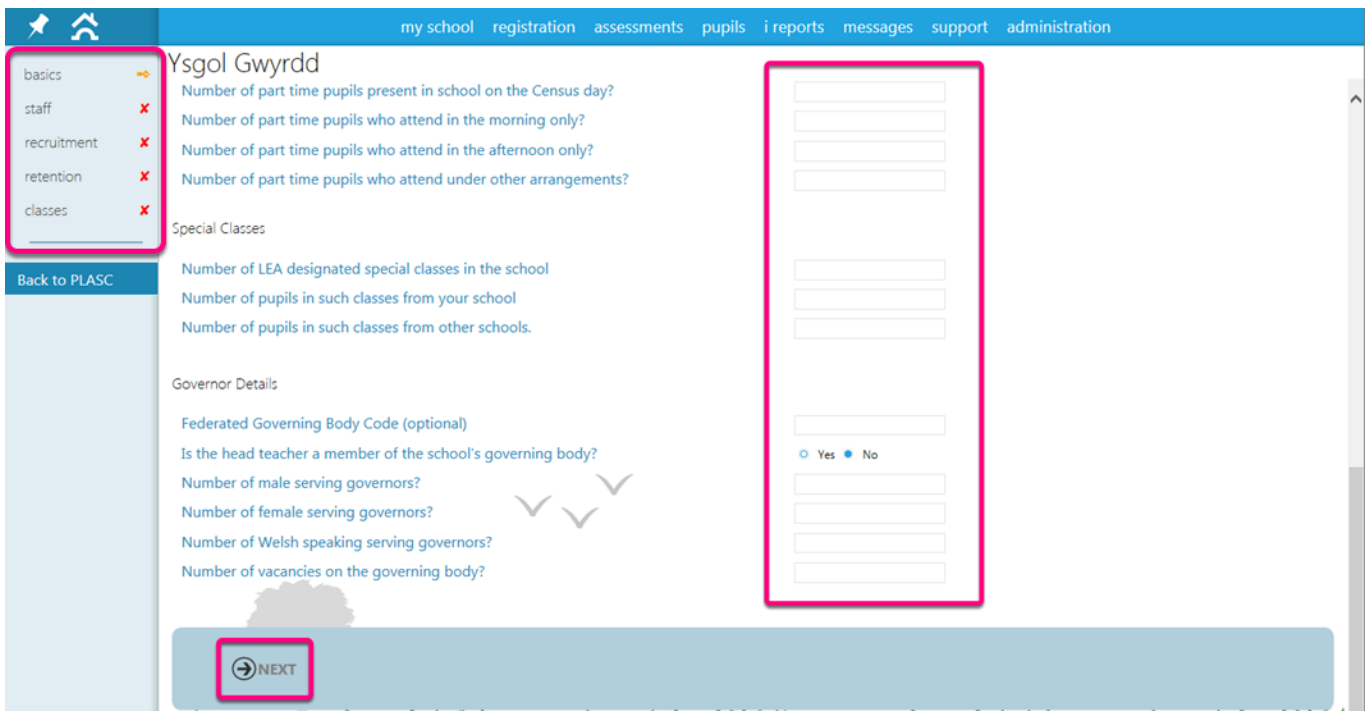1. My School
2. PLASC
3. Resume PLASC

Basics

Enter the information in the boxes.

To move on to the next section, click the **Next** button at the bottom of the page. The page will be saved when the **Next** button is clicked.

Use the **Previous** and **Next** buttons to navigate through the sections.

The sections are displayed on the left.

✔ A green tick shows the sections you have viewed.

➡ The amber arrow shows the section you are on currently.

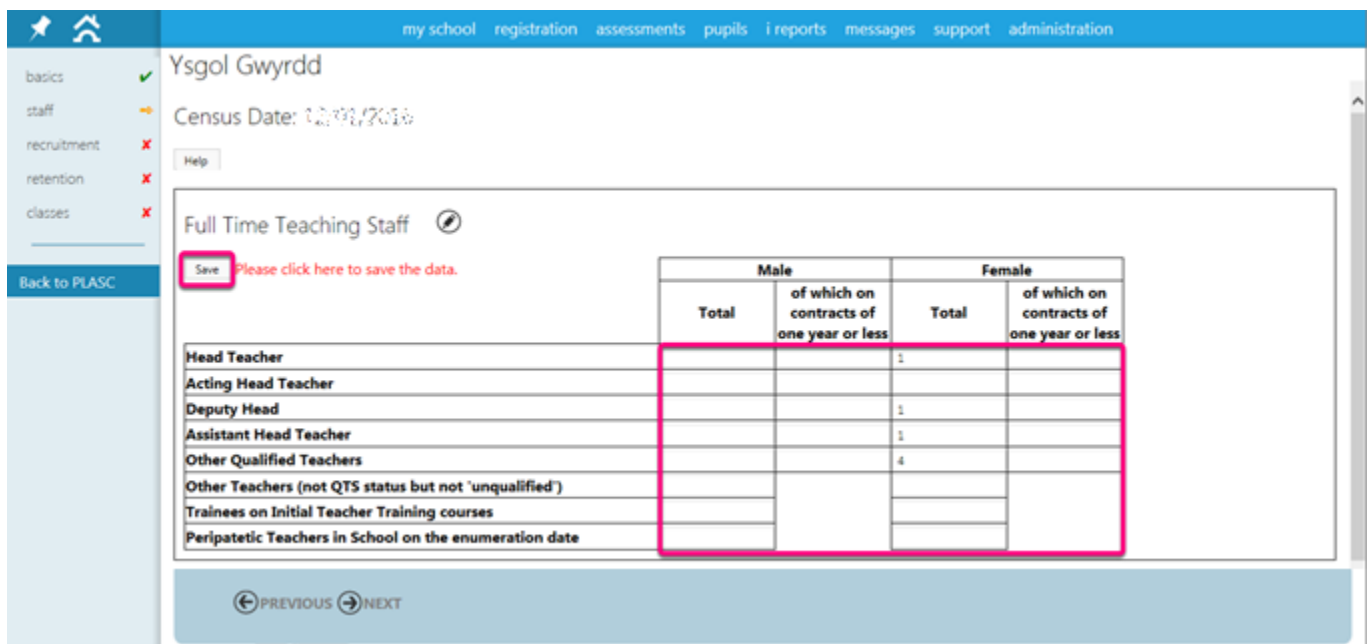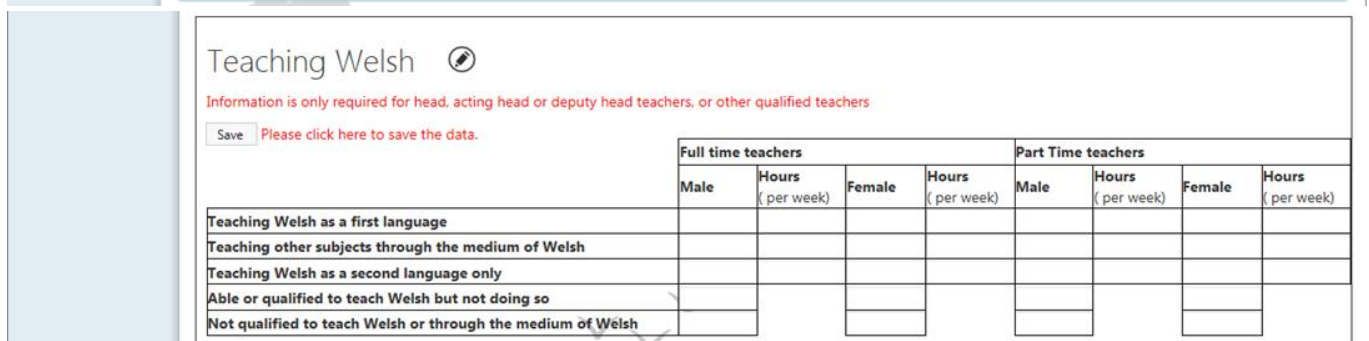✘ A red cross shows the sections that you have not yet visited.

Staff

Click on the pencil buttons to expand the sub-sections within the Staff section.

Enter the data in the fields of the table. Click on the **Save** button for each of the sub-sections.

Click on the **Previous** or **Next** buttons to navigate through the sections.

| | | | | | | my school | registration | assessments | pupils | i reports | messages | support | administration |

Ysgol Gwyrdd

basics ✔
staff ➡
recruitment ✖
retention ✖
classes ✖

Back to PLASC

Teaching Welsh ✎

Support Staff ✎

Save Please click here to save the data.

	Full Time		Part Time		Part Time Hours	
	Male	Female	Male	Female	Male	Female
Higher Level Teaching Assistant (HLTA) (HL)	1					
Teaching Assistants (TA)						
Special needs support staff (SN)						
Pastoral support staff (PS)						
Childcare, nurses, medical staff (ME)						
ICT, laboratory, workshop or resource technicians (TE)						
Librarians and library assistants (LI)						
Examinations Officers (EO)						
Other administration staff (AO)						
School Business Manager or equivalent (BM)						

PREVIOUS NEXT

Recruitment

Retention

Classes

Click on the **Generate** button to generate class details. This will retrieve the class details of all classes in your school from your class registers.
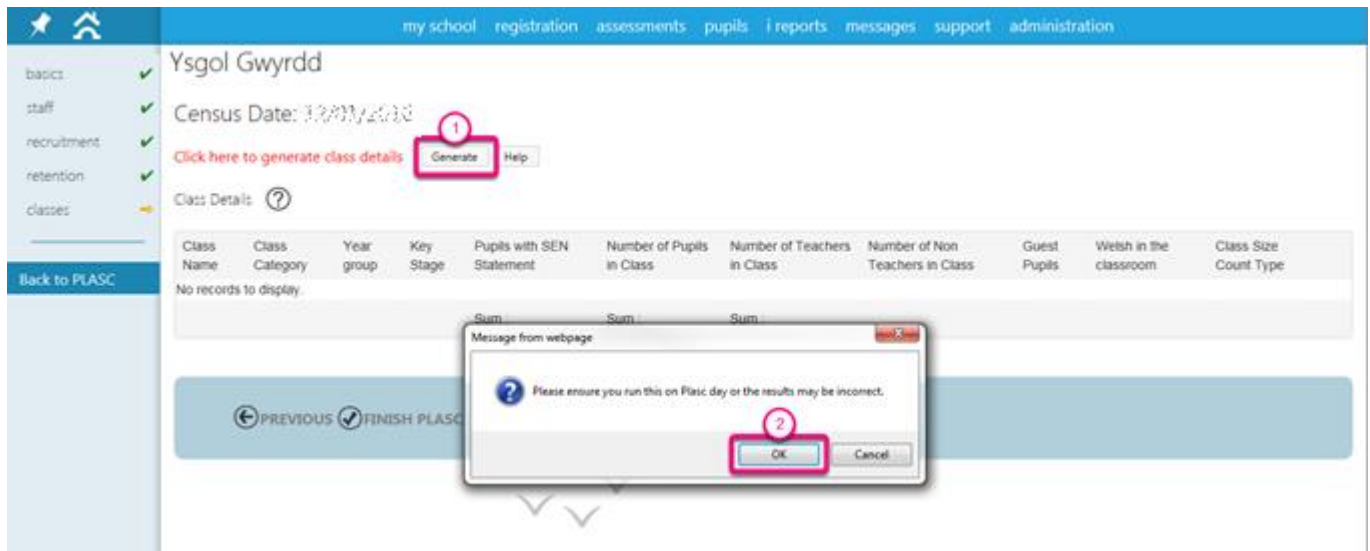
1. Click on the pencil next to a class to edit the class details.
   Enter the numbers of pupils and teachers.
2. Click on the **Update** button to save changes.
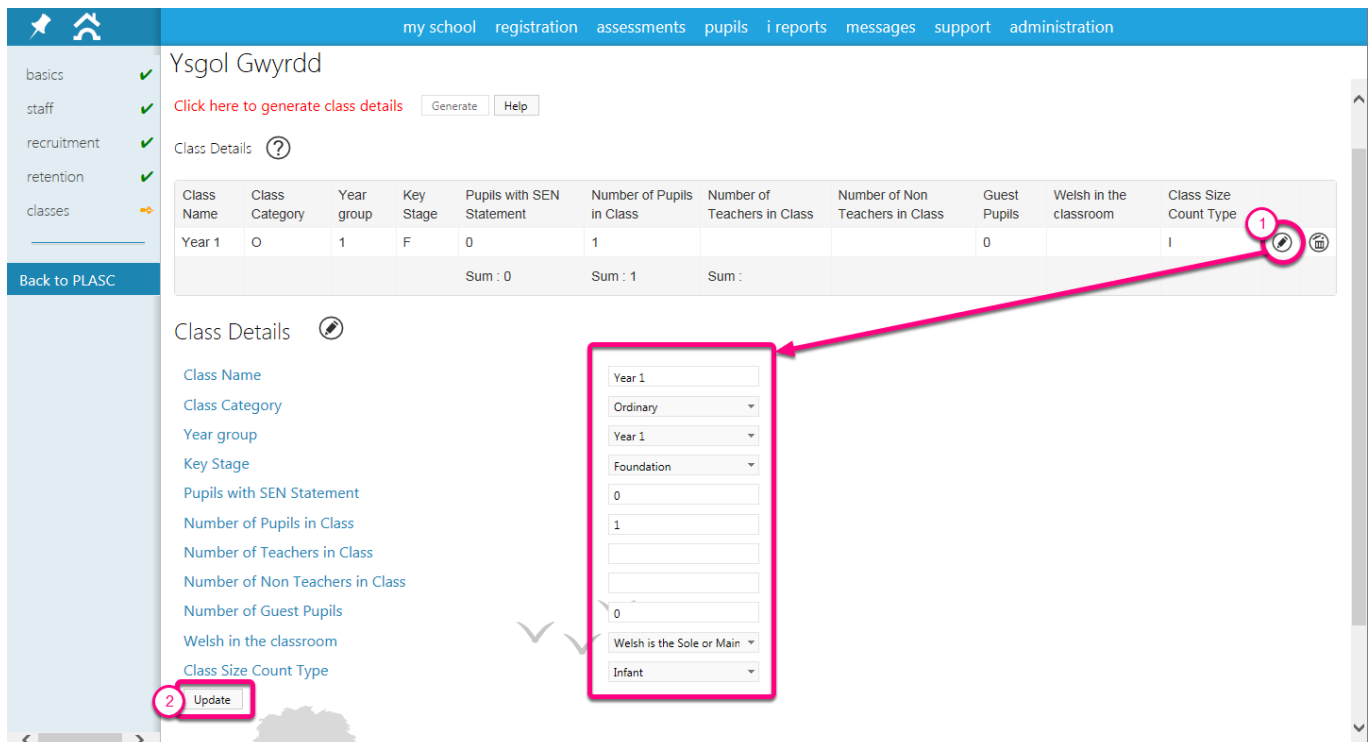
Exceptions

It is only possible to provide exception reasons for Infant and Junior classes with more than 30 pupils.

The Class Size Count Type shows the type of class – N – Nursery; I – Infants; J – Juniors.
Please ensure that the number of Teachers in the Class is correct before entering exceptions.

Click on the pencil button to edit the class details.

Exception Reasons will be displayed under the **Class Details**.

Hover your mouse over the letters to view the reason description.

Enter the number of pupils in the boxes next to the relevant reason. Click **Update** to save.

Class Size Count Type

Exception Reasons will only be displayed for Infant and Junior classes with more than 30 pupils.

Rules

- Mixed class comprising Nursery and Reception pupils where <u>Reception</u> pupils form the <u>majority</u> of the class the 30 pupil limit applies and must not be breached.
- Mixed class comprising Nursery and Reception pupils, where <u>Nursery</u> pupils form the <u>majority</u> of the class at all sessions the 30 pupil limit does not apply.
- Mixed class comprising Nursery and Reception pupils where there are an <u>equal number</u> of pupils from each cohort the 30 pupil limit will not apply.

Infant Exception Reasons

Children in categories E and F will be treated as excepted pupils only when they are in an infant class at the mainstream school or outside the special unit (as the case may be)

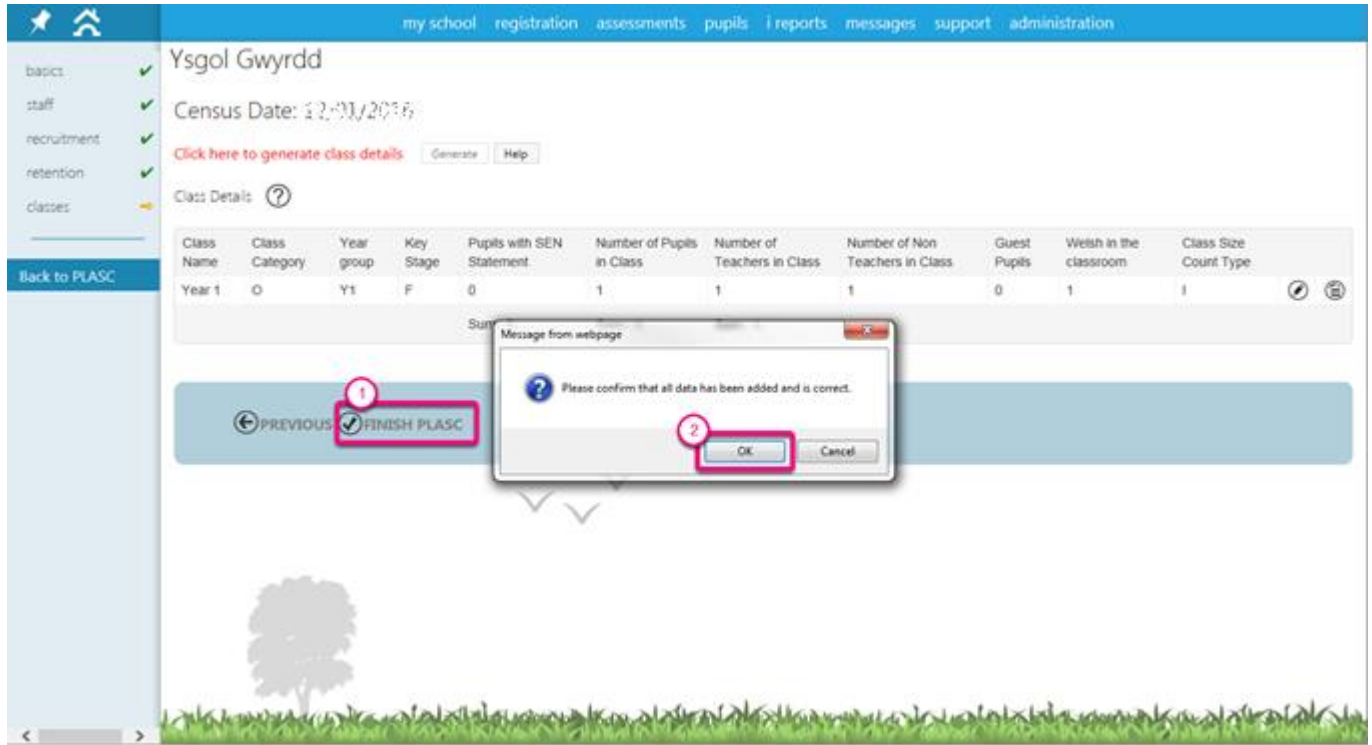| Category	Circumstances of permitted exception
A	Children whose statements of Additional Learning Needs (ALN) specify that they should be educated at the school concerned, and who are admitted to the school outside a normal admission round.
B	Children initially refused admission to a school, but subsequently offered a place outside a normal admission round by direction of an admission appeal panel, or because the person responsible for making the original decision recognises that an error was made in implementing the school's admission arrangements.
E	Children who are registered pupils at special schools, but who receive part of their education at a mainstream school.
F	Children with ALN who are normally educated in a special unit in a mainstream school, but who receive part of their lesson in a non-special class.
G	Looked after children who are admitted to schools outside the normal admissions round.
J	Children admitted outside the normal admission round who: A) the maintaining local authority confirmed cannot gain a place at any other suitable school within a reasonable distance of their home because they have moved into the area outside a normal admission round, or B) they desire a religious education, or a Welsh speaking education and the school in question is the only suitable school within a reasonable distance.
K	Children who were admitted to the school outside the normal admission round after which the school has arranged its classes, and after the first day of the school year, the effect of which would mean that the school would have to take a relevant measure if such children were not excepted pupils.
L	Children of armed forces personnel who are admitted outside the normal admission round.
M	Children whose twin or other sibling from a multiple birth are admitted as non-excepted pupils, as the final pupil(s) allocated a place before the admission number is reached.
N	No valid exception reason.

Junior Exception Reasons

Children in categories A-E and H below will only be treated as excepted pupils during the first academic school year in which they are admitted to the school.

Children in categories F and G are treated as excepted pupils only when they are in a junior class at the mainstream school or outside the special unit (as the case may be).

Category	Circumstances of permitted exception
A	Children whose statements of ALN specify that they should be educated at the school concerned, and who are admitted to the school outside a normal admission round.
B	Children initially refused admission to a school, but subsequently offered a place outside a normal admission round by direction of an admission appeal panel, or because the person responsible for making the original decision recognises that an error was made in implementing the school's admission arrangements.
C	Children who cannot gain a place at any other suitable school within a reasonable distance of their home because they move into an area outside a normal admission round.
D	Children who are admitted to a school after the end of the normal admissions round where the admission number relevant to a child's particular year group has not previously been reached.
E	Children for whom an education at a school which is Welsh speaking or of a particular religious denomination is desired, where the school concerned is the only such school within a reasonable distance of their home (this also applies to pupils who are admitted outside the normal admission round).
F	Children who are registered pupils at special schools, but who receive part of their education at a mainstream school
G	Children with special educational needs who are normally educated in a special unit in mainstream school, but who receive part of their lessons in a non-special class.
H	Looked after children who are admitted to schools outside a normal admissions round.
N	No valid exception reason.

Finishing PLASC

Click on the **Finish PLASC** button on the last section (Classes) to finish.
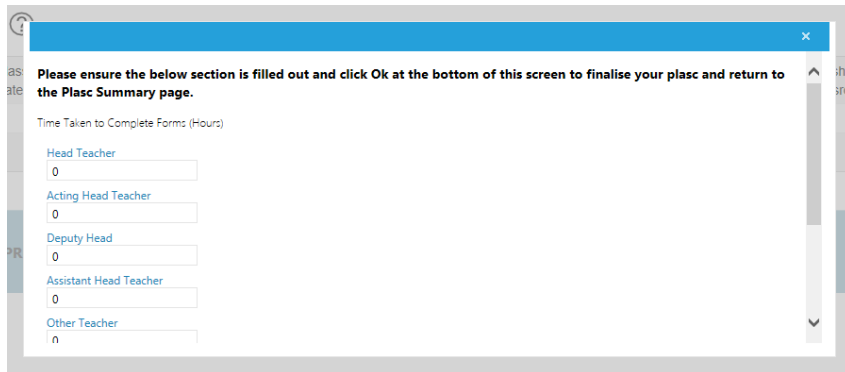
Once you click **Finish PLASC** you will be asked to complete the hours taken to complete PLASC.
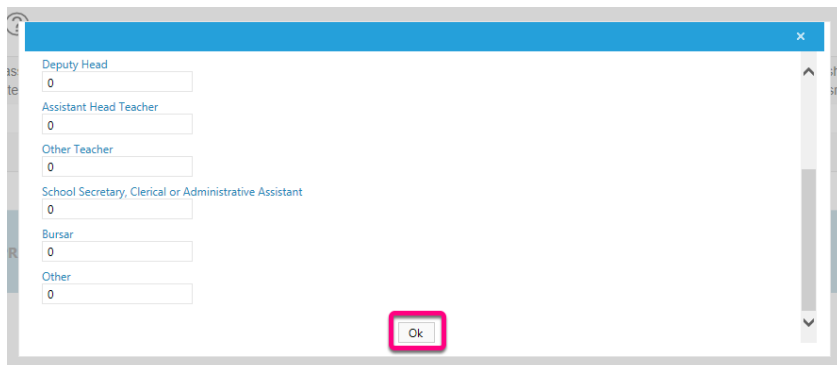
Enter the information and click the **Ok** button at the bottom of the pop up box.
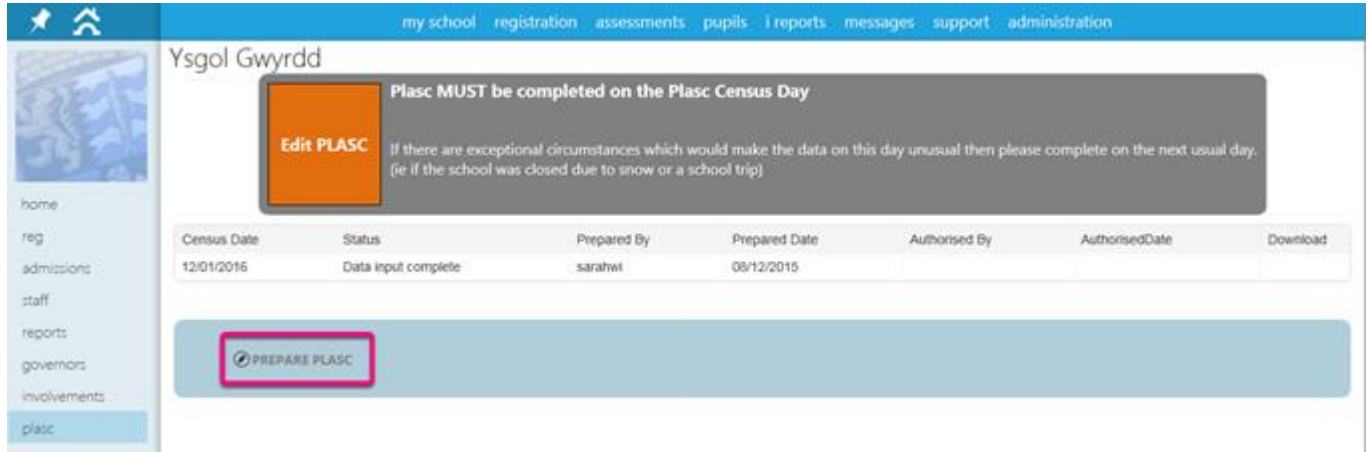
Preparing your PLASC file

Click on **Prepare PLASC** to prepare your PLASC file.
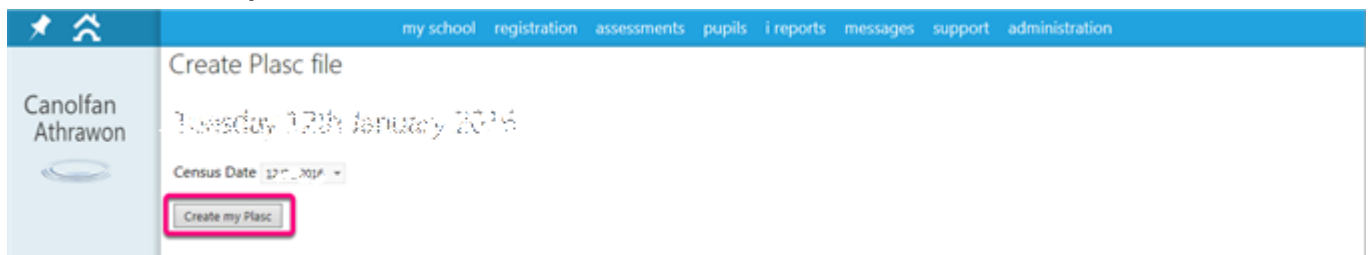
Click the **Create my Plasc** button.
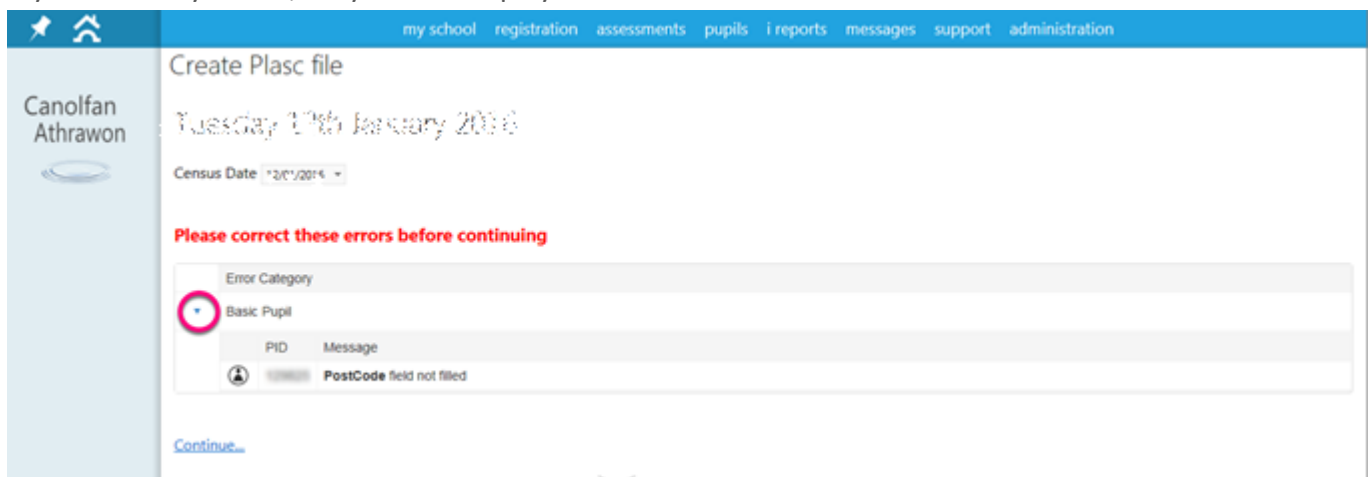
If you have any errors, they will be displayed here.
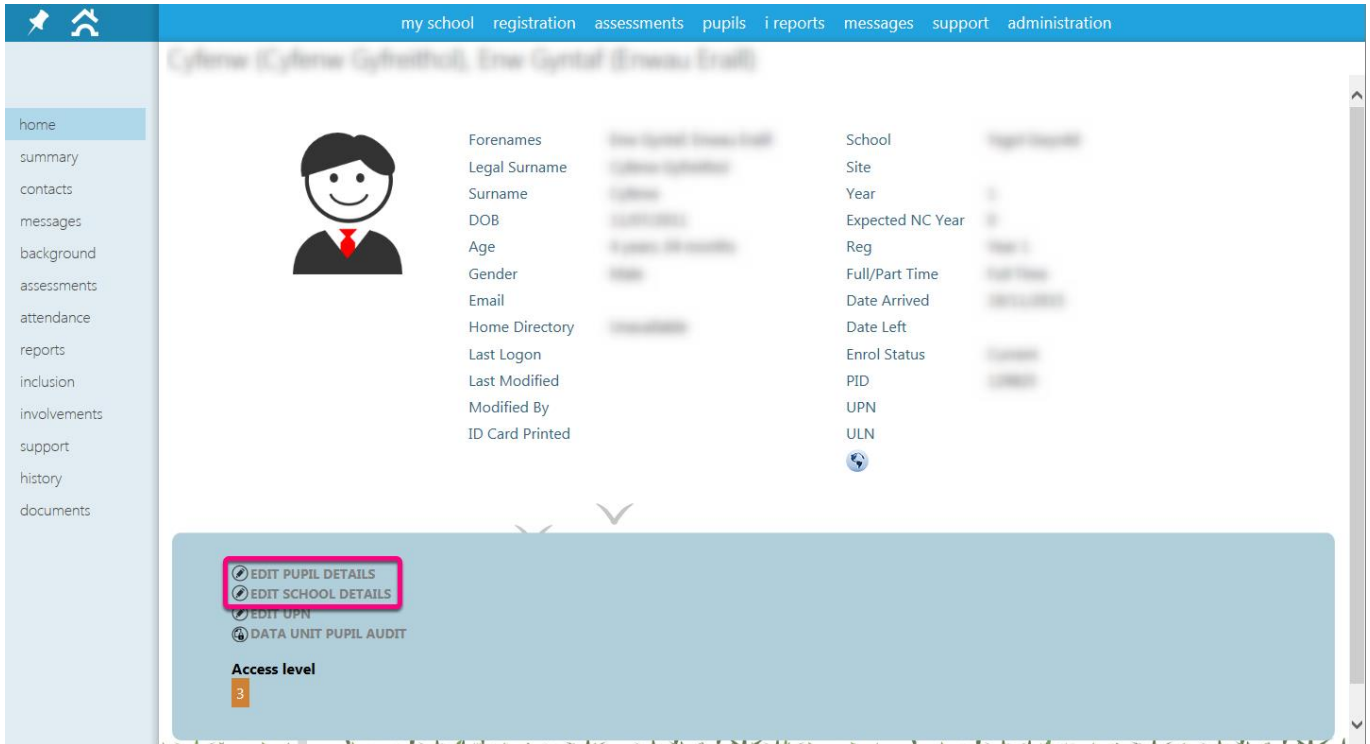
For errors with pupil data, as long as the pupil has a PID, you will be able to click on the pupil, which will take you to the Pupil Profile page where you will be able to add or amend the pupil data.
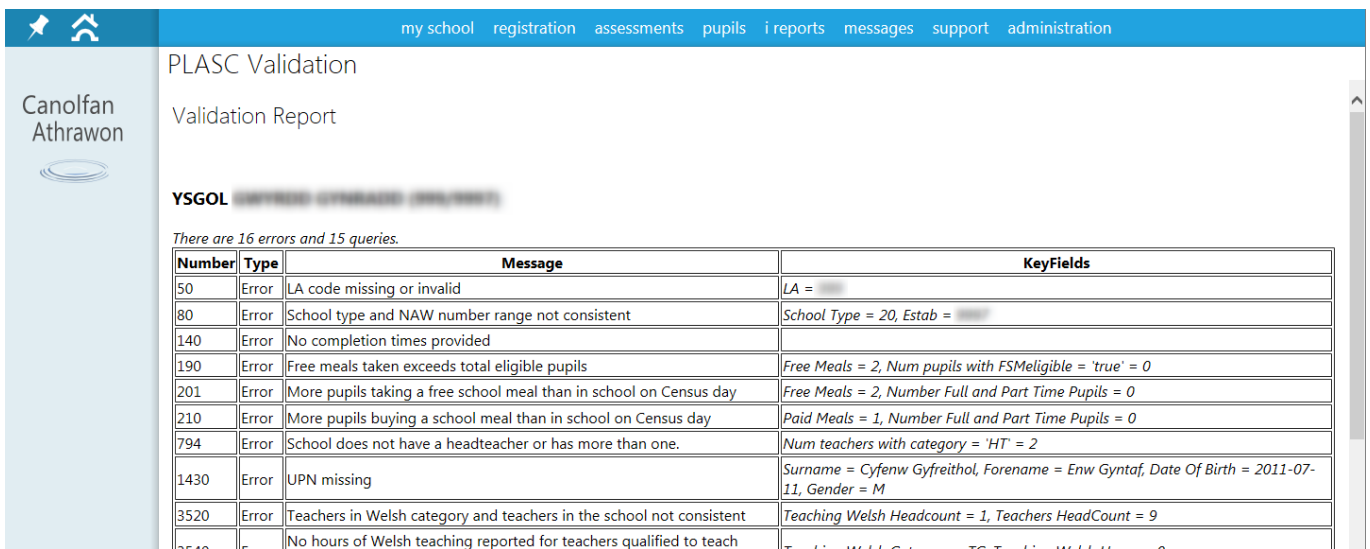
To return to **PLASC**, click on **My School** → **PLASC** → **Prepare PLASC**

Once you have corrected all errors, click Continue.

A list of errors and queries will be displayed relating to the data you entered for PLASC.

PLASC Validation

Validation Report

YSGOL ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

There are 16 errors and 15 queries.

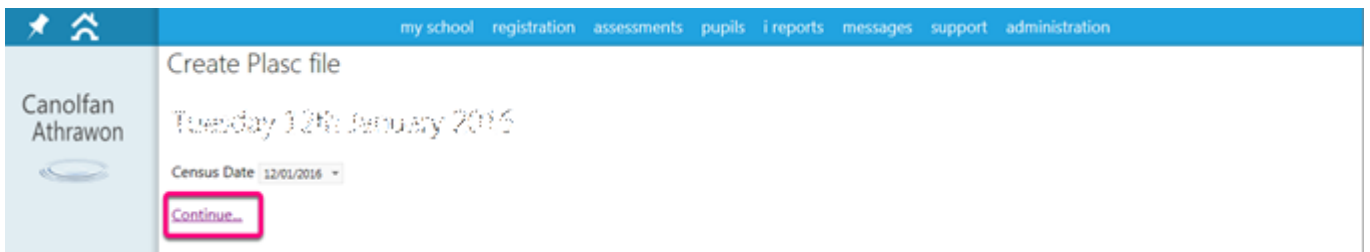| Number	Type	Message	KeyFields
50	Error	LA code missing or invalid	LA = ▓▓
80	Error	School type and NAW number range not consistent	School Type = 20, Estab = ▓▓▓
140	Error	No completion times provided	
190	Error	Free meals taken exceeds total eligible pupils	Free Meals = 2, Num pupils with FSMeligible = 'true' = 0
201	Error	More pupils taking a free school meal than in school on Census day	Free Meals = 2, Number Full and Part Time Pupils = 0
210	Error	More pupils buying a school meal than in school on Census day	Paid Meals = 1, Number Full and Part Time Pupils = 0
794	Error	School does not have a headteacher or has more than one.	Num teachers with category = 'HT' = 2
1430	Error	UPN missing	Surname = Cyfenw Gyfreithol, Forename = Enw Gyntaf, Date Of Birth = 2011-07-11, Gender = M
3520	Error	Teachers in Welsh category and teachers in the school not consistent	Teaching Welsh Headcount = 1, Teachers HeadCount = 9
3540	Error	No hours of Welsh teaching reported for teachers qualified to teach	Teaching Welsh Category = TC, Teaching Welsh Hours = 0

You can look at the XML file at this stage by clicking **Sneak peek at XML.**

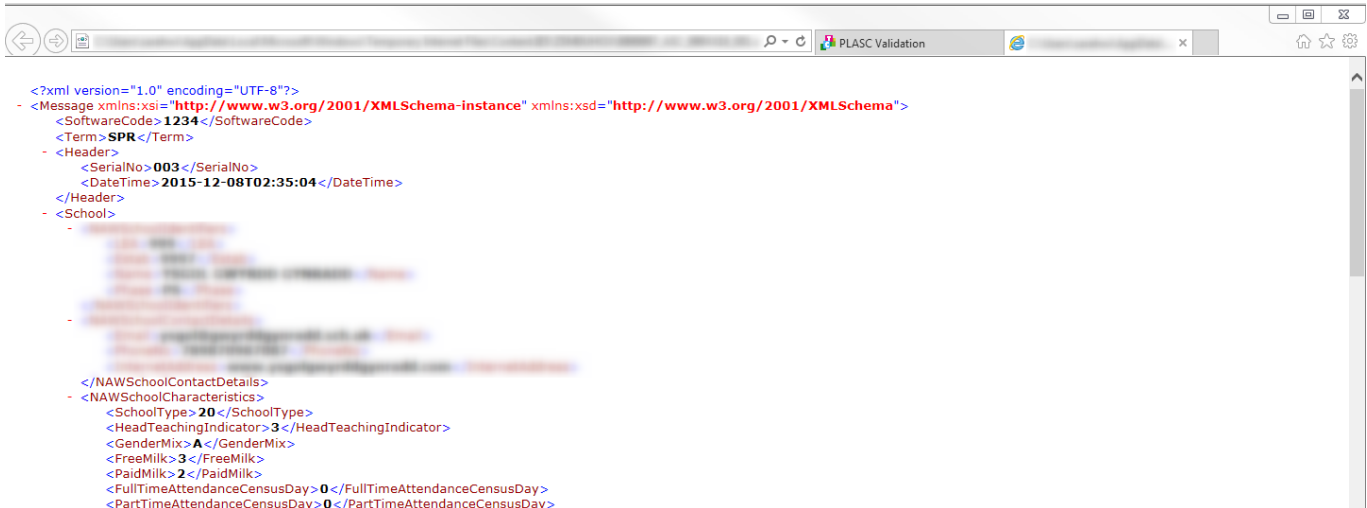| 1547Q	Query	Please check: expected year group with no pupils	Year Group = 6, Count = 0
1605Q	Query	Please check: no pupils reported as being eligible for free school meals.	Number pupils eligible for free school meal = 0
1800Q	Query	Please check: no SEN pupils at all in school	Number Of SEN Pupils = 0
3052Q	Query	Please check: Less than 50% attendance of pupils on roll on census day.	Percent = 0
3580Q	Query	Please check: Part Time Hours is not between 1 and 32.5 hours per part-time teacher.	Part Time Hours = 0, Headcount = 1, Hours per part-time teacher = 0
3580Q	Query	Please check: Part Time Hours is not between 1 and 32.5 hours per part-time teacher.	Part Time Hours = 0, Headcount = 1, Hours per part-time teacher = 0
12186Q	Query	Please check: No governors reported for the school	Male Governor = 0, Female Governor = 0

XSLT version: 1516.2.3

Press to continue if you agree the file is valid. Your Plasc summary will then be generated for authorisation.

SNEAK PEEK AT XML

Save File & Request Authorisation

```xml
<?xml version="1.0" encoding="UTF-8"?>
- <Message xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema">
    <SoftwareCode>1234</SoftwareCode>
    <Term>SPR</Term>
    - <Header>
        <SerialNo>003</SerialNo>
        <DateTime>2015-12-08T02:35:04</DateTime>
    </Header>
    - <School>
        -
        -
        </NAWSchoolContactDetails>
        - <NAWSchoolCharacteristics>
            <SchoolType>20</SchoolType>
            <HeadTeachingIndicator>3</HeadTeachingIndicator>
            <GenderMix>A</GenderMix>
            <FreeMilk>3</FreeMilk>
            <PaidMilk>2</PaidMilk>
            <FullTimeAttendanceCensusDay>0</FullTimeAttendanceCensusDay>
            <PartTimeAttendanceCensusDay>0</PartTimeAttendanceCensusDay>
```

Once all errors and queries have been corrected, click on the **Save File & Request Authorisation** button.

PLASC Validation

11018	Error	Hours must be present	Hours =
12122	Error	Part Time Hours reported for Teacher category is out of range	Part Time Hours = 0
12122	Error	Part Time Hours reported for Teacher category is out of range	Part Time Hours = 0
700Q	Query	Please check: no classes shown for an expected year group.	School Type = 20, Count of year group = 'M' = 0
796Q	Query	Please check - school has a part time headteacher	Teacher Category = HT, Tenure = P
1547Q	Query	Please check: expected year group with no pupils	Year Group = N2, Count = 0
1547Q	Query	Please check: expected year group with no pupils	Year Group = 1, Count = 0
1547Q	Query	Please check: expected year group with no pupils	Year Group = 2, Count = 0
1547Q	Query	Please check: expected year group with no pupils	Year Group = 3, Count = 0
1547Q	Query	Please check: expected year group with no pupils	Year Group = 4, Count = 0
1547Q	Query	Please check: expected year group with no pupils	Year Group = 5, Count = 0
1547Q	Query	Please check: expected year group with no pupils	Year Group = 6, Count = 0
1605Q	Query	Please check: no pupils reported as being eligible for free school meals.	Number pupils eligible for free school meal = 0
1800Q	Query	Please check: no SEN pupils at all in school	Number Of SEN Pupils = 0
3052Q	Query	Please check: Less than 50% attendance of pupils on roll on census day.	Percent = 0
3580Q	Query	Please check: Part Time Hours is not between 1 and 32.5 hours per part-time teacher.	Part Time Hours = 0, Headcount = 1, Hours per part-time teacher = 0
3580Q	Query	Please check: Part Time Hours is not between 1 and 32.5 hours per part-time teacher.	Part Time Hours = 0, Headcount = 1, Hours per part-time teacher = 0
12186Q	Query	Please check: No governors reported for the school	Male Governor = 0, Female Governor = 0

XSLT version: 1516.2.3

Press to continue if you agree the file is valid. Your Plasc summary will then be generated for authorisation.

Ⓡ SNEAK PEEK AT XML

Save File & Request Authorisation

A summary of your PLASC will be displayed.

Summary

Please carefully read the summary document below, and if you agree with the figures and the final statement, then click on the authorise button.

PLASC January - 2016

Summary Report for: YSGOL GWYRDD GYNRADD

LA code:

NAW school number:

Telephone number:

Fax number:

E-mail address:

Internet address:
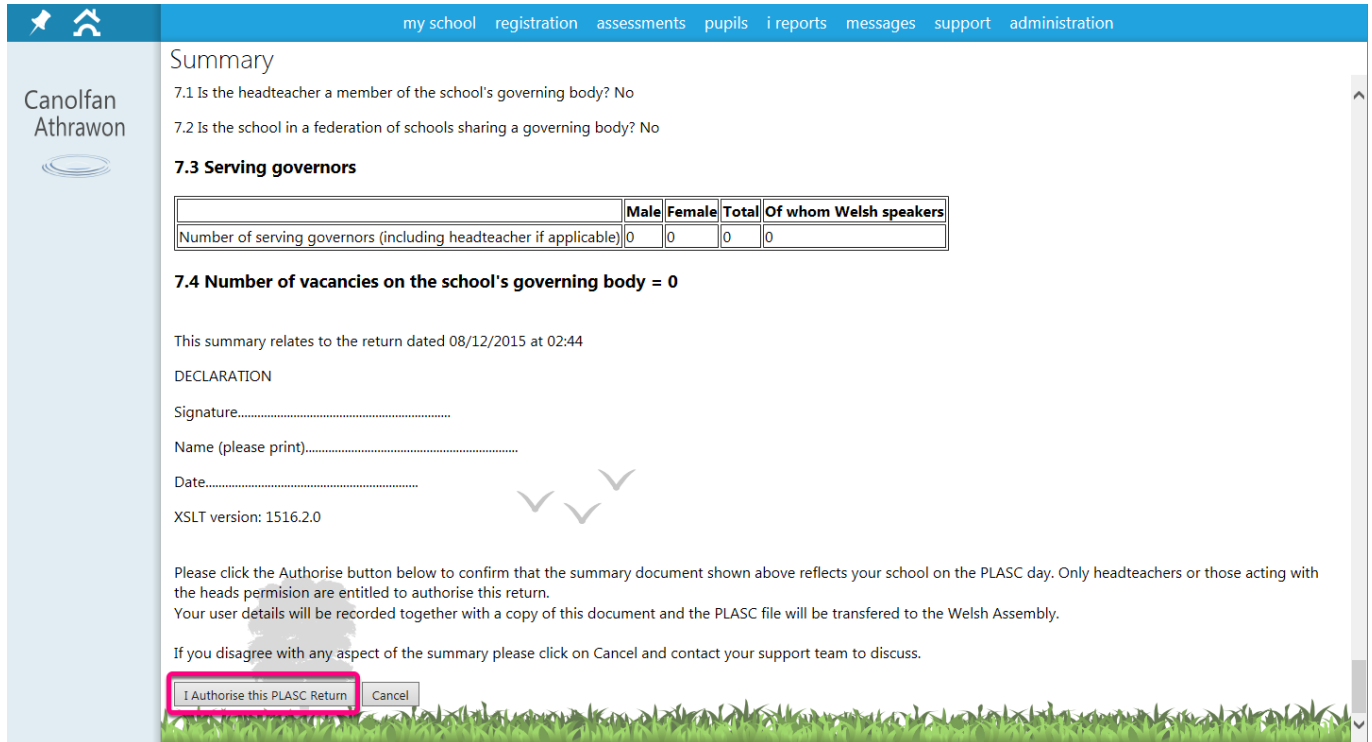
Type of school: 20

School category: CO

Boys, girls or mixed school: A

Welsh Medium School type:WM

1.1 Pupils registered on roll: by gender, age and mode of attendance

Age	Date of Birth	Full Time		Part Time	
		Boys	Girls	Boys	Girls
12 or over	31/8/03 or earlier	0	0	0	0
11	1/9/03 - 31/8/04		0	0	0

If the data in the summary is correct, scroll down to the bottom of the page and click the **I Authorise this PLASC Return** button.
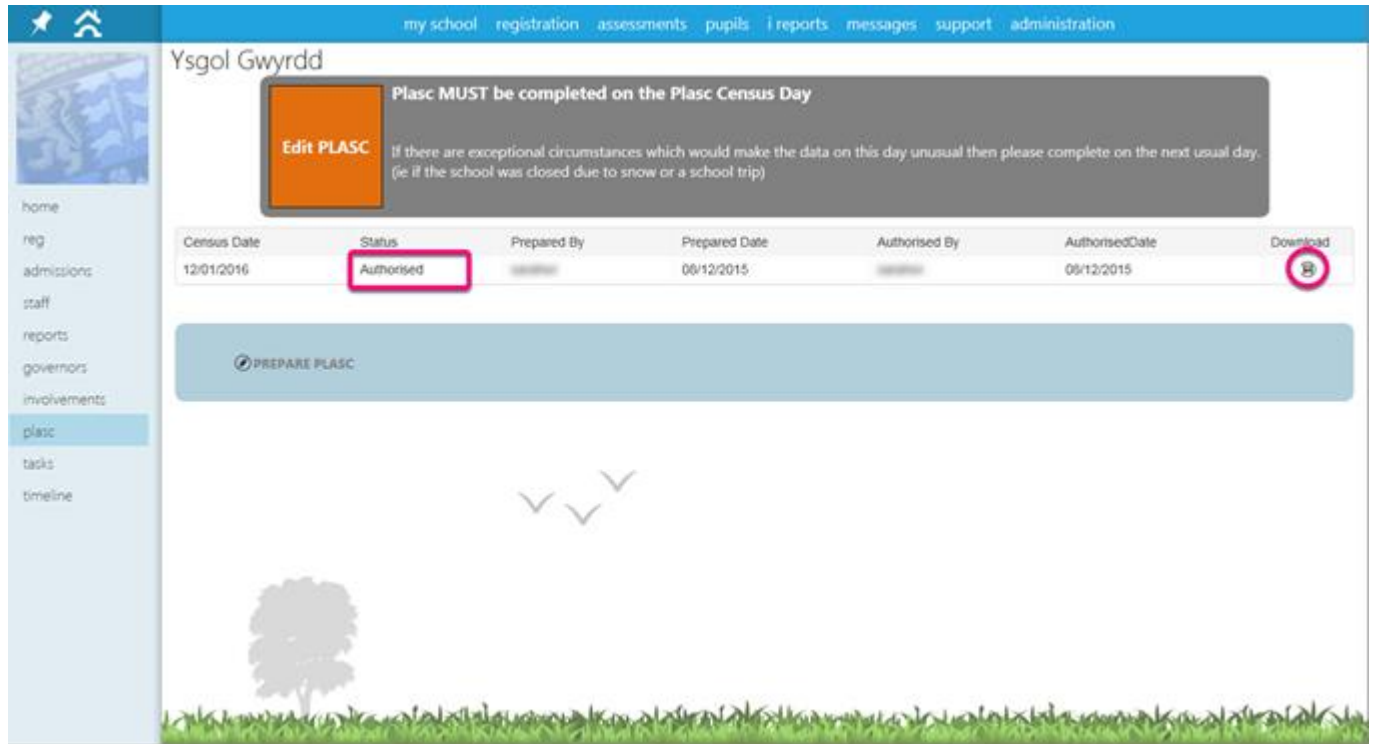

A notice will be displayed showing that your PLASC has been completed.

On the PLASC page, the status will show that it has been authorised.

The PLASC file can be downloaded here.

To make changes to your PLASC, return to the PLASC page and click **Edit PLASC.** You will need to prepare the PLASC file after making changes.