

# READING THE SIGNS

An interactive checklist of indicators for identifying the reasons why young people may disengage



NFER carried out a scoping study (Filmer-Sankey and McCrone, 2012) to explore ways to further improve the system of identification of young people at risk of disengagement from learning but who do not face multiple and complex barriers. The findings from this study suggested that local authorities and schools would welcome the creation of a list of indicators that will help provide guidance to identify those young people who are at risk of becoming NEET. The follow-up study (Southcott et al., 2013) sought to develop a comprehensive list of 'hard' (measurable) and 'soft' (attitudinal and personal) indicators of potential disengagement.

The interactive checklist comprises a spreadsheet that can be used to log various 'risk factors' and potential concerns about individual young people in order to decide on the type of support that needs to be put in place. This tool could be used by relevant staff to provide a central log for sharing and updating information.

We recommend that the first worksheet is kept as an empty template that can be copied across the new worksheet for each additional young person. At time point 2, first copy and paste data from time point 1, then amend as appropriate.

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You can find the interactive checklist here:  
[www.nfer.ac.uk/publications/INDS02](http://www.nfer.ac.uk/publications/INDS02)

Important: We recognise that data protection is important so to protect the identity of young person please do the following:

- Collate data in an anonymised format e.g. using student ID numbers. This could then be linked to a separate document containing details of the student and their ID number.
- Password protect the spreadsheet (and document that details student information) and only allow approved staff to access and contribute to it.

**Notes** .....

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**Actions** .....

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Factors associated with	[DATE: TIME POINT ONE]		[DATE: TIME POINT TWO]	
	Risk factor for this young person? (click & select)	Comments/Actions	Risk factor for this young person? (click & select)	Comments/Actions
<b>Structure/ environment</b>	Gender			
	Ethnicity			
	Eligibility for free school meals (FSM)			
	Traveller			
	Asylum seeker/refugee			
	Geographical location (e.g. rural/urban)			
	Local unemployment rate/deprivation indices			
<b>Attainment/ educational needs</b>	Attainment at Key Stage 1 &/or 2			
	Attainment at Key Stage 3 &/or 4			
	Attendance and exclusion rates			
	English as an additional language (EAL)			
	Special educational needs (SEN)			
<b>Local education services</b>	Does not have access to and/or cannot afford transport			
	Does not have access to quality local 16-19 provision			
	Does not have access to a range of appropriate courses for 16-19 year olds			

**Notes** .....

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**Actions** .....

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**Copying the template:**

1. Right click on the 'Template' tab. Select 'Move or Copy' from the drop down menu.
2. In the 'Move or Copy' window, tick 'Create a copy' and press the OK button.
3. A copy of the template called 'Template (2)' will be created in the workbook (rename by right clicking on the tab and selecting 'rename' from the drop down menu)
4. To create a copy in a new workbook in the 'Move or Copy' window change the 'To book:' option to '(new book)' in the drop down menu, tick the 'create a copy' box and press the OK button.

**Filtering the relevant factors:**

1. Click on the drop down arrow in column C (for time point one) or column E (for time point two).
2. Select or de-select the options you wish to view by clicking on the check boxes next to the options in the box at the bottom of the menu and then press the OK button.
3. At time point two remember to clear the filters in the spreadsheet before using the form:
  - a. Go to the 'Data' menu.
  - b. In the 'Sort & Filter' box click the 'Clear' button (N.B. if this button is greyed out the filters are already clear).



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