

What to look for in your MIS



This list will help you develop your specification when procuring or re-procuring your MIS. It sets out the key features and functions you should look for in a system.

It’s also a good idea to involve your staff members who’ll be using it, such as admin staff and teachers, so you can understand their needs.

Share this list with relevant staff and ask them to feed back if there are other features or functions they think the system needs. We’ve included some space at the bottom so they can add notes.

**Note:** depending on your context, you might not need all of the functions listed (for example, some are secondary-specific) or you might have some additional criteria of your own. Adapt this list as needed, before you give it to staff.

Further information

* This list is based on Department for Education guidance on [selecting a school MIS](https://www.gov.uk/government/publications/school-procurement-selecting-a-school-mis)
* Find out more about [how to buy services for your school and which procurement process you’ll need to follow](https://schoolleaders.thekeysupport.com/uid/59d880bb-92d2-4a42-9c71-114018d135cf/)

Key features of a management information system (MIS)

| **security** |
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| Compliance with the GDPR and Data Protection Act 2018 |
| A robust authentication procedure (for example, access to the system requires at least a user ID and a strong password) |
| Edit, view and restricted access roles |
| Pre-defined groups for different staff roles |

| **data management** |
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| Ability to store pupil information that:   * Covers at least the contents of the common transfer file * Meets the requirements of the Department for Education’s (DfE)’s data collections, such as the school census * Meets the teaching and management needs of your school |
| No duplication of information |
| Automated processes, to avoid errors and inconsistencies |
| Ability to transfer data:   * Between modules within your school * With other schools * With your local authority * With agencies such as the DfE |

| **functionality** |
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| Assessment, including:   * The flexibility, functionality and ease-of-use of a teacher’s mark book * A software tool that supports analysis, prediction and standardisation of test and work scores * Ability to track and monitor key groups within school as well as defining new groups |
| Admissions, including:   * Seamless import of new admissions data * Ability to store admissions applications and records of appeals from parents (if applicable) |
| Attendance, including:   * Ability to capture AM/PM attendance (as well as lesson by lesson attendance for secondary schools) * Integration with timetabling and options modules (secondary schools) * Ability for staff to proactively monitor attendance patterns * Ability to alert appropriate staff to unusual activity and activate intervention at critical points * Ability to send attendance alerts to parents |
| Personnel management, including:   * Staff records * Job evaluation * Pay scales * Training and development * Attendance * Sickness * Enables the generation of statutory returns (e.g. the workforce census) * Ease of integration with external HR systems, if relevant to your school |
| Timetabling, including (where relevant to your school):   * All of the modelling functionality required, such as rooms, times, locations, special needs access, staff allocation, pupil options, travel time, and non-standard timetable cycles * Ability to enable separate timetable periods for different parts of the school * Ability to import timetabling data from an external system |
| Ability to accommodate pupil options (secondary schools) |
| Behaviour management, including:   * Recording of positive and negative aspects of behaviour * Recording of actions taken and outcomes |
| Document handling, including:   * Storage, retrieval, classification, digitisation and archiving of documents (including pupil coursework for secondary schools) * Storage of full metadata * Ability to import and export in all standard formats |
| Special educational needs, including:   * Statutory administration and reporting functions * Ability to enable practitioners to develop learning plans, monitor and report progress, and track achievements |

| **other** |
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| Full remote access on any device from any location |
| Ability to easily produce a range of both simple and complex reports, including ‘wizards’ to help most users create reports with minimal training |
| Messaging, including the ability to create, send and track messages, such as emails, texts and digitised documents |
| Alerts, including:   * Ease of set-up * Flexibility in terms of recipients and mode of receipt |
| User support, including:   * User training * Transition procedures (if switching from another MIS) * Support team availability |

**Missing anything?**

Let us know if there are other features or functions you think our MIS needs to have:

| Role |  |
| --- | --- |
| SUGGESTIONS |  |