

<Addressee name>
<Addressee job title>
<School>
<Address line1>
<Address line2>
<Address line3> <Address line4>

Date

Dear

Audit of School Sixth Form Data

Further to our recent telephone conversation, I write to confirm the arrangements for the forthcoming audit of your School Sixth Form Data.

Visit Dates:

Auditor:

Time of Arrival:

It would be extremely helpful if you could ensure that the following information is made available to us on the day of our arrival:

- A copy of the completed Autumn 2009 Census return
- A list of students by unique pupil number (UPN) in years 12, 13 and 14 that were included on the Summer and Autumn 2009 Census returns, with the name and date of birth
- Any working papers that the school has to support the entries on the Autumn 2009 Census return
- Any working papers that the school has to support the qualification aim details recorded on the Post-16 Learning Aims module that were included on the Summer and Autumn 2009 Census returns
- Any working papers that the school has detailing changes to the students' qualification aim details
- If applicable, details of any consortium arrangements involving the sixth form and the qualifications taught through the consortium arrangements
- A copy of the school's 6th form prospectus.

region

area

Address

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- School registers (both form and teaching groups, if kept) or access to electronic registration systems (for years 12, 13 and 14 only)
- For 2008/09, the school's exam entry records and exam entry confirmations supplied by the examination boards, or results lists
- Student timetables.

If it is easier for us to view the registers and timetable information directly from your MI system, we are happy to do so.

We will also be undertaking assurance work in relation to the Education Maintenance Allowance (EMA) payable to students at your school, and will therefore require access to your records and assistance from the person responsible for administering EMA. To assist us in our work, we will be using a short Control Questionnaire in relation to the management and administration of EMA. If you think that it would be helpful to have sight of this questionnaire in advance of our visit, I can supply you with an electronic copy. Lastly, guidance on the audit arrangements for EMA at FE colleges and school sixth forms can be found in Annex 3a of the *Education Maintenance Allowance Guidance for Providers 2009/10* document, published in June 2009.

If you have any questions or queries regarding this letter or the assurance visit, please do not hesitate to contact me using the telephone number or email below.

Thank you in anticipation of your support during this visit.

Yours sincerely

<Creator name>