January 2019

Core Data	Create the new academic year for the following September.
Statutory Returns	Use SIMS to produce and submit the applicable returns: • PLASC Return – 8 January 2019 (Wales only) • CES Census – 17 January 2019 (England) and 8 January 2019 (Wales) • School Census Spring Return – 17 January 2019 (England only).
Attendance	School Census – run the Student Analysis by Attendance Category report to check the return figures (England only). Print a Registration Certificate for students. Print the Official Register for last month.
Lesson Monitor	No specific tasks for this month.
Assessment	Secondary performance tables published by the DfE to (https://www.compare-school-performance.service.gov.uk).
Profiles	Complete a reporting session for the year group and send reports home.
Exams	Submit Course marks for the January series. Sit January series (mainly GCE units). Mock examinations. Receive and process results for the November series. Record and submit entries for the March series (mainly GCSE modules for Northern Ireland). Record entries for the June series.
Curriculum	Check External Subject Codes have been set in Nova-T6 for Class Activities.
FMS	Review/monitor budget for the current year. Check salary projections against actual salaries and for variations on salaries. Check for any outstanding commitment for the month. Update Pay Scales and National Insurance contributions in Personnel.
Personnel and Staff Performance	Maintain staff records.