**Training Guide: Importance of Data Accuracy in Pupil Data Entry**

**Introduction**

This guide will help you understand the importance of data accuracy and provide best practices for entering pupil data.

**Importance of Accurate Data**

Accurate data entry is crucial for maintaining the quality of data held in the education information system, Synergy and ensures:

* Correct identification of pupils.
* Maintains accurate records.
* Compliance with regulations.

**Consequences of Inaccurate Data**

Errors in data like Date of Birth (DOB), name, and surname can cause significant problems, such as creating duplicate child records. This can lead to confusion, incorrect reporting, administrative complications, and increased workload.

**Confusion and Errors**

* Difficulty identifying the correct pupil.
* Mistakes in handling pupil information.

**Increased Workload**

* Extra effort to identify and merge duplicate records.
* Time wasted cross-referencing data across multiple services.

**Fragmented Records**

* Split records with significant amounts of historical data.
* Incomplete or inconsistent records, increasing duplicates.

By understanding the consequences of inaccurate data, we can appreciate the importance of careful data entry and aim to maintain our records to a high standard.

**Common Errors to Avoid**

Incorrect spelling of names or using nicknames.

* **Example:** Entering "Charlie" instead of "Charles."
* **Tip:** Always double check names and their spellings against official documents provided by parents or guardians.

Wrong date of birth (DOB).

* **Example:** Entering "12/08/2015" instead of "08/12/2015."
* **Tip:** Use a consistent date format (e.g., DD/MM/YYYY) and verify against official documents provided by parents or guardians.

**Best Practices for Data Entry**

 By adhering to best practices, we ensure that data is entered correctly and consistently, minimising errors and enhancing the quality of our records.

1. **Double-check information**

* Always double-check the information provided by parents or guardians before it is submitted.
* Verify the spelling of names and the accuracy of DOBs.

1. **Use standard formats**

* Follow standard formats for entering data, (e.g., DD/MM/YYYY).

1. **Conduct regular checks**

* Conduct regular checks of the data to identify and correct any inaccuracies.

1. **Training**

* Provide training and support for staff on the importance of data accuracy and the correct procedures for submitting data.