



**YOUNG CARERS**



**MANAGEMENT INFORMATION SYSTEM GUIDE**  
Recording a student as a young carer

**LEVELLING THE PLAYING FIELD FOR YOUNG CARERS**

# MYTIME MANAGEMENT INFORMATION SYSTEM GUIDE

## WHY RECORDING YOUNG CARERS IS IMPORTANT?

1

By accurately identifying young carers, schools can better address the unique needs of these students, implement reasonable adjustments and contribute to a more supportive learning environment.

2

Through the effective use of information systems schools can easily track young carers attendance and attainment data, identifying any issues early and putting appropriate interventions in place.

## YOUNG CARERS ON THE SCHOOL CENSUS

Young carers were added to the Spring school census for state schools in England from January 2023.

Schools are asked to record if a pupil is a young carer, and if so, who they were identified by (school or parent). This applies to primary and secondary schools, special schools, and alternative provision providers.

**54,000**

young carers identified in the 2023-2024 School Census

**72%**

of schools recorded no young carers in 2023-2024 School Census

Research suggests the number of young carers in the UK could be

**1 Million**

## A SOLUTION FOCUSED APPROACH

Young Carers receive the most effective support in schools where they are correctly recorded on the Management Information System (MIS) so that all staff understand the needs of individual students.



For the school census to reflect a more accurate picture of students with caring responsibilities in the UK young carers must be recorded on the schools MIS appropriately.

In response to both these needs the Level Up Team have put together this MIS Guide to support schools in the process of recording and reporting on young carers.

# MYTIME MANAGEMENT INFORMATION SYSTEM GUIDE

Supporting young carers is essential to ensure they receive the appropriate care and educational support. This guide will help schools efficiently use their Management Information System (MIS) to identify and record young carers in preparation for the upcoming January Census.

By accurately identifying these students, schools can better address their unique needs and contribute to a more supportive learning environment whilst working to close the gap between current young carer census data and the estimated number of students nationally with a caring role.

## Key Census Details

Census Opens: **16th January**

Census Return Deadline: **12th February**

## Recording Young Carers in the MIS

When entering data into the MIS for the Census, the following codes should be used to indicate the young carer status:

- ▶ **Code 'P'** indicates the young carer was 'Identified by a Parent or Guardian'
- ▶ **Code 'S'** indicates the young carer was 'Identified by the School or through Pupil Self-Declaration'
- ▶ **Code 'N'** indicates that a student is 'Not recorded as a young carer'

"My school does not have a designated 'Data manager' as a stand alone role the new MIS system guide has made identifying young carers incredibly straightforward. The step-by-step instructions helped us navigate the system efficiently, allowing us to flag and support students who might be balancing their education with caring responsibilities at home. We've already seen an improvement in how we tailor support plans for these students and managed to prepare for the upcoming January Census with ease"  
*Primary Young Carer Champion*

"Preparing for the January Census used to be a time-consuming process. Thanks to the MIS system guide, everything has become much simpler and more intuitive. The clear guidance meant I could quickly learn how to access and analyse the relevant data, helping us identify students who need additional support. This tool is invaluable in making sure no student slips through the cracks!"  
*Secondary Data Manager*

The following pages include guidance for Arbor, SIMS and Bromcom.  
The Level Up Team are working on collecting guidance from the following systems:





# RECORDING A STUDENT AS A YOUNG CARER

## STEP 1:

Go to the student's profile and go to the Background section. Click on the Young Carer field.

View Background ▾

Background <span style="float: right;">+ Add</span>		
Free School Meal	Eligible	01 Sep 2019 - ongoing ▶
Traveller Status	None recorded	▶
Service Child	No	▶
EYPP Recipient	No	▶
Young Carer	No	▶

« Back Young Carer Status

**Rebecca Allen**

Form 3AI ▶

Year Year 3 ▶

House Colville

Date of Birth 27 May 2016 (6y 3m)

Father Jonathan Allen ▶

Out Of Age Group Cohort
  FSM
  Pupil Premium Eligible

**Current Young Carer Status**

None recorded

Add Young Carer Status

**Status History**

No results found

## STEP 2:

In the slide over you can see any past statuses and record a new one with the Add Young Carer Status button.

## STEP 3:

Add the dates, and select who provided the information, then click Save.

Start date\*  📅

End date  📅

Information provided by\*

- Identified as a young carer by school
- Identified as a young carer by parent or guardian

Cancel
Save

Derived Background Indicators		
<small>Please note: this section lists only derived indicators. To change information shown here, you will need to amend the underlying record it relates to in the above "Background" section.</small>		
<small>For example, the "Ever 6 Service Child" indicator will be automatically updated if you amend the Service Child record in the "Background" section.</small>		
Disadvantaged	Yes	01 Sep 2019 - ongoing
Ever 6 FSM	Yes	01 Sep 2019 - ongoing
Ever 6 Service Child	No	
EYPP Recipient	No	
FSM	Yes	01 Sep 2019 - ongoing
Gypsy / Roma / Traveller	No	
Has Key Worker Guardian	No	
Pupil Premium Eligible	Yes	01 Sep 2019 - ongoing
Pupil Premium Recipient	No	
Service Child	No	
Young Carer	<b>Yes</b>	08 Sep 2022 - ongoing

## STEP 4:

The student will then have a demographic indicator tag for Young Carer.

Please note that this tag will not show in My Classroom.

They'll also show as Young Carer = Yes in the Derived Background Indicators section.

Once you have selected the demographic indicator tag for young carers, these will be automatically pulled for your Census Form.

Source: [https://support.arbor-education.com/hc/en-us/articles/4411640623761-Logging-and-reporting-on-student-Young-Carers#h\\_01H9GEAMXNFJED08SPPBWWV3Y7D](https://support.arbor-education.com/hc/en-us/articles/4411640623761-Logging-and-reporting-on-student-Young-Carers#h_01H9GEAMXNFJED08SPPBWWV3Y7D)

## RECORDING A STUDENT AS A YOUNG CARER

SIMS

### STEP 1:

Select Focus | Pupil (or Student) | Pupil (or Student) Details to display the Find Pupil (or Student) browser.

### STEP 2:

Search for, then double-click the name of the required pupil/student to display the Pupil (or Student) Details page. Navigate to the Young Carer section of the Welfare panel.

### STEP 3:

Check the young carer details.

Start Date	End Date	Identified By	Notes	
11/1/2022	3/30/2023	Parent or Guardian	Young Carer is identifi...	New Open Delete

### STEP 4:

To amend details, highlight an existing record then click the Open button adjacent to the Young Carer panel to display the Add/Edit Young Carer dialog. Alternatively, click the New button to add a new record.

### STEP 5:

Check that the date(s) are correct.

Ensure that the applicable Identified by information has been selected from the drop-down list:

- Identified by Parent or guardian
- Identified by School.

### STEP 6:

Click OK to return to the Pupil Details page then click the Save button.

Once you have entered the Pupil Details for young carers, these will be automatically pulled for your Census Form.

Source: [https://parentpaygroup.service-now.com/csm?id=kb\\_article\\_view&sysparm\\_article=KB0053788&sys\\_kb\\_id=57b17e9183bd8210b20cc2c8beaad36e&spa=1](https://parentpaygroup.service-now.com/csm?id=kb_article_view&sysparm_article=KB0053788&sys_kb_id=57b17e9183bd8210b20cc2c8beaad36e&spa=1)

# RECORDING A STUDENT AS A YOUNG CARER

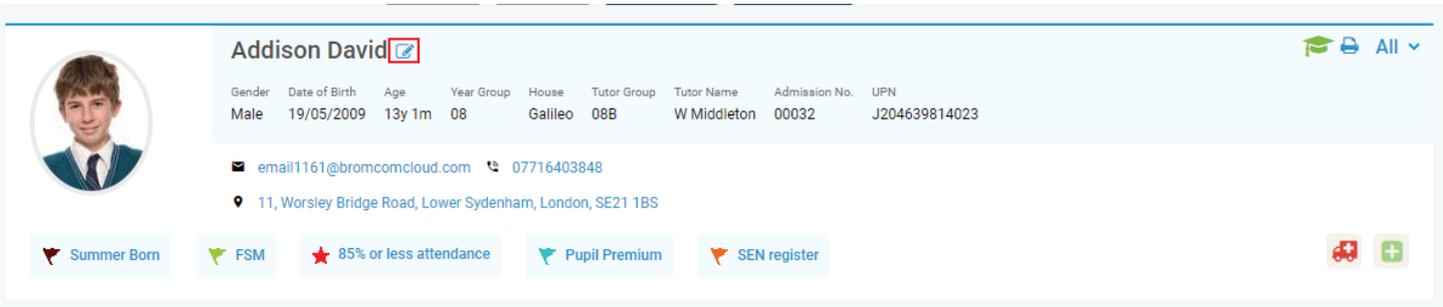
### STEP 1:

From the left Menu go to Students to open the Student List Page > click on the name(s) Select 1 or more Students > View.

The Student Details page will open on the Profile page. The main information for that Student will be displayed in the top section.

### STEP 2:

Moving the mouse pointer over the Student Name, will display an Edit option.



Click on this to make quick changes to Basic Details, Additional Details or Previous Names.

### STEP 4:

On the Additional Details tab you will find 'Young Carer Indicator' from the drop down select the appropriate option:

- Identified as a young carer by parent or guardian
- Identified by a young carer by school

Click save at the bottom of the bottom of the box

Once you have entered the Pupil Details for young carers, these will be automatically pulled for your Census Form.

Source: <https://docs.bromcom.com/knowledge-base/how-to-view-the-student-details-profile-page/>

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