

### Summary and 5-Minute Video Demonstration

We recommend all Admin users watch our expert 5-minute video overview of these changes:  
[www.4matrix.com/3980](http://www.4matrix.com/3980)

In 4Matrix Desktop update 3.9.8.0, improvements have been made to specific pupil data fields. The purpose is to allow information to be changed across series and to standardise values for all 4Matrix users. This enhancement will enable users to view and analyse the pupil data that was correct at the time for each series.

#### The changes are:

1. New data fields have been added.
2. Some existing data fields have changed from being **Pupil Focussed** to **Series Focussed**.
3. The SEN data field will now only allow standard values to be entered.

#### The purpose of this document is to:

1. Give a summary of the changes.
2. Outline the action that needs to be taken by 4Matrix administrators to enable maximum impact.

## 1. New Data Fields

These standardised fields will be added to the Pupil Record on applying the 3.9.8.0 update:

Field Name	Description	Acceptable Values
EAL	English Additional Language	T or F
Disadvantaged	Identified as FSM, Ever6, Looked After (LAC) or Post LAC	T or F
Attendance	Overall Attendance percentage	Number 0 to 100 (to 2dp)
Authorised Absence	Overall Authorised absence percentage	Number 0 to 100 (to 2dp)
Unauthorised Absence	Overall Unauthorised absence percentage	Number 0 to 100 (to 2dp)
SEN	New SEN field which will only accept SEN Code	N or E or K

The 'old' SEN field will be moved to a Custom Field named *Custom\_SEN*. If the school had custom fields already named EAL, Disadvantaged, Attendance, Authorised Absence or Unauthorised Absence these will automatically be renamed with a "Custom\_" prefix e.g. *Custom\_EAL*. All historical data will be retained. All Custom Fields will remain linked to the pupil and available in the Pupil Filter under Custom Fields.

## 2. Pupil Focussed and Series Focussed

**Pupil Focussed:** The field value is attached to the pupil record and is global i.e. it is the same value across all series.

**Series Focussed:** The field value is attached to a single series and can therefore change between series.

Pupil characteristics which have changed **from Pupil Focussed to Series Focussed** are:

- Pupil Premium (PP)
  - FSM
  - Gifted and Talented (GT)
  - Ever6
  - SEN
- All the fields listed above (except SEN, see section 3, below) have retained the data which was previously assigned to them.
- All the fields listed above (except SEN, see section 3, below) are now binary fields, reported as T or F.

### 3. Changes to SEN Data Validation

- The new SEN field will only accept specific values of N, E or K. It is no longer a free-text field.
- As per section 2, the new SEN field is Series Focussed and therefore requires importing into every series.
- If already using N, E or K values for SEN, these will be copied over to the new field automatically, otherwise users will have to carry out an MIS or spreadsheet import with the specific values to update their SEN data.

### How Do These Changes Affect the Import?

The only noticeable effects these changes have on the import process are:

- SEN now requires specific values of N, E or K. It is no longer a free-text field.
- Series Focussed fields require importing (or copying, see **Actions** section, below) each time a new series is created as they no longer duplicate automatically across series.

It is worth noting that values of T, F, True, False, Y, N, Yes, No are all acceptable during the import process for binary fields, but all values will be auto-converted to T/F on completion of the import.

### Recommended Actions for 4Matrix Administrators

**SEN: If you already store SEN data in the N, E, K format, no further action is required.**

1. If you do not already record SEN in the N, E, K format, import an MIS Extract into latest series for all cohorts.
2. Use the **Copy Indicators** function in **Admin > Edit Series** to duplicate the SEN value into relevant series.
3. In **KPI Summary**, if you had a group named SEN, **this has been renamed to SEN Legacy**. If your group was called any sort of variation of this such as SEND or Special Educational Needs these will **not** be renamed.
4. Filters within **any** pre-existing SEN group have been automatically set to reference the Custom\_SEN.
5. **A new SEN group is added for all users**. This includes the 3 filter rows for N, E and K. These will report 0 pupils unless you were using these exact values before, or until next data import brings in N E K values.

### EAL, Disadvantaged and Attendance

1. If you had a custom field for any of these fields, they will have been renamed *Custom\_EAL, etc.*
2. These fields do not come through on an MIS extract.
3. Re-import using a spreadsheet into required series. EAL only requires importing once, it is pupil-focussed.
4. If your school analyses any of these fields in KPI Summary, update the filter rows to look to the new field(s).

### Data Fields Summary

The table below identifies field types and their advisable import source. Red labels denote new fields for 3.9.8.0.

Pupil Focussed Fields		Series Focussed Fields	
Fieldname	Import Source	Fieldname	Import Source
Forename	MIS	FSM	MIS
Surname	MIS	SEN	MIS
Gender	MIS	Gifted	MIS
UPN	MIS	PP	MIS
DOB	MIS	Ever6	MIS
Ethnicity	MIS	Disadvantaged	Spreadsheet
MIS	MIS	Attendance	Spreadsheet
First Language	MIS	Authorised Absence	Spreadsheet
Postcode	MIS	Unauthorised Absence	Spreadsheet
EAL	Spreadsheet	Form Group	MIS
Prior Attainment Band	Spreadsheet	House	MIS