



# **Guide to using SIMS Data to populate the Ethnic Minority Achievement Plan**

**Ethnic Minority Achievement Plan (Appendix to the School Improvement Plan)**  
**Minority Ethnic Pupils**  
**for academic year 20 / 20**

<b>Local Authority</b>		<b>Head Teacher</b>	
<b>School</b>		<b>EMA Leader</b>	
<b>Date Agreed</b>		<b>EMAS Link</b>	
<b>Plan drawn up by</b>			

**School Profile – Data**

Total number of pupils in the school	<b><u>A</u></b>	Total number of minority ethnic pupils in the school	<b><u>B</u></b>
Numbers by ethnicity (use ethnic codes)			
<b><u>C</u></b>			
First language other than English (with pupil numbers)			
<b><u>D</u></b>			
Number of racist incidents reported within the last 12 months <i>(South Glos schools should use Sentinel reports for this indicator)</i>		Number of BME pupils with SEN	<b><u>E</u></b>
Number of BME pupils on intervention programmes		Number of BME pupils on the Gifted and Talented register	<b><u>F</u></b>
<b>Attainment:</b> Number of BME pupils above national expectations	<b><u>G</u></b>	<b>Attainment:</b> Number of BME pupils below national expectations	<b><u>H</u></b>
<b>Progress:</b> Number of BME pupils on track for national expectations	<b><u>J</u></b>		
<b>Attendance:</b> Number of BME pupils who fall below 90% attendance	<b><u>K</u></b>	<b>Behaviour:</b> Number of BME pupils with behavioural concerns	
<b>Exclusions:</b> Total number of fixed-term and permanent exclusions during the last school year:	<b><u>L</u></b>	<b>Exclusions:</b> Total number of fixed-term and permanent exclusions for BME pupils during the last school year:	<b><u>M</u></b>

## **Ethnic Minority Achievement Plan (Appendix to the School Improvement Plan)**

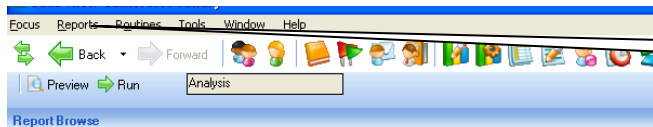
This document provides guidance to schools in using the SIMS data system in the completion of their Ethnic Minority Achievement Plan with EMAS. This plan asks for certain school specific data related to your pupils.

To help you gather this information, a help-sheet has been provided to assist you in populating the report with data held in your SIMS database.

There is guidance for each section of data required, labelled **A, B, C** etc, that your SIMS can provide. *The reports will only run after you have imported the SIMS report definitions as described in the APPENDIX of this document.*

Each collected item of data should be written or copied (using Copy & Paste in Windows) onto your **Ethnic Minority Achievement Plan proforma.**

*Some advice in this document e.g. in the area of Assessment will only work in South Gloucestershire schools using our IMS Assessment trackers. Other Local Authorities/Schools will have their own methods of tracking which they should use to fill in the relevant sections of the form.*

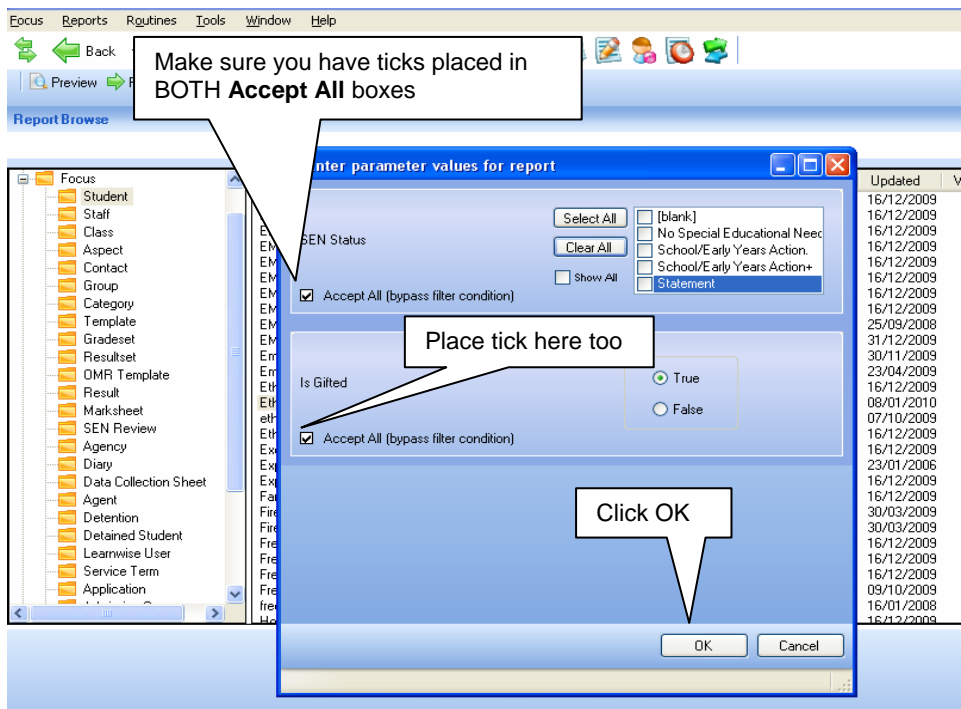


In SIMS go to **Reports|Run Report**

Focus	Name	Focus	Owner
Student	EMA Authorisations still Not Sure	Student	Imported
Staff	EMA Enrolment for EMASYS	Student	Imported
Class	EMA Enrolment for EMASYS by Course Type	Student	Imported
Aspect	EMA Student Individual Report	Student	Imported
Contact	EMA Students for EMASYS Enrolment	Student	Imported
Group	EMA Weekly Auth for EMASYS (Excel)	Student	Imported
Category	EMA Weekly Authorisation for EMASYS	Student	Imported
Template	EMAS	Student	Tracey Ashton
Gradeset	EMAS	Student	SGC IMS Support
Resultset	Emergency Response - Jane	Student	Jane Williamson
OMR Template	Emergency Response Plan Contact List	Student	Tracey Ashton
Result	Ethnic / Cultural Analysis	Student	Student
Marksheet	Ethnic / Cultural Analysis for EMAS	Student	SGC IMS Support
SEN Review	ethnicity	Student	Sally Bishop
Agency	Ethnicity Analysis by Age	Student	Imported
Diary	Exclusions	Student	Imported
Data Collection Sheet	Export to Alice	Student	Imported
	Export to Alice	Student	Imported

Click the + sign by **Focus** and then click **Student**

Scroll down and double-click the report **Ethnic/Cultural Analysis for EMAS**



Make sure you have ticks placed in **BOTH Accept All** boxes

Place tick here too

Click OK

You should then see a screen similar to that shown below. You will use this table, and various analyses it offers, to provide the data and totals required on your EMAS form (**A**, **B**, **C**, and **D**).

### **Total number of pupils in the school (A)**

This figure is the number of on roll pupils in the school and can be obtained as follows:-

You can maximise this screen by clicking on the middle button here

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year R	Total
Aarya	0	0	0	0	0	0	1	1
Abigail	0	1	0	0	0	0	0	1
Adam	1	0	0	0	0	0	0	1
Adela	0	0	1	0	0	0	0	1
Ahmad Farhan	0	1	0	0	0	0	0	1
Ahmad Faris	0	0	0	0	1	0	0	1
Ajay	0	0	1	0	0	0	0	1
Aleksandra	1	0	0	0	0	0	0	1
Alex	0	0	1	0	0	0	0	1
Alexander	0	0	0	1	0	0	0	1
Amber	0	0	0	1	0	0	0	1
Amy	0	0	2	1	0	0	0	3
Andreia	0	1	0	0	0	0	0	1
Andrew	0	0	0	1	0	0	0	1
Ara	1	0	0	0	0	0	0	1
Ben	1	0	0	0	0	0	0	1

Firstly change the Row data to 'Ethnicity' and Column to 'Year'

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year R	Total
Andreia	0	1	0	0	0	0	0	1
Andrew	0	0	0	1	0	0	0	1
Ara	1	0	0	0	0	0	0	1
Ben	1	0	0	0	0	0	0	1
Benjamin	0	1						
Billy	1	0						
Bobby-Tom	0	0						
Bradley	0	0	0	0				
Bridgett	0	0	0	0				1
Caitlin	0	1	0	0				1
Callum	1	0	0	0				1
Carter	0	0	0	1				1
Casey	1	0	0	0				1
Cassandra	0	0	0	0				1
Chance	0	0	0	0				1
Chandler	1	0	0	0				1
Chantelle	0	0	0	0				1
Charis	0	0	0	1	0	0	0	1

The screen detail will change to reflect the newly chosen analysis by Ethnicity.

Make sure that the **Calculate** drop-down box shows **Total**

Make sure that the **Formula** drop-down shows **Count**

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year R	Total
Any other Asian background	2	3	2	0	1	0	2	10
Any other White background	1	2	0	1	0	0	1	5
Any other ethnic group	1	0	0	0	0	0	0	1
Any other mixed background	2	2	0	0	1	1	0	6
Bangladeshi	0	1	0	0	0	0	0	1
Black - African	0	1	0	1	0	1	0	3
Chinese	0	0	0	1	0	1	0	2
Gypsy/Roma	1	0	1	0	0	1	0	3
Information Not Yet Obtained	0	0	0	0	0	0	1	1
Traveller of Irish heritage	1	0	1	0	1	0	1	4
White - British	31	25	25	27	23	26	23	180
White and Black Caribbean	0	1	0	0	0	0	0	1
<b>Total</b>	<b>39</b>	<b>35</b>	<b>29</b>	<b>30</b>	<b>26</b>	<b>30</b>	<b>28</b>	<b>217</b>

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year R	Total
Any other Asian background	2	3	2	0	1	0	2	10
Any other White background	1	2	0	1	0	0	1	5
Any other ethnic group	1	0	0	0	0	0	0	1
Any other mixed background	2	2	0	0	1	1	0	6
Bangladeshi	0	1	0	0	0	0	0	1
Black - African	0	1	0	1	0	1	0	3
Chinese	0	0	0	1	0	1	0	2
Gypsy/Roma	1	0	1	0	0	1	0	3
Information Not Yet Obtained	0	0	0	0	0	0	1	1
Traveller of Irish heritage	1	0	1	0	1	0	1	4
White - British	31	25	25	27	23	26	23	180
White and Black Caribbean	0	1	0	0	0	0	0	1
<b>Total</b>	<b>39</b>	<b>35</b>	<b>29</b>	<b>30</b>	<b>26</b>	<b>30</b>	<b>28</b>	<b>217</b>

Please use this number for the **Total number of pupils in the school (A)**

### Total number of minority ethnic pupils in the school (B)

For this information, we must remove the pupils whose ethnicity is **White - British** from the analysis. This can be achieved by hiding the **White - British** row from the analysis screen below.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year R	Total
Any other Asian background	2	3	2	0	1	0	2	10
Any other White background	1	2	0	1	0	0	1	5
Any other ethnic group	1	0	0	0	0	0	0	1
Any other mixed background	2	2	0	0	1	1	0	6
Bangladeshi	0	1	0	0	0	0	0	1
Black - African	0	1	0	1	0	1	0	3
Chinese	0	0	0	1	0	1	0	2
Gypsy/Roma	1	0	1	0	0	1	0	3
Information Not Yet Obtained	0	0	0	0	0	0	1	1
Traveller of Irish heritage	1	0	1	0	1	0	1	4
White - British	31	25	25	27	23	26	23	180
White and Black Caribbean	0	1	0	0	0	0	0	1
<b>Total</b>	<b>39</b>	<b>35</b>	<b>29</b>	<b>30</b>	<b>26</b>	<b>30</b>	<b>28</b>	<b>217</b>

To remove any row of figures from the table AND from calculations, e.g. the **White - British** row, right click the row and click 'Hide this row'

Other ethnic group	0	0	0	0	1	0	0	0	1
Portuguese	0	0	1	0	0	0	0	0	1
Refused	0	0	0	2	4	7	0	0	13
Serbian	0	0	0	0	0	0	0	1	1
Singaporean Chinese	0	0	0	1	1	0	0	0	2
Traveller of Irish heritage	0	0	0	0	1	0	0	0	1
Turkish	0	0	1	0	0	0	0	0	1
White	1	4	0	0	0	0	0	0	5
White - English	50	27	24	22	22	27	19	47	258
White - Irish	1	1	1	1	0	0	0	0	11
White - Scottish	1	3	5	1	2	1	2	15	
White - Welsh	0	3	7	0	1	1	1	14	
White Eastern European	0	2	0	0	0	0	0	2	
White European	1	1	0	0	0	1	3		
White Western European	2	5	2	0	0	0	0	10	
White and Black African	0	0	0	0	0	0	0	1	
White and Indian	0	0	0	0	1	0	0	0	1
White and Pakistani	0	0	0	1	1	1	0	0	3
(None)	1	3	1	0	0	0	0	0	5
<b>Total</b>	<b>61</b>	<b>59</b>	<b>58</b>	<b>60</b>	<b>57</b>	<b>61</b>	<b>20</b>	<b>58</b>	<b>434</b>

You'll see this

Other Black African	1	0	0	0	0	0	0	0	1
Other Pakistani	0	0	0	1	1	0	0	0	2
Other ethnic group	0	0	0	0	1	0	0	0	1
Portuguese	0	0	1	0	0	0	0	0	1
Refused	0	0	0	2	4	7	0	0	13
Serbian	0	0	0	0	0	0	0	0	0
Singaporean Chinese	0	0	0	1	1	0	0	0	2
Traveller of Irish heritage	0	0	0	0	1	0	0	0	1
Turkish	0	0	1	0	0	0	0	0	1
White	1	4	0	0	0	0	0	0	5
White - Irish	0	2	6	1	1	1	0	0	11
White - Scottish	0	0	3	1	3	5	1	2	15
White - Welsh	1	0	2	0	3	7	0	1	14
White Eastern European	0	0	0	0	2	0	0	0	2
White European	0	0	0	1	1	0	0	1	3
White Western European	0	1	0	2	5	2	0	0	10
White and Black African	0	1	0	0	0	0	0	0	1
White and Indian	0	0	0	0	1	0	0	0	1
White and Pakistani	0	0	0	1	1	1	0	0	3
(None)	1	3	1	0	0	0	0	0	5
<b>Total</b>	<b>11</b>	<b>22</b>	<b>24</b>	<b>38</b>	<b>35</b>	<b>34</b>	<b>1</b>	<b>11</b>	<b>176</b>

The **Total number of minority ethnic pupils in the school (B)** is this figure

## Numbers (by Ethnicity) (C)

For these figures, it is best to use the SIMS facility to copy the data to Excel, and then copy and paste the resulting table from Excel directly into your Achievement Plan. First, make sure that you have opened your Achievement Plan in Word, then, revert to the SIMS Analysis table .....

To re-include previously hidden rows of data e.g. White - British, right-click anywhere within the blue column and choose 'Show hidden rows'

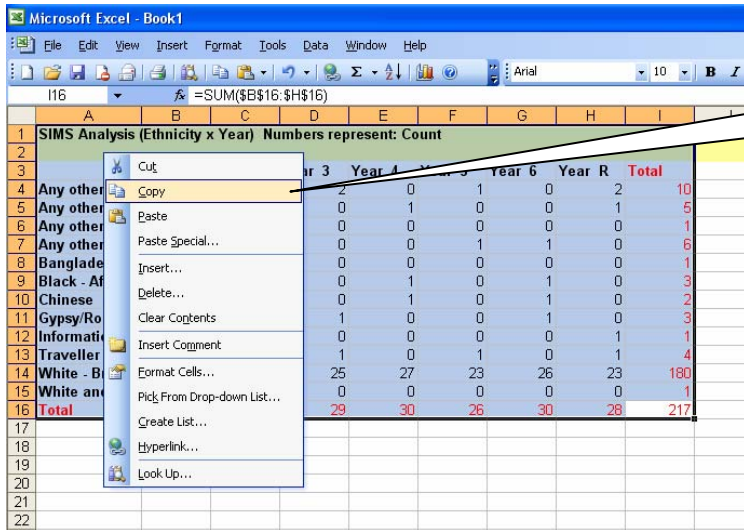
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year R	Total
Any other Asian background	2	4	2	0	1	0	2	11
Any other White background	1	2	0	1	0	0	1	5
Any other ethnic group	1	0	0	0	0	0	0	1
Any other mixed background	2	1	0	0	0	0	0	3
Bangladeshi	0	1	0	0	0	0	0	1
Black - African	0	1	0	0	0	0	0	1
Chinese	0	0	0	0	0	0	0	0
Gypsy/Roma	0	0	1	0	0	0	0	1
Traveller of Irish heritage	0	1	0	0	0	0	0	1
White and Black Caribbean	1	0	0	0	0	0	0	1
(None)	1	1	0	0	0	0	0	2
Total	11	5	4	3	4	4	4	39

Next, click 'Copy to Excel'

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year R	Total
Any other Asian background	2	3	2	0	1	0	2	10
Any other White background	1	2	0	1	0	0	1	5
Any other ethnic group	1	0	0	0	0	0	0	1
Any other mixed background	2	2	0	0	1	1	0	6
Bangladeshi	0	1	0	0	0	0	0	1
Black - African	0	1	0	1	0	1	0	3
Chinese	0	0	0	1	0	1	0	2
Gypsy/Roma	1	0	1	0	0	1	0	3
Information Not Yet Obtained	0	0	0	0	0	0	1	1
Traveller of Irish heritage	1	0	1	0	1	0	1	4
White - British	31	25	25	27	23	26	23	180
White and Black Caribbean	0	1	0	0	0	0	0	1
Total	39	35	29	30	26	30	28	217

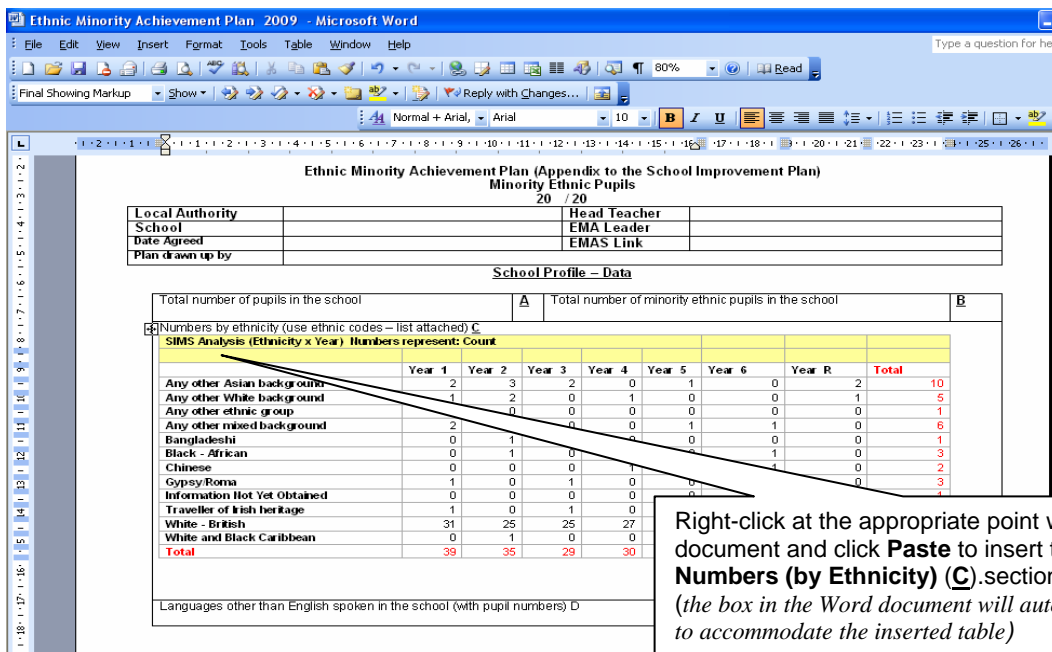
Excel will open automatically and you'll see a screen similar to this.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year R	Total
Any other Asian background	2	3	2	0	1	0	2	10
Any other White background	1	2	0	1	0	0	1	5
Any other ethnic group	1	0	0	0	0	0	0	1
Any other mixed background	2	2	0	0	1	1	0	6
Bangladeshi	0	1	0	0	0	0	0	1
Black - African	0	1	0	1	0	1	0	3
Chinese	0	0	0	1	0	1	0	2
Gypsy/Roma	1	0	1	0	0	1	0	3
Information Not Yet Obtained	0	0	0	0	0	0	1	1
Traveller of Irish heritage	1	0	1	0	1	0	1	4
White - British	31	25	25	27	23	26	23	180
White and Black Caribbean	0	1	0	0	0	0	0	1
Total	39	35	29	30	26	30	28	217



By dragging, highlight the entire table. Then, right-click inside the highlighted table and from the menu choose **Copy**

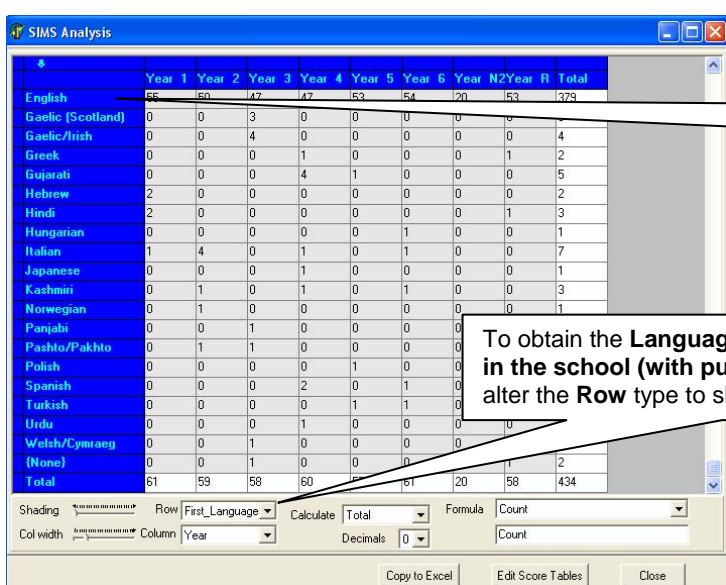
At this point, make Word active with the EMAS document open.



Right-click at the appropriate point within the EMAS document and click **Paste** to insert the table into the **Numbers (by Ethnicity) (C)** section (the box in the Word document will automatically extend to accommodate the inserted table)

**First Language other than English (with pupil numbers) (D)**

This data can be acquired from the SIMS Analysis table by hiding the 'English' row of the table once you have first altered the Row type of the analysis to show 'First Language'.



To remove the English row from the calculations, right click the row 'English' and click 'Hide this row'

To obtain the Languages other than English spoken in the school (with pupil numbers) (D) figures, firstly alter the Row type to show First Language

SIMS Analysis

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year N2	Year R	Total
Albanian/Shqip	1	1	0	0	0	0	0	0	2
Bengali	0	0	0	1	0	0	0	0	1
Chinese	0	1	0	1	1	2	0	0	6
Gaelic (Scotland)	0	0	3	0	0	0	0	0	3
Gaelic/Insh	0	0	4	0	0	0	0	0	4
Greek	0	0	0	1	0	0	0	1	2
Gujarati	0	0	0	4	1	0	0	0	5
Hebrew	2	0	0	0	0	0	0	0	2
Hindi	2	0	0	0	0	0	0	1	3
Hungarian	0	0	0	0	1	0	0	0	1
Italian	1	4	0	1	0	1	0	0	7
Japanese	0	0	0	1	0	0	0	0	1
Kashmiri	0	1	0	1	0	1	0	0	3
Norwegian	0	1	0	0	0	0	0	0	1
Panjabi	0	0	1	0	0	0	0	1	2
Pashto/Pakhto	0	1	1	0	0	0	0	0	2
Polish	0	0	0	0	1	0	0	0	1
Spanish	0	0	0	2	0	1	0	0	3
Turkish	0	0	0	0	1	1	0	0	2
Urdu	0	0	0	1	0	0	0	0	1
Welsh/Cymraeg	0	0	1	0	0	0	0	0	1
{None}	0	0	1	0	0	0	0	1	2
Total	6	9	11	13	4	7	0	5	55

Shading: Row: First\_Language, Calculate: Total, Formula: Count  
 Col width: Column: Year, Decimals: 0  
 Copy to Excel Edit Score Tables Close

Check that **English** has been removed

Click **Copy to Excel**

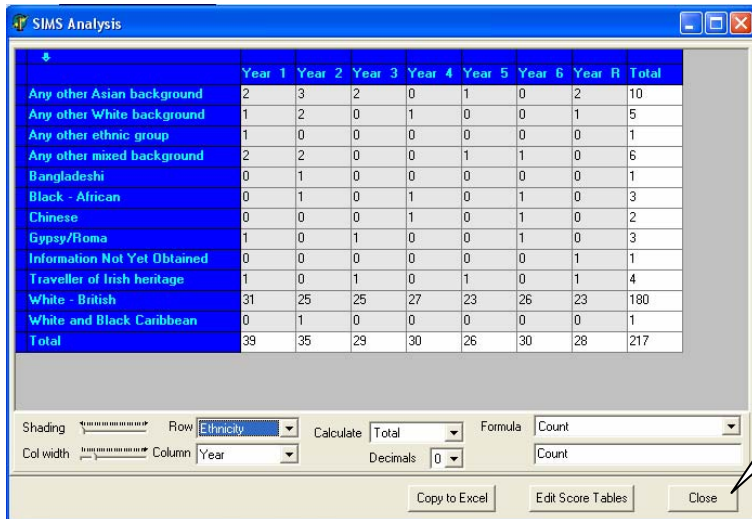
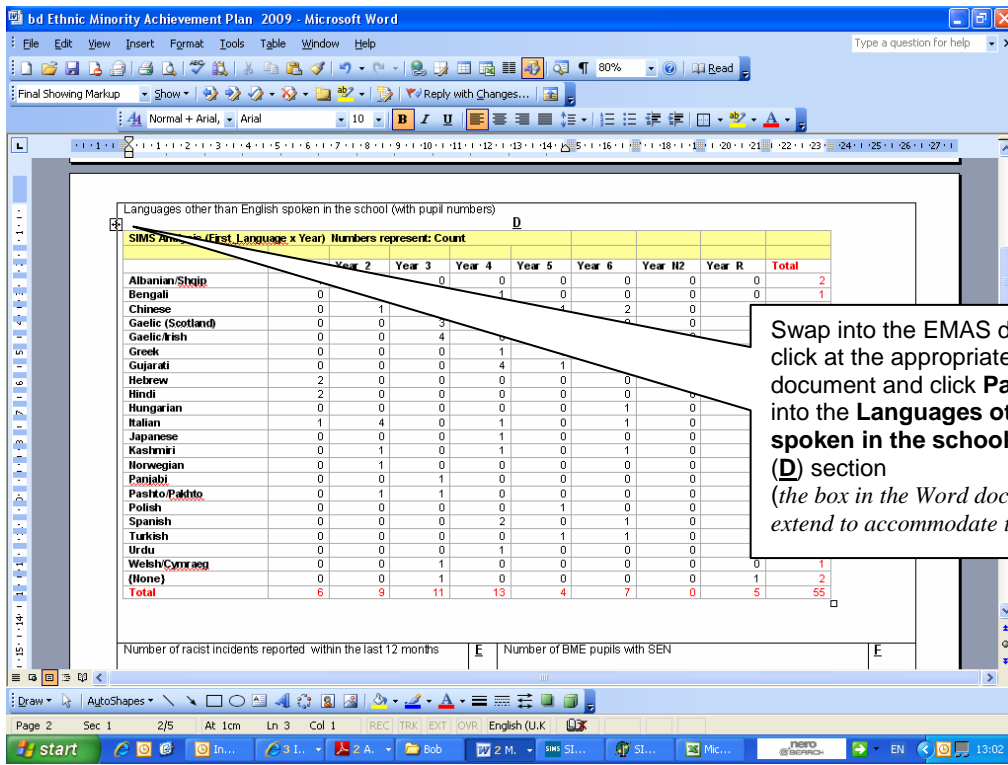
Microsoft Excel - Book1

SIMS Analysis (First\_Language x Year) Numbers represent: Count

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year N2	Year R	Total
Albanian/Shqip	1	1	0	0	0	0	0	0	2
Bengali	0	0	0	1	0	0	0	0	1
Chinese	0	1	0	1	1	2	0	1	6
Gaelic (Scotland)	0	0	3	0	0	0	0	0	3
Gaelic/Insh	0	0	4	0	0	0	0	0	4
Greek	0	0	0	1	0	0	0	1	2
Gujarati	0	0	0	4	1	0	0	0	5
Hebrew	2	0	0	0	0	0	0	0	2
Hindi	2	0	0	0	0	0	0	1	3
Hungarian	0	0	0	0	1	0	0	0	1
Italian	1	4	0	1	0	1	0	0	7
Japanese	1	0	0	0	0	0	0	0	1
Kashmiri	1	0	0	1	0	0	0	0	3
Norwegian	0	0	0	0	0	0	0	0	1
Panjabi	0	0	0	0	0	0	0	1	2
Pashto/Pakhto	0	0	0	0	0	0	0	0	2
Polish	0	0	0	0	1	0	0	0	1
Spanish	2	0	0	2	0	1	0	0	3
Turkish	0	1	0	0	0	0	0	0	2
Urdu	1	0	0	0	0	0	0	0	1
Welsh/Cymraeg	0	0	0	0	0	0	0	0	1
{None}	0	0	0	0	0	0	0	1	2
Total	13	4	7	0	5	7	0	5	55

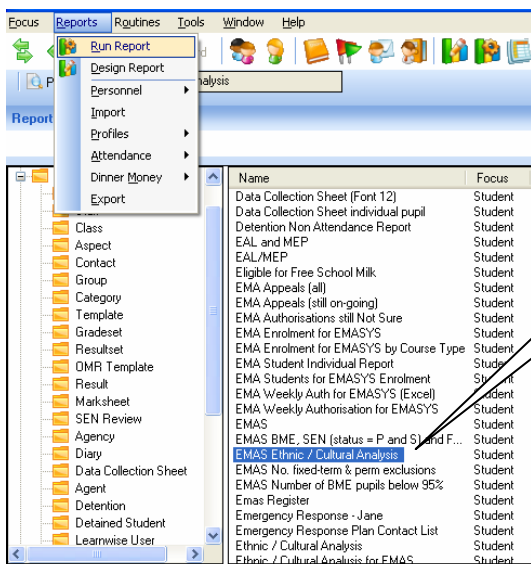
Context menu options: Cut, Copy, Paste, Paste Special..., Insert Copied Cells..., Delete..., Clear Contents, Insert Comment, Format Cells..., Pick From Drop-down List..., Create List..., Hyperlink..., Look Up...

Highlight the entire table; right-click inside the table and choose **Copy**



## Number of BME pupils with SEN (E)

This gathers the number of non-White-British pupils on roll who have an SEN status of either P, A or S.



SIMS Enter parameter values for report

SEN Status

Select All Clear All Show All

[blank]  
 No Special Educational Nee  
 School/Early Years Acti...  
 School/Early Years Action+  
 Statement

Accept All (bypass filter condition)

Is Gifted/Talented

True  
 False

Accept All (bypass filter condition)

OK Cancel

Tick all the three boxes concerned with SEN Status

Make sure this box is **NOT** ticked

Ignore these

Tick this box

Finally, click **OK** to run the report

SIMS Analysis

#	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year R	Total
Any other Asian background	2	3	2	0	1	0	2	10
Any other White background	1	2	0	1	0	0	1	5
Any other ethnic group	1	0	0	0	0	0	0	1
Any other mixed background	2	2	0	0	1	1	0	6
Bangladeshi	0	1	0	0	0	0	0	1
Black - African	0	1	0	1	0	1	0	3
Chinese	0	0	0	1	0	1	0	2
Gypsy/Roma	1	0	1	0	0	1	0	3
Information Not Yet Obtained	0	0	0	0	0	0	1	1
Traveller of Irish heritage	1	0	1	0	1	0	1	4
White - British				27	23	26	23	180
White and Black Caribbean				0	0	0	0	1
Total				30	26	30	28	217

Hide this row  
Hide selected rows  
Unselect all rows  
Invert selection  
Show hidden rows  
Unmerge this row  
Unmerge selected rows  
Reset all rows

Shading: [dropdown] Row: Ethnicity Calculate: Total Formula: Count  
Col width: [dropdown] Column: Year Decimals: 0

Firstly, make sure that the **Row** is set to **Ethnicity**, that the **Calculate** option is set to **Total** and the **Formula** option is set to **Count**

Secondly, right-click **White - British** and choose 'Hide this row'

SIMS Analysis

#	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year R	Total
Any other Asian background	0	0	0	0	0	0	1	1
Any other White background	0	1	0	0	0	0	0	1
Any other mixed background	1	0	0	0	1	1	0	3
Black - African	0	1	0	0	0	1	0	2
Gypsy/Roma	1	0	1	0	0	1	0	3
Information Not Yet Obtained	0	0	0	0	0	0	1	1
White and Black Caribbean	0	1	0	0	0	0	0	1
Total	2	3	1	0	1	3	2	12

Shading: [dropdown] Row: Ethnicity Calculate: Total Formula: Count  
Col width: [dropdown] Column: Year Decimals: 0

Copy to Excel Edit Score Tables Close

The Number of BME pupils with SEN (E) is this total

Close the report when you've finished

## Number of BME pupils on the Gifted and Talented register (F)

Again, run the report **EMAS Ethnic / Cultural Analysis**

The screenshot shows the 'Sims Enter parameter values for report' dialog box. It has several sections and callouts:

- SEN Status:** Includes 'Select All', 'Clear All', and 'Show All' buttons. There are checkboxes for '[blank]', 'No Special Educational Need', 'School/Early Years Action', 'School/Early Years Action+', and 'Statement'. A callout points to the 'Accept All (bypass filter condition)' checkbox, stating: "Tick this box to **Accept All SEN Status**".
- Is Gifted/Talented:** Has radio buttons for 'True' and 'False'. A callout points to the 'True' radio button, stating: "Click the '**True**' radio button".
- Below 'Is Gifted/Talented' is another 'Accept All (bypass filter condition)' checkbox. A callout points to it, stating: "Make sure this box is **NOT** ticked".
- At the bottom are 'OK' and 'Cancel' buttons. A callout points to the 'OK' button, stating: "Finally, click **OK** to run the report".
- Another callout points to the 'School/Early Years Action+' checkbox, stating: "Ignore these".

Your screen should display similarly to that shown below.

The screenshot shows the 'Sims Analysis' report table. The table has columns for Year 1 through Year 6, Year R, and Total. The rows list various ethnic groups. A callout points to the 'White - British' row, stating: "Secondly, right-click **White - British** and choose '**Hide this row**'".

Another callout points to the table settings at the bottom, stating: "Firstly, make sure that **Row** is set to **Ethnicity**; that the **Calculate** option is set to **Total**; that the **Formula** option is set to **Count**".

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year R	Total
Any other Asian background	2	3	2	0	1	0	2	10
Any other White background	1	2	0	1	0	0	1	5
Any other ethnic group	1	0	0	0	0	0	0	1
Any other mixed background	2	2	0	0	1	1	0	6
Bangladeshi	0	1	0	0	0	0	0	1
Black - African	0	1	0	1	0	1	0	3
Chinese	0	0	0	1	0	1	0	2
Gypsy/Roma	1	0	1	0	0	1	0	3
Information Not Yet Obtained	0	0	0	0	0	0	1	1
Traveller of Irish heritage	1	0	1	0	1	0	1	4
White - British				27	23	26	23	180
White and Black Caribbean	0	0	0	0	0	0	0	1
<b>Total</b>	<b>30</b>	<b>26</b>	<b>30</b>	<b>30</b>	<b>28</b>	<b>28</b>	<b>217</b>	

The screenshot shows the 'Sims Analysis' report table after filtering. The 'White - British' row is hidden. A callout points to the 'Total' row, stating: "The **Number of BME pupils on the Gifted and Talented register (F)** is this figure".

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year R	Total
Any other Asian background	2	3	2	0	1	0	2	10
Any other White background	1	2	0	1	0	0	1	5
Any other ethnic group	1	0	0	0	0	0	0	1
Any other mixed background	2	2	0	0	1	1	0	6
Bangladeshi	0	1	0	0	0	0	0	1
Black - African	0	1	0	1	0	1	0	3
Chinese	0	0	0	1	0	1	0	2
Gypsy/Roma	1	0	1	0	0	1	0	3
Information Not Yet Obtained	0	0	0	0	0	0	1	1
Traveller of Irish heritage	1	0	1	0	1	0	1	4
White and Black Caribbean	0	1	0	0	0	0	0	1
<b>Total</b>	<b>8</b>	<b>10</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>37</b>

Close the report once this figure has been put into your EMAS Plan.

**Attainment: Number of BME pupils above National Expectations (G)**

**Attainment: Number of BME pupils below National Expectations (H)**

**Attainment: Number of BME pupils on track for National Expectations (J)**

The routines described here will only work in schools in South Gloucestershire. Other Local Authorities/Schools will have developed their data tracking solutions to help fill in the form.

Use the route: **Focus | Assessment | Tracking Grids | whole school ISP**

The screenshot shows the SIMS .net: ISP Tracking interface. The main window is titled "Tracking Grids" and displays a "New Tracking Grid - based on Template 'whole school ISP'". The grid shows columns for assessment types (Wc, Wb, Wa, Lower level 1, Secure level 1, Upper level 1, etc.) and rows for year groups (Year 1 to Year 6). A callout box points to the "Assessment" dropdown menu, stating "Select the assessment". Another callout points to the "Group Filter" button, stating "Click Group Filter".

The "Select the Group Filter" dialog box is open, showing the "Ethnicity" section. A callout box points to the "Exclude" checkbox and the "+" sign next to "Ethnicity", stating "Click Exclude, click on the + sign by Ethnicity and then tick the box White British". Another callout points to the "Apply" button, stating "Click Apply".

The "Select the Group Filter" dialog box includes the following fields and options:

- Select the effective Group date: From 01/09/2009 To 27/01/2010
- Saved Filters: (empty list)
- Filter Name: (empty text box)
- Description: [EXCLUDE] Ethnicity:White - British
- Course: (expanded)
  - Ethnicity (expanded)
    - Any other Asian background
    - Any other ethnic group
    - Any other mixed background
    - Any other White background
    - Bangladeshi
    - Black - African
    - Chinese
    - Gypsy/Roma
    - Information Not Yet Obtained
    - Traveller of Irish heritage
    - [EXCLUDE] White - British
    - White and Black Caribbean
  - Home Language
  - First Language
  - New Intake Group
  - Registration Group
  - Special Needs
  - Year Group
  - National Curriculum Year
  - Assessment User Defined
  - User Defined Groups
  - Free School Meals
  - Gender

SIMS .net: ISP Tracking

Tracking Grids

New Tracking Grid - based on Template "whole school ISP"

Grid Name: whole school ISP\_Grid | Assessment: IMS Read | Group Membership Date: 27/01/2009 | Group Filter: Filter Applied

Summary Rows: | Summary Columns: | Actions: | Paint: | Show Percentage | Show Count | Secure level 1 | Upper level 2 | Lower level 3 | Secure level 3 | Upper level 3 | Lower level 4 | Secure level 4 | Upper level 4 | Lower level 5

Year 1: Jake P, Muhammed H, Daniel M, Genesis O, Fathan A, Gilson M, Emry H, Rebecca S

Year 2: Kai B, Akbar J, Harvey O, Divya P

Year 3: Karamo Jo B, Jessica P, Christian S

Year 4: Ismail S, Margaret C, Faris A

Year 5: Kane D, Penda Jo B, Rebecca P

Year 6: Varut S, Mehul N, Naomi M, Amalika A, Tadi M

Click the arrow to the right of **Summary Columns** and select **Show Count**

SIMS .net: ISP Tracking

Tracking Grids

New Tracking Grid - based on Template "whole school ISP"

Grid Name: whole school ISP\_Grid | Assessment: IMS Read | Group Membership Date: 27/01/2009 | Group Filter: Filter Applied

Summary Rows: | Summary Columns: | Actions: | Paint: | Lower level 1 | Secure level 1 | Upper level 1 | Lower level 2 | Secure level 2 | Upper level 2 | Lower level 3 | Secure level 3 | Upper level 3 | Lower level 4 | Secure level 4 | Upper level 4 | Lower level 5 | Below Target | On Target | Above Target

Year 1: Jake P, Muhammed H, Daniel M, Genesis O, Fathan A, Gilson M, Emry H, Rebecca S | 4 | | 4

Year 2: Kai B, Akbar J, Harvey O, Divya P | 3 | 1

Year 3: Karamo Jo B, Jessica P, Christian S | 2 | 1

Year 4: Ismail S, Margaret C, Faris A | 2 | | 1

Year 5: Kane D, Penda Jo B, Rebecca P | 2 | | 1

Year 6: Varut S, Mehul N, Naomi M, Amalika A, Tadi M | 3 | 1 | 1

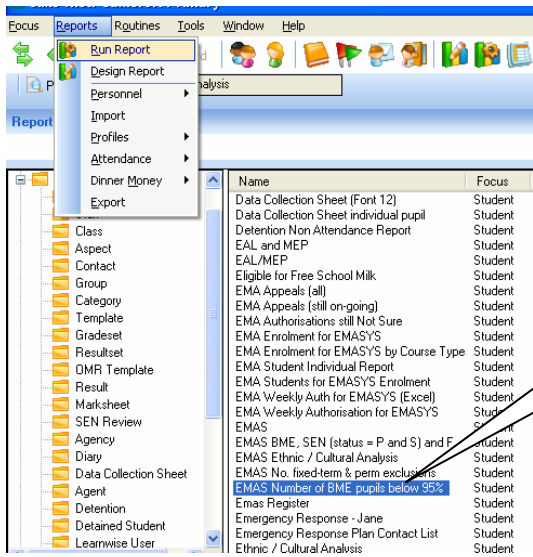
The figures in these columns now can be totalled to provide values (G), (H) and (J)

**Attainment: Number of BME pupils in danger of falling below National Expectations**

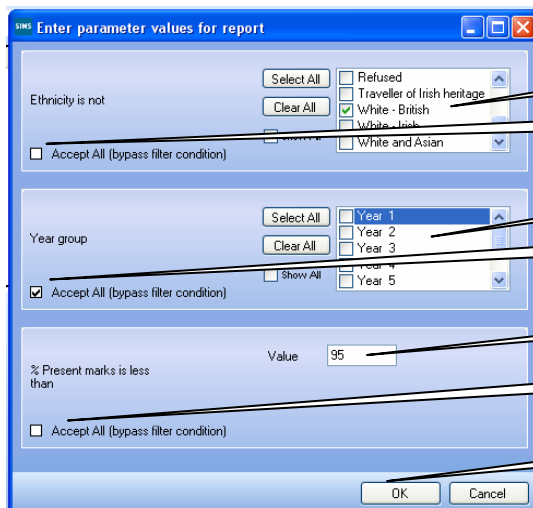
This value must be determined using the school's own judgement, based on assessments already carried out.

# Attendance: Number of BME pupils who fall below 90% attendance (K)

Part **(K)** collects the number of non-White-British, on-roll pupils whose % Present attendance mark falls below 90%. Note that before this report is run, make sure that your school attendance data is as up to date as possible. After you have generated the report it would be worth using Attendance reports to drill down further to see patterns of attendance for the previous academic year for these students using **Reports | Attendance/Lesson Monitor | Selected Student Reports | Percentage Attendance Report**.



Go to Reports | Run Reports. Browse the Student folder and double click EMAS Number of BME pupils below 90%



Place a tick next to **White - British**

Make sure this box is **NOT** ticked

Ignore these

Tick this box to Accept All Year Groups

Type '**90**' here

Make sure this box is **NOT** ticked

Finally, click **OK** to run the report

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year R	Total
Albanian	0	1	0	0	0	0	0	1
Asian and Black	0	1	0	0	0	0	0	1
Asian and any other ethnic group	0	1	0	0	0	0	0	1
Black - Congolese	0	0	0	0	1	0	0	1
Black Caribbean	1	1	0	0	1	2	0	5
Chinese + any other ethnic group	0	1	0	0	0	0	0	1
Greek Cypriot	0	0	0	1	0	0	0	1
Hong Kong Chinese	0	0	0	0	0	1	0	1
Indian	0	0	1	9	1	0	0	11
Italian	0	2	1	1	0	1	0	5
Japanese	0	0	0	0	0	0	1	1
Kashmiri Pakistani	0	1	0	0	1	0	0	2
Malaysian Chinese	0	0	1	0	0	0	0	1
Refused	0	0	0	1	0	4	0	5
Singaporean Chinese	0	0	0	0	1	0	0	1
Traveller of Irish heritage	0	0	0	0	1	0	0	1

Maximise the screen if you need to

SIMS Analysis

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year R	Total
Albanian	0	1	0	0	0	0	0	1
Asian and Black	0	1	0	0	0	0	0	1
Asian and any other ethnic group	0	1	0	0	0	0	0	1
Black - Congolese	0	0	0	0	1	0	0	1
Black Caribbean	1	1	0	0	1	2	0	5
Chinese + any other ethnic group	0	1	0	0	0	0	0	1
Greek Cypriot	0	0	0	1	0	0	0	1
Hong Kong Chinese	0	0	0	0	0	1	0	1
Indian	0	0	1	9	1	0	0	11
Italian	0	2	1	1	0	1	0	5
Japanese	0	0	0	0	0	0	1	1
Kashmiri Pakistani	0	1	0	0	1	0	0	2
Malaysian Chinese	0	0	1	0	0	0	0	1
Refused	0	0	0	1	0	4	0	5
Singaporean Chinese	0	0	0	0	1	0	0	1
Traveller of Irish heritage	0	0	0	0	1	0	0	1
Turkish	0	0	1	0	0	0	0	1
White	1	2	0	0	0	0	0	3
White - Irish	0	1	0	1	0	1	0	3
White - Scottish	0	0	0	1	1	2	0	4
White - Welsh	0	0	0	0	2	2	0	4
White Eastern European	0	0	0	0	2	0	0	2
White European	0	0	0	1	0	0	0	1
White Western European	0	0	0	0	0	1	0	1
Total	2	11	4	15	11	2	2	59

Shading: Row: Ethnicity, Calculate: Total, Formula: Count  
 Col width: Column: Year, Decimals: 0, Count

Copy to Excel | Edit Score Tables | Close

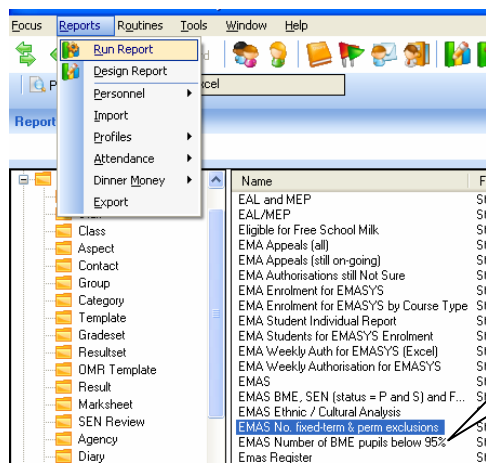
Firstly, make sure that **Row** is set to **Ethnicity**; that the **Calculate** option is set to **Total**; that the **Formula** option is set to **Count**

The Number of BME pupils who fall below 95% attendance (**K**) is this number

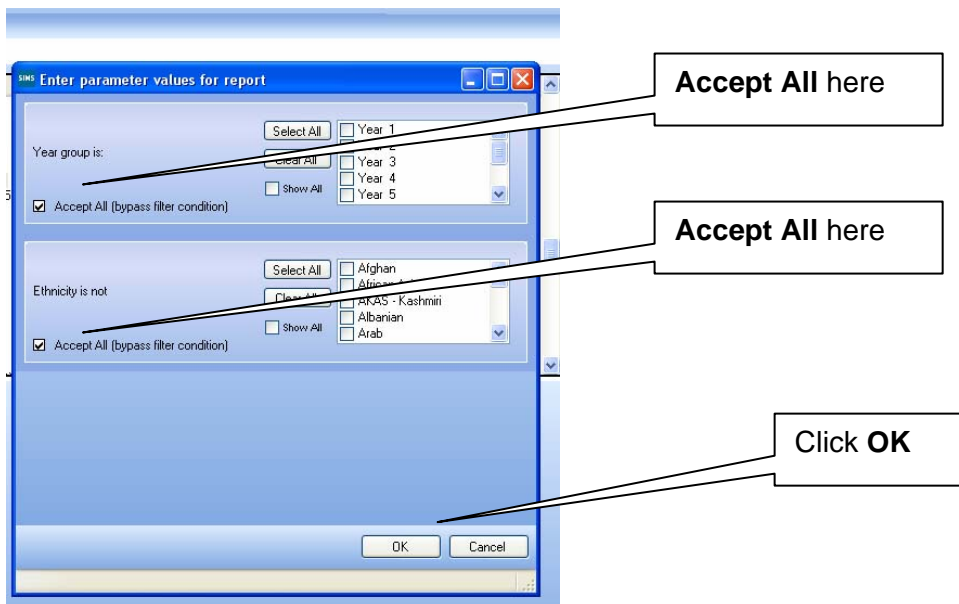
Close after noting total

**Exclusions: Total number of fixed-term and permanent exclusions for BME during the last school year: (L)**

This section of the report is self explanatory and asks for the total number of fixed-term (not lunchtime) and permanent exclusions during the last school year, for all pupils (leavers and on roll).



In Reports|Run Reports, browse the Student folder and double click **EMAS No. fixed-term & perm exclusions**



	Black Caribbean	Greek Cypriot	White - English	Total
Year 1	1	0	0	1
Year 4	0	1	0	1
Year N2	0	0	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>

Maximise here if you need to

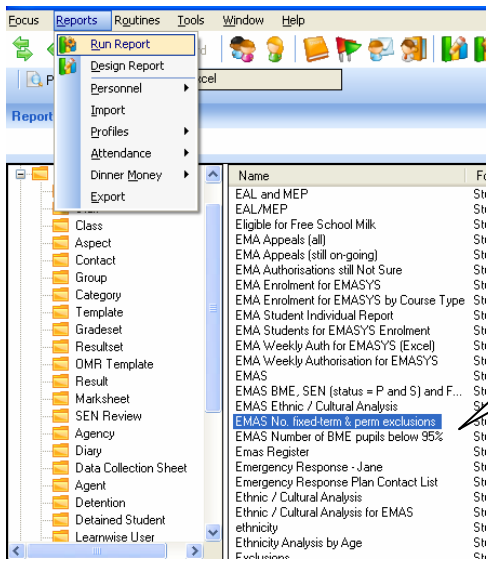
The **Exclusions: Total number of fixed-term and permanent exclusions during the last school year: (L)** should be this number here

**Widen** the column width if you need to by using this sliding button

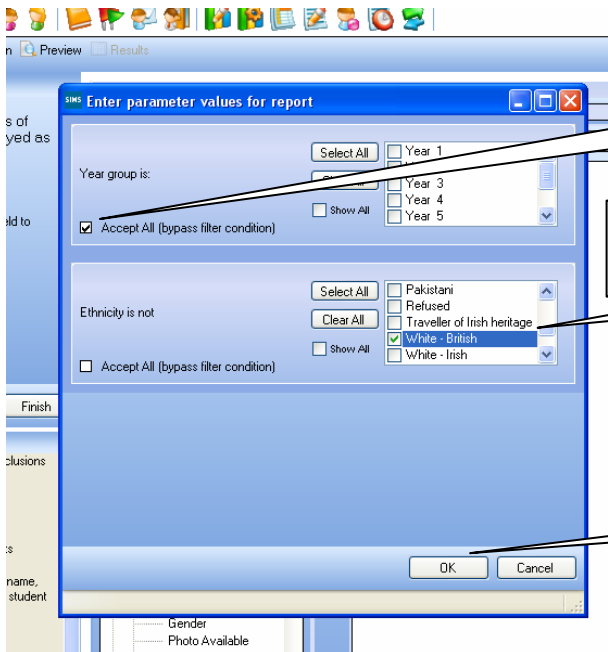
Close after use

**Exclusions: Total number of fixed-term and permanent exclusions for BME pupils during the last school year: (M)**

You can run the same report as previous but this time you need to *exclude* White-British from the figures.



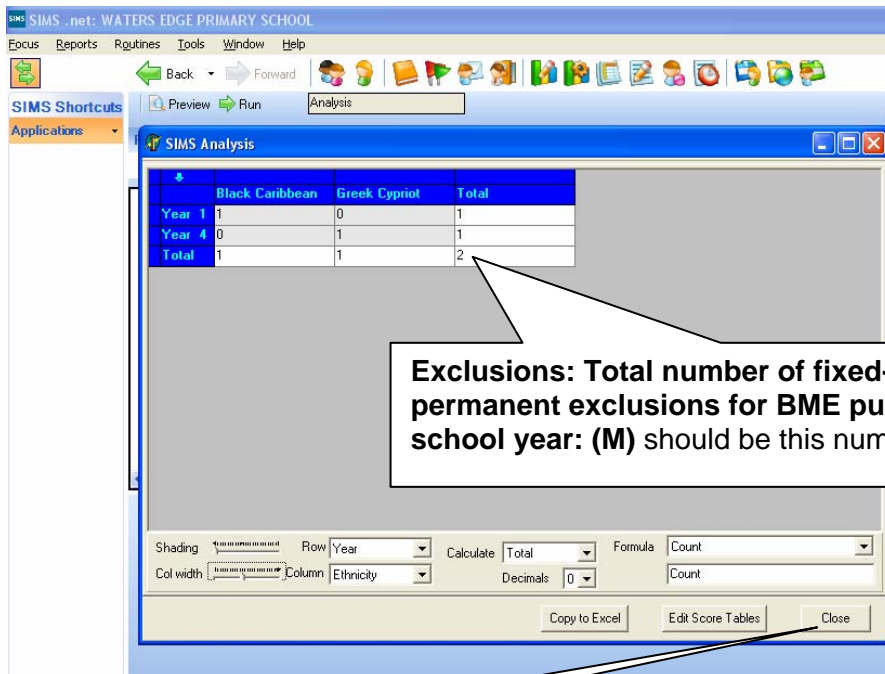
Again, open the report **EMAS No. fixed-term & perm exclusions**



Leave a tick next to **Accept All** for **Year Group** is:

For **Ethnicity** is not, scroll and place a tick next to **White - British**

Click **OK**



Exclusions: Total number of fixed-term and permanent exclusions for BME pupils during the last school year: (M) should be this number here

Click **OK** to finish

## APPENDIX

### Reports

There are three reports that need running that will assist you in completing the Ethnic Minority Achievement Plan.

They are:

1. **EMAS Ethnic - Cultural Analysis**
2. **EMAS No. fixed-term & perm exclusions**
3. **EMAS Number of BME pupils below 95% Attendance**

We have bundled them all together as **one report** called:  
**EMAS Reports.RptDef**

In doing this, all three reports can be imported **at once** via the import routine below.

### Importing the reports

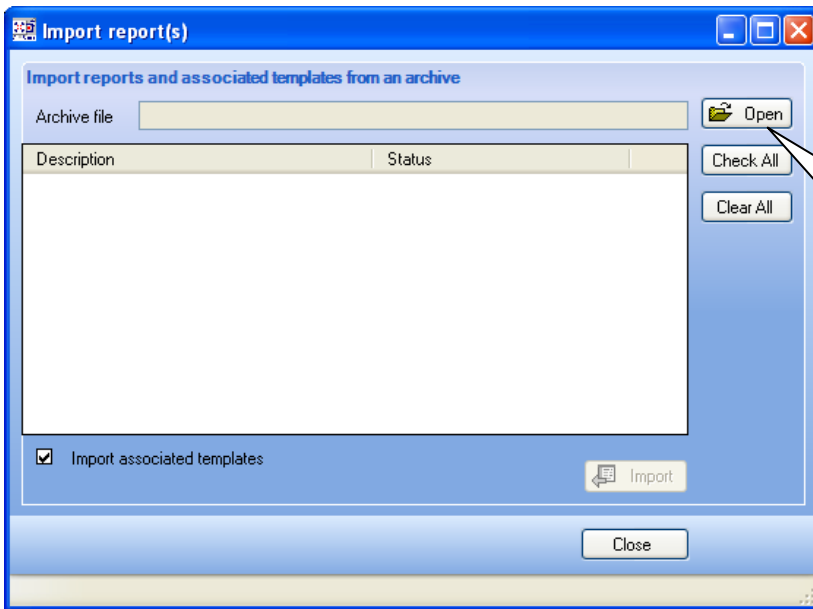
#### **Permissions required**

You will need to be a member of any of the following User Groups in System Manager to run this function:

*Administration Assistant, Assessment Coordinator, Assessment Operator, Class Teacher, Pastoral Manager, School Administrator, System Manager.*

#### **How to import report definitions**

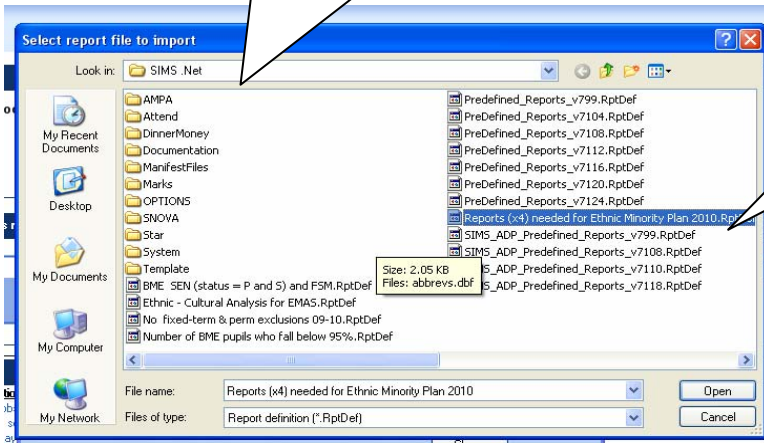
Select **Reports | Import** to open the Import Reports dialog.



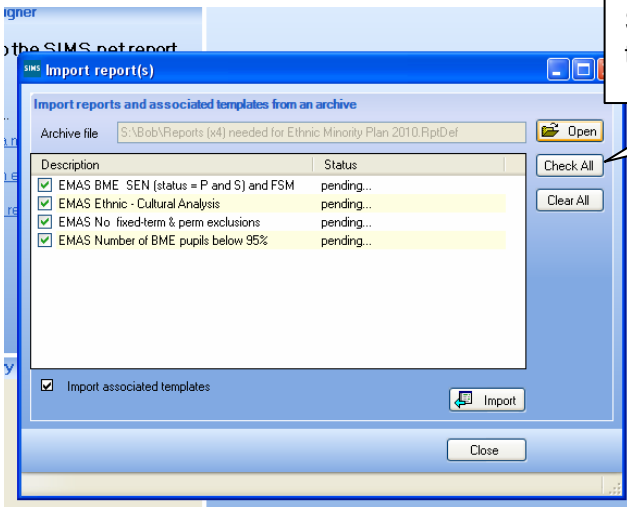
Click the **Open** button to open the Select File to Import dialog.

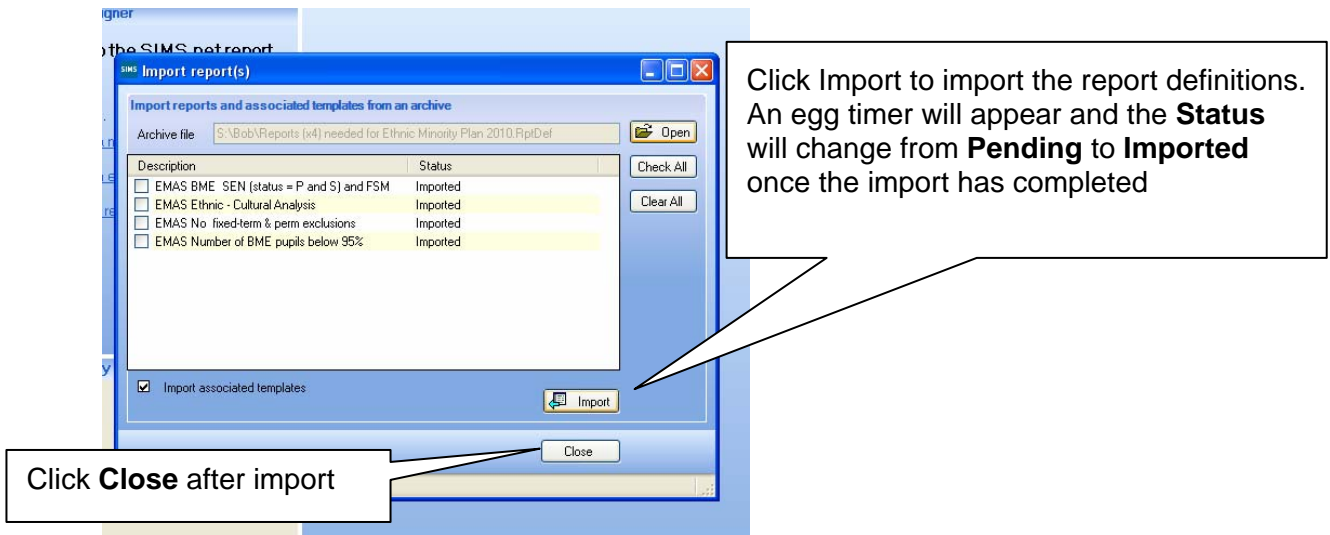
The location defaults to **C:\Program Files\SIMS\SIMS.net**

Highlight the required file and then click the **Open** button to return to the **Select report file to import** dialog

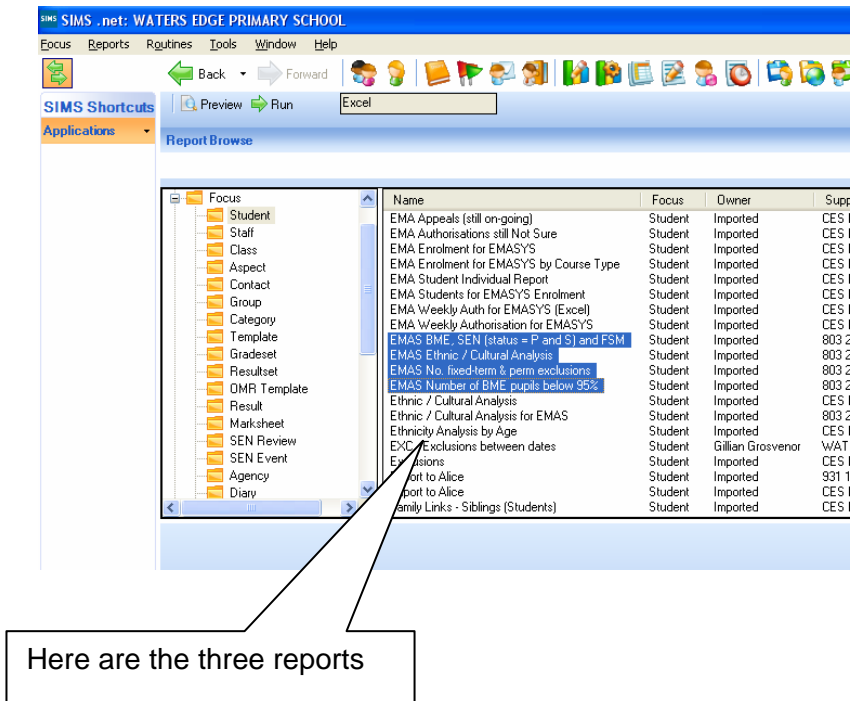


Shows the reports included in the file. Select the **Check All** button to import all the reports





All imported reports are then available from the **Report** browser (via **Reports | Run Report**) and are stored in the appropriate Student Focus folder.



If you are experiencing difficulties please contact your local support unit for assistance.

For feedback and information about these reports please contact: [Gary.Andrews@southglos.gov.uk](mailto:Gary.Andrews@southglos.gov.uk).