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## **Academy converter schools: access to your predecessor online self evaluation form (SEF) data**

Summer term 2011: important information about access to the online self evaluation form (SEF) for converter Academies.

Following the introduction of legislation which allows the Secretary of State to approve applications by schools to become Academies Ofsted would like to clarify how new academies can access their SEF.

Where a school has converted to become an Academy under the Academies Act 2010, the school receives a new URN although the establishment number remains the same. These changes are reflected in Edubase, which feeds into Ofsted's systems. As a result the predecessor school's previous details entered into sections A and beyond under the old URN will have been erased from the online SEF site.

Ofsted can provide historical SEF data to new Academies in the following ways:

1. Where the headteacher of the new Academy is the same headteacher from the predecessor school Ofsted can arrange for previous SEF data to be made available. An email should be forwarded to [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) from the headteachers' school email address confirming that they were the headteacher from the predecessor school and requesting access to the previous data.
2. Where the headteacher of the new Academy is NOT the same headteacher from the predecessor school, the previous head at the school must email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) giving permission for the SEF to be shared with the new headteacher. This is because a SEF is not provided to Ofsted on the basis that they could share it with another party, and it will contain personal data.
3. Where a new Academy is an amalgamation of two predecessor schools, a combination of the above two options may be required.

Ofsted's online SEF system will be available to schools until **21 July 2011**, and inspectors will continue to use the SEF in inspections for the academic year 2010/11, where a school provides one.

Schools will be able to access and enter information into their SEF, and download PDF versions of their previously submitted SEFs until **21 July 2011**. On **22 July**, the online forms website will be closed.

### **How can schools keep a copy of their SIEF or SEF?**

To preserve the data and information in their SIEF or SEF schools should take the following action by **21 July 2011 at the latest**.

1. Save their most recent SIEF or SEF on the SEF website.
2. **Submit** their saved SIEF or SEF, using the SEF website. This will automatically create a PDF version of the SIEF or SEF.
3. Save the PDF of the SIEF or SEF to the school's own electronic filing system.

Guidance on submitting the SIEF or SEF and saving a PDF to the school's own system is available on the SEF website.

After 21 July schools **will not** be able to access PDF versions of their SIEF or SEF on the SEF website. **Please note that Ofsted will not retain or be able to provide a copy of your SEF or SIEF after 21 July 2011.**

The use of the online SEF for maintained schools is to be discontinued from **September 2011**. For further details please see the announcement on the Ofsted website at [www.ofsted.gov.uk/](http://www.ofsted.gov.uk/).

From the autumn term 2011, schools will still be expected to demonstrate to inspectors that they undertake rigorous and effective self-evaluation. For inspections that take place in autumn term 2011, schools may present their self-evaluation information to inspectors in the format of their choice. Schools may provide the PDF or updated Word version of their final submitted SEF from the summer term, if they wish. However, schools will not be disadvantaged if they choose not to do so.

We will consider carefully how inspectors will manage school inspections when the SEF has been withdrawn as part of work to develop a new inspection framework during the coming year. It will, of course, be important that schools continue to evaluate their performance.