

Contents

1. *School Census 2012*
2. *Early Years Census 2012*
3. *Alternative Provision Census 2012*
4. *Privacy Notices for pupils*
5. *Requesting changes to the 2012/13 ILR*
6. *Report of the March Data Collection Sub ICES conferences*
7. *ICES website updates*

The ICES Bulletin - background

The aim of this bulletin is to keep local authorities (LAs) and their schools, academies and other partners updated on school and LA children's services data collections, and to update schools, LA contacts and other partners on key data-related developments and events. It supports the Department for Education's aim to ensure the availability and effective use of good quality data in the schools and children's sectors while reducing related burdens on schools and LAs.

The bulletin is edited and produced by Data Services Group. It is e-mailed to contacts within LAs, academies, and suppliers of school and LA MIS and software. Copies are available on the Department's website at

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/a0063993/information-about-children-education-and-schools-ices-bulletin-formerly-the-dsp-bulletin>.

If you would like to receive an email notification of this Bulletin in future, or for any general enquiries, please email ims.mailbox@education.gsi.gov.uk with your details (including your organisation, role, email address, postal address and telephone contact number).

Updates

1) School Census 2012

Gill Turner - Data Development Unit

Version 1.1 of the technical specification was sent to software suppliers on 23 May for final review and is now published on the Department's website at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/schoolcensus/a0076969/school-census-2012>. Guidance Notes will follow by end June / early July. Guidance, in the form of questions and answers, for the changes to the Post 16 module for 2012 has also been posted on this page. Given the major changes to this module, it is hoped that provision of this information in advance of the Guidance Notes, will help schools and local authorities understand the changes and the work that needs to be undertaken starting in Autumn 2011 ready for the first collection in Autumn 2012.

The main changes from the 2011 School Census are as follows:

(i) New data items

- "Funded hours" - the number of hours funded by a local authority (to the nearest 0.5 hour) for children aged under 5 in all schools (except City Technology Colleges and Non-Maintained Special Schools) to bring the School Census into line with the data collected in the Early Years Census. "Hours at Setting" also forms part of both collections and records the number of hours that the child attends the establishment in the Census week. Both data items will be collected in each Census.
- "Pupil's Actual National Curriculum Year Group on Leaving" has been introduced to the Autumn Census for those learners for whom post 16 learning aims data are returned and who left the school prior to Census Day. Pupil's Actual National Curriculum Year Group would not be provided for these off roll pupils and so the purpose of this field is to enable the correct identification of these learners.
- Post 16 Learning Aims – these will be collected once in the Autumn and will include the following new data items. Information will be collected on learning aims taken in the current and previous academic years and, for learning aims that were completed in the previous academic year, the learning aim outcome and result.
 - "Learning Aim Status" – the degree of completion of the learning activities leading to the learning aim. There are four possible values: continuing, completed, withdrawn or transferred.

- “Learning Aim Outcome” – the outcome of the learning aim as determined by the school. There are three possible values: pass, fail or result not known.
- “Learning Aim Result” – the result of the overall examination / assessment associated with the completed learning aim.
- Attendance Code “Y” – enforced / partial closure – not counted in possible attendances will be collected in each Census. The code will be used when a pupil is unable to attend the school because:
 - the school site, or part of it, is closed due to an unavoidable cause; or
 - the transport provided by the school or a local authority is not available and where their home is not within walking distance; or
 - a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

(ii) Changes to existing data items

- Admission appeals module – this has been extended to allow academies to return data in respect of admission appeals. Only converter academies which were previously voluntary aided or foundation schools are required to provide this information although other academies are free to submit it should they wish to do so.
- Attendance Code “D” – the definition of this code has been changed to “dual registered (at another educational establishment) – not counted in possible attendances”. This change has been made to avoid the double counting of attendance and absence for pupils who are registered at more than one school. From September 2011, each school should only mark the register, present or absent, for the sessions that the pupil is due to attend their school. The remaining session(s) when the pupil is attending another school will be marked in the register using Code D which should not be included within the attendance data submitted in the Census for that school. The number of sessions possible for a dual registered pupil against the main school should exclude those when the pupil is due to attend the subsidiary school and vice versa. More information about changes to the attendance and registration regulations will be published on the Department’s website at <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>.
- Secondary School Phase – the description for this data item has been changed to “Secondary” from “Secondary (including CTCs and Academies)”. The Academies Act 2010 extended the provision to be an academy to all school phases and so academies should use the phase appropriate to their establishment number, e.g. those with an establishment number appropriate for a primary should return the phase primary and traditional sponsor-led academies (with establishment numbers in the range 6905-6999) should return the phase secondary.

- School Type – new code 53 – “Hospital Special School”. These schools would previously have been identified by the special school “accommodation” data item but from 2011 onwards special school accommodation has only been collected in the Spring Census. Hospital Special Schools are not required to return the pupil level boarder indicator and so need to be separately identifiable to ensure validation is not incorrectly triggered when the boarder indicator is correctly left blank.

2) Early Years Census 2012

Gill Turner - Data Development Unit

The technical specification is due for release to software suppliers by the end of June and will be published on the Department's website soon after at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/earlyyearsensus>. There are no new data items in this collection however the scope of the Census is extended to include funded 2 year olds at private, voluntary and independent Early Years settings. The Star Chamber Scrutiny Board (SCSB) approved this extension at their meeting in January 2011. Guidance Notes will also be published on the Department's website in July/August.

3) Alternative Provision Census 2012

Gill Turner - Data Development Unit

The technical specification is due for release to software suppliers by the end of June and will be published on the Department's website soon after at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/altprovisionensus>. There will be one new data item "Service Children in Education Indicator" which indicates if a child has parent(s) who are Service personnel serving in regular military units of all forces and exercising parental care and responsibility. Service children will be eligible for the pupil premium and so it is necessary to collect this indicator to ensure such children attract the funding they are entitled to. The Service Children in Education Indicator is already collected in the School and PRU Censuses. The SCSB approved the inclusion of this data item at their meeting in May 2011 subject to the condition that the onus is on the service parents to let the local authority know that they are such persons, and not on the local authority to find out the occupation of the parents of all children in Alternative Provision. The SCSB were concerned about the local authority resource that would be involved in contacting parents of all children in Alternative Provision in order to identify the potentially very small number with service parents.

4) Privacy Notices for pupils

Richard Garbitz - Data Development Unit

The Privacy Notice template for the 2011/12 academic year will be published shortly on the Department's website at:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/a0064374/suggested-text-and-guidance-for-issuing-privacy-notices>.

The template (which is only suggested text and can be amended to suit local needs and circumstances) is intended for those pupils in Schools, Alternative Provision and Pupil Referral Units and children in Early Years Settings and indicates what level of personal information is collected about them and for what purposes it is used. The Notice template also draws attention to those organisations (Local Authority and Department for Education) to whom it is a statutory requirement for the establishment to pass certain personal data.

A Privacy Notice has to be issued to all new starters at any of the above establishments but there is no requirement for them to be re-issued to existing pupils and children on an annual basis provided that any changes are updated on the establishments' and/or local authority website or any other accessible communication medium .

The information for 2011/12 differs only slightly from the current year in that the reference to Connexions (in respect of pupils aged 13 or over) has been replaced with that of Youth Support Services which are the new Local Authority support services for young people aged 13 to 19 in England.

5) Requesting changes to the 2012/13 ILR

*Fazia Saleem - Communications and Marketing Manager
The information authority & The Data Service*

The information authority has started to gather requirements for the 2012/13 Individualised Learner Record (ILR). To request a change to what is being collected in 2011/12, you will need to complete a Request for Change form and submit this to *the information authority* secretariat by **Friday 24 June 2011**. The Request for Change section of *the information authority* website at <http://www.theia.org.uk/ilr/RequestforChange/> has further details and now includes an [example](#) of a completed form to give change requestors an idea of the level of detail required.

6) Report of the March Data Collection Sub ICES conferences

Gill Turner - Data Development Unit

A report of the March Data Collection Sub ICES conferences has been published on the Department's website at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/a0063994/information-about-children-education-and-schools-ices-meetings>. This report summarises the feedback given by delegates on the feedback forms and addresses some of the key issues raised.

7) ICES website updates

- (i) Details of meetings scheduled between the Department and suppliers of School and LA management information systems (MIS) can be found at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/a0064003/meetings-with-suppliers-of-school-and-la-management-information-systems-mis>.
- (ii) The latest schedule of meetings of the Star Chamber Scrutiny Board (SCSB) can be found at <http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/starchamber/a0063774/star-chamber-scrutiny-board-scsb-meeting-dates>.
- (iii) The updated Common Basic Data Set (CBDS) database (27 May 2011 version) and CBDS version control log are available at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/a0058744/common-basic-data-set-cbds-database>. The associated completed requests for change (RFCs) for the CBDS can be found at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/cbds/a0058726/completed-request-for-change-to-cbds-forms>.
- (iv) Specification, guidance and schema files for the next Common Transfer File: CTF11 (for implementation from November 2011) are now available at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datatransfers/ctf/a0077477/ctf11-specification-and-guidance-from-november-2011>.
- (v) An updated Assessment Component file (A_Comp), version 1.2 is available at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/assessmentcomponents/a0070035/assessment-components-2011>.
- (vi) New guidance for LAs for the 2011 Early Years Foundation Stage Profile (EYFSP) collection can be found at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/EYFS/a0065514/early-years-foundation-stage-profile-eyfsp-return-2011>. Separate guidance on using COLLECT for this collection is also available.

- (vii) The technical specification for the 2012 Pupil Referral Unit Census (PRU) is available at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/prucensus/a0076893/pupil-referral-units-prus-census-2012>.
- (viii) Guidance on post 16 learning aims for the 2011 School Census is available at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/schoolcensus/a0064400/school-census-2011>.
- (ix) Copies of School Census News Bulletins can be found at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/schoolcensus/news>.
- (x) Preparation and guidance for the 2011 School Workforce Census (SWF) can be found at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/swf/a0063728/school-workforce-census-information-for-local-authorities> and <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/swf/a0063745/information-for-academies-and-schools>.
- (xi) The specification (version 1.1), SWF XSLT (release 1.3) and School Summary XSLT (version 1.0) for the 2011 School Workforce Census (SWF) have been revised. The updated versions of these are available at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/swf/docsandtools/a0063775/school-workforce-census-information-for-software-suppliers>.
- (xii) Issues 3 (April 2011), 4 (May 2011) and 5 (June 2011) of the 2010-11 Children in Need (CIN) newsletters have been added to the CIN newsletters page <http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/cincensus/a0013656/cin-newsletters>. Issues 3 and 4 can be found in the zip file of previous newsletters.
- (xiii) An updated version of the Technical Specification for the 2010-11 CIN Census (version 1.4, released June 2011) can be found at <http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/cincensus/a0063843/cin-for-2010-11-specification-and-guidance>.