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# Recording Education Details

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### Please note

This document is intended to support staff who have attended the Mosaic training course relevant to their role. If you have not attended a relevant course, please contact the [Mosaic Children's Training Team](#). Every effort has been made to ensure that screen shots included are current; there may be some minor differences in look and feel within the system. All data-examples included in this document are fictitious. Any resemblance to real persons, living or dead, is purely coincidental.

## Recording a Child's Education Details

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This guide outlines how to record into the options available within the Education section in the left hand side bar which are regularly used by some teams.

The **Education** side menu has the following options:

- Summary
- Educational tests
- School reports
- Position after year 11

## Summary

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The Education summary extends the recording possible for education information for children. The Education summary can be opened from the Person's summary page side menu by clicking **Education > Summary**:

The screenshot shows the 'Education summary' page for Miss Josie Smith (3549723), born 14 Jun 2015 (8 years old). The page is titled 'Education summary - Miss Josie Smith (3549723) born 14 Jun 2015 (8 years old)' and has a 'CLA' button in the top right corner. The page is divided into two main sections: a left-hand side menu and a main content area.

The left-hand side menu includes the following sections:

- Educational establishments**
- School year group**: No school year record (Year 3 by age)
- Reference numbers**: No current educational reference numbers
- Special education needs**: No current special education needs records
- Education, employment and training**: Intended destination: Not recorded; Year 11 guarantee: Not recorded; Year 12 guarantee: Intended destination Not recorded; Support schemes:

The main content area includes the following sections:

- School exclusions**: No record of exclusions
- School absences**: A table with columns for Start date, End date, No. of days, and Authorised?. The table shows 'No records to display' and 'Showing 0 to 0 of 0 entries'.


## Education Establishments

The Education establishments section shows the education settings that have been added to a person's record as an Organisational relationship.


## School Year Group

The School year group section shows the school year that the child is currently in, or is calculated to be in, based on their date of birth.

### Adding or updating a School year group

Adding the Initial School year start for a child that has not had a school year added, or is about to start school, click the  Add school year group change icon on the summary or table view.

#### Enter starting school year

School year start  

Year group by age

Actual year group

Notes

The following fields can be updated as appropriate:

- **School year start** – enter the date the child started school
- **Year group by age** - displays the calculated Year Group based on date of birth.
- **Actual year group** – select the year group that this child is going to start.
- **Notes** – add any applicable information

Click **Save** to add the year group change.

When a School year group has been recorded it will display within the Education summary screen.

#### School year group

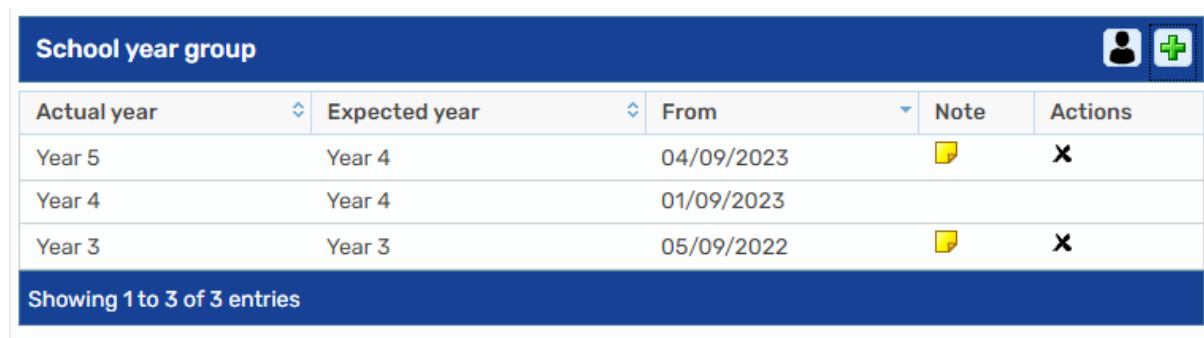
Year 4 (Year 3 by age)





In this example the child is in Year 4 though from their date of birth they would be expected to be in Year 3.

If the child is in the appropriate school year by age, it'll display as below.






Click the show school year group history icon  to expand to a table view.




Actual year	Expected year	From	Note	Actions
Year 5	Year 4	04/09/2023		
Year 4	Year 4	01/09/2023		
Year 3	Year 3	05/09/2022		

Showing 1 to 3 of 3 entries

- Click on the  show note icon to display the note.
- Click on the  delete icon to delete incorrect information
- Click the show current school year group icon  to return to the Education summary view. This collapses the table.


## Reference Numbers

The Reference Numbers section shows, and allows you to record a numbers such as the Unique Pupil Number (UPN) and or a Unique Learning Number (ULN). You can add the information using the Add new reference number icon  or you can add through the Person summary, Person details > References.

## Special Education Needs

The Special Education Needs tool shows, and allows, you to record SEN information.

### Adding a new SEN scheme

To add a new scheme, click the Add special education needs icon  from the summary:

**Add new scheme**

Fields marked with a \* are required

Start date \*

End Date

Stage \* -- Please select -- ▼

Type \* -- Please select -- ▼

Responsible organisation \*  **Find organisation**

Note

The following fields can be updated as appropriate:

- **Start date** – specify the date that this scheme is to begin
- **End Date** – specify the date that scheme will end (if known)
- **Stage** – select an option from the stages
- **Type** – select an option that reflects why the child is being supported
- **Responsible organisation** – Click **Find organisation** to search for and add the organisation you want.
- **Note** – Optional notes about the scheme.

Click on **Save** to record the SEN scheme.

**Special education needs**



Education, Health and Care Plan
Cognition and Learning – Moderate learning difficulty


## Editing a SEN Scheme


To edit a SEN scheme, click the Special education needs history icon from the expanded view. Click on the Edit special education needs scheme icon next to the SEN scheme.

Education summary - Miss Josie Smith (3549723) born 14 Jun 2015 (8 years old) CLA


**Special education needs**

Sen scheme period      Start date: 05/09/2022       End Date: 

**Stages** 

From	Stage	Responsible organisation	Note	Actions
05/09/2022	Education, Health and Care Plan	CS SEND Team (North/South Kesteven)		







Showing 1 to 1 of 1 entries First Previous 1 Next Last

**Types** 

Start	End	Type	Primary?	Actions
05/09/2022		Cognition and Learning - Moderate learning difficulty	<input checked="" type="checkbox"/>	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

The following fields can be updated as appropriate:

- **Special Education Needs** – clicking on the relevant  edit icon to expand to show a date-picker. Amend the date and click on the  save icon to accept the changes. Click on the cancel icon  to cancel the changes.
- **Stages** – clicking on the  edit icon opens a new screen to allow the Stage to be amended to another stage that has the same type as the one specified, change the Organisation by clicking on **Find organisation** and add or edit the **Note**. Click **Save** to update the stage.
- To add another **Stage**, click on the Add stage icon  on the toolbar. This allows all the **Start date**, **Stage**, **Responsible organisation** and **Note** fields to be updated. Once updated click on **Save**.
- **Types** - To add another type to this scheme, click the Add new SEN type icon  on the Type toolbar. This allows the **Start date**, optional **End Date** and **Type** to be updated. If this Type is to be the primary one, tick **Primary?** Once updated click on **Save**.

Once the information has been viewed and updated, click on OK to return the Person summary screen.

## Educational Tests

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To record results of tests and examinations, select **Education > Educational tests** from the side bar menu on the child's Person summary screen:

### Adding Results

To add a test result, click the **Add** button. The **Add educational test** screen displays.

Add educational test - Miss Josie Smith (3549723) born 14 Jun 2015 (8 years old)

Fields marked with a \* are required

Year of Test \*

Month of Test \*

Type of Test \*

Test Subject \*

Test Result

Reason Not Sat


The following fields can be updated as appropriate:

- **Year of Test** – the current year defaults in. Update if appropriate to record the year the test was sat.
- **Month of Test** - select the month (as a number) the test was sat.
- **Type of Test** - select the test from list of tests.
- **Test Subject** - select the test subject from the list of subjects which relate to the **Type of Test** selected.
- **Test Result** or **Reason Not Sat** - select either a test result or a reason the test was not sat from the available options. You can only select one or the other.

Click **Save** to record the Educational Test.

Educational test results - Miss Josie Smith (3549723) born 14 Jun 2015 (8 years old) CLA

Test	Subject	Result	Date	Pass	
Key Stage 1	English	Level 2A	05-2023	Y	

- Click on the  edit icon to update any information that is incorrect
- Click on **Add** to record additional Educational test results

Once all the information required has been recorded, click **OK** to return to the Summary screen.