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## **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 and Statistics Division. 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](mailto:ims.mailbox@education.gsi.gov.uk) with your details (including your organisation, role, email address, postal address and telephone contact number).

## Updates

### 1) *The information authority on-line survey*

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

#### **Take our survey and help shape our work**

*The information authority* exists to set data standards and reduce burden within the FE and skills system – but we can only do this effectively in partnership with our stakeholders. We are now running our annual awareness and perception survey to gather your views on our work. We would like to get a wide response from learning providers, data users and policy makers within FE and training to help us become more effective and focus on the issues that are important to you.

Please take the time to complete our online survey and to forward it on to other colleagues who may find it relevant. To take the survey, please follow the link:  
[www.surveymonkey.com/s/2011informationauthorityperceptionsurvey](http://www.surveymonkey.com/s/2011informationauthorityperceptionsurvey)

### 2) **Review of DfE statistical publications**

*Emily Uttley - Standards Evidence Unit*

The Department for Education seeks to keep its statistical publications relevant and useful. We would appreciate your help in doing this by giving us your opinion on the publications listed below which we publish annually:

- DfE: Participation in Education, Training and Employment by 16-18 Year Olds in England <http://www.education.gov.uk/rsgateway/DB/SFR/s001011/index.shtml>;
- DfE: Level 2 and 3 Attainment by Young People in England Measured Using Matched Administrative Data: Attainment by Age 19 in 2010 (Provisional) <http://www.education.gov.uk/rsgateway/DB/SFR/s000995/index.shtml>.

If you would like to participate please click [here](#).

### 3) Key to Success user survey

*Louise Shutt - IT Support and Development Unit*

With the aim of understanding how effective the current service is and to help us determine future provision we are undertaking a review of the Key to Success website. As such obtaining user feedback is an important element of this review. Consequently, we are approaching users of KtS with this small survey. To take the survey, please follow the link: <http://www.surveymonkey.com/s/NB7DLY9>.

### 4) 2011/12 School Privacy Notices

*Richard Garbitz - Data Development Unit*

The wording at the end of the recently issued Privacy Notice template in connection with the provision of individual pupil information (for those aged 13 or over) to Local Authority youth support services has been changed slightly to make it clearer. This section now reads as:

In addition for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the name and address of you and your parents (and your date of birth) and any further information relevant to the support services' role.

However, until you are aged 16 or older, your parent(s) can ask that no information beyond your name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to you on your 16th birthday. Please inform (Insert name of School Administrator) if this is what you or your parents wish.

For more information about young peoples' services, please go to the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm) or the LA website shown above.

The updated Privacy Notice template can be accessed at <http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064374/suggested-text-and-guidance-for-issuing-privacy-notices>.

In addition, the document entitled 'Information that a Local Authority may wish to include on its website' has been updated to reflect the above amended text and can be found at the above link.

## 5) Root & branch review of data collections – outcomes regarding the School Census

*Simon Grigor - Data Development Unit*

The Secretary of State has considered some recommendations relating to the School Census as part of the root and branch review of DfE collections and agreed to the following:

- the flag to identify a 'Gifted and Talented' pupil should be dropped from School Census;
- a pupil's Usual Mode of Travel should no longer be collected in School Census;
- a school's Gender of Entry should no longer be collected in School Census;
- a school's Gender of Sixth Form Entry should no longer be collected through the School Census;
- Class Activity should no longer be collected from secondary schools.

The Secretary of State was also made aware of the concerns expressed by a number of LAs about the move from termly to annual collection regarding pupil address and pupil ethnicity, one of the outcomes of an earlier data review. He has said that he is content to reintroduce termly collection of pupil address, but not ethnicity.

The Root and Branch Review of Data Collection is ongoing, and the Secretary of State is considering further recommendations regarding other collections and more news will appear in a future article when he has responded.

A further article appears below setting out the approach and timescale being taken to the School Census changes following discussion with MIS suppliers.

## 6) The SEN2 collection and the School Census 'family'

*Simon Grigor - Data Development Unit*

### **Views please: the 'Children with Statements of Special Educational Needs' (SEN2) collection, and its relationship with the School Census**

As a further element of the aforementioned root and branch review of the Department's data collections, we have been studying the Children with Statements of Special Educational Needs (SEN2) collection. External consultees have noted that nearly all the information can be obtained from School Census returns, the exception being the 'responsible authority'.

It might therefore seem sensible to amend the School Census, Early Years Census, Alternative Provision and PRU Censuses to add in 'responsible authority' and, once done, terminate the SEN2 collection. However, what we don't know is how many of the

children who have such statements are not covered by the School Census 'family' (for instance, any who are pre-school, or are at independent schools).

Any reaction from LA contacts reading this note would be welcome. Were such a change to be proposed and implemented, would this be likely to increase or reduce the burdens you encounter locally?

Please send any comments by Friday 16 September to Simon Grigor at [simon.grigor@education.gsi.gov.uk](mailto:simon.grigor@education.gsi.gov.uk)

## 7) School Census 2012

*Gill Turner - Data Development Unit  
Mel Armstrong - Schools Data Unit*

### Changes to requirements

Following the results of the root and branch review of DfE data collections (see Section 5 above), version 1.2 of the Technical Specification for the 2012 School Census was issued to software suppliers on 15 July 2011. This version does not include:

- Gifted and Talented Indicator - previously collected in Spring, Summer and Autumn);
- Usual Mode of Travel - previously collected in Spring;
- Gender of Pupils (Entry to School) - previously collected in Spring, Summer and Autumn;
- Gender of Pupils (Entry to Sixth Form) – previously collected in Spring, Summer and Autumn;
- Class Activity for secondary schools – previously collected in Spring.

We are extremely grateful to software suppliers for working with us on these changes which have come through at a late stage in their development cycle.

Version 1.2 of the Technical Specification is available at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/schoolcensus/a0076969/school-census-2012>.

The XSLT based on version 1.1 of the Technical Specification was released to software suppliers on 18 July and the familiarisation blade is now available to them. XSLT based on version 1.2 of the Technical Specification will be released by mid-August.

The above changes will also need to be reflected in the School Summary Report and it is planned to release version 1.1 of the specification for this in August.

The last ICES Bulletin stated that the Guidance Notes would be published by the end of June / July. It is now planned to publish these in August. Apologies for any inconvenience caused by this delay in their publication.

### **A reminder about attendance and absence recording in preparation for the 2012 Spring School Census**

From September 2011 there has been a change in the way schools should record **dually registered pupils**: schools should only record the pupil's attendance and absence for those sessions that the pupil is scheduled 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. This does not change schools' obligations with respect to safeguarding and they must follow up all unexplained and unexpected absences in a timely manner.

## **8) Reminders for the Autumn 2011 School Census**

*Mel Armstrong - Schools Data Unit*

### **“Part-time” pupils and absence reporting**

Use of the pupil part-time indicator has caused some confusion in the past and the following is intended to help clarify its use.

The part-time pupil indicator shows whether a pupil is part-time in education (attends fewer than 10 sessions a week) rather than part-time at one or more establishments. A pupil attending three full days in one school and two full days in another school should not be classified by either school as part-time.

Compulsory school age pupils on a part-time timetable should be recorded as full-time with the appropriate absence code used for the sessions when they are not required to attend. In certain circumstances some pupils of compulsory school age will be placed on a part-time timetable because of some individual need, e.g. when a medical condition prevents them from attending full-time, as part of a re-integration package, or as part of a flexi-schooling arrangement. In agreeing to the part-time timetable the school has agreed that the pupil will not be attending an approved educational activity and so be absent from the school. The school must therefore record the absence in their system as an authorised absence. This will ensure that the school has a record of the amount of education a pupil has missed and help it to identify pupils that might need additional support. Schools cannot record the pupil as “not required to attend” or that the school was closed to the pupil in question as this would contravene the regulations.

Note that the funding for pupils recorded as part-time on the School Census is halved so correct reporting of part-time status is essential.

For further guidance please see the school attendance website at [http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/schoolattendance\\_data](http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/schoolattendance_data)

### **Attendance and absence reporting**

For pupils that are present at a **supervised educational activity that is off-site** and approved by the school, it is important the alternative provider and the school have an agreement in place to share attendance information. The onus is on the school to contact the alternative provider and establish these arrangements. Schools must not assume that a pupil is present at the “supervised educational activity” just because he / she are expected to be there. They must only use the “present at approved educational activity” when it is confirmed that the pupil was present.

For pupils attending another establishment as a “**guest registration**”, it is essential that the school holding the guest registration reports any absences to the home school. The home school must then record these absences as part of their School Census return.

### **New academies**

Just a reminder that any maintained schools that have become academies (either through conversion or sponsorship) since the last School Census will need to update their School Type to “49 – Academies” in time for the Autumn return and Governance to “CA – Academy”.

## **9) Early Years Census 2012**

*Gill Turner - Data Development Unit*

Version 1.0 of the Technical Specification was released to software suppliers on 4 July and is now available at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/earlyyearsensus/a00192274/early-years-census-2012>. This version does not include an extension of the scope to include 2 year olds as stated in last month’s ICES Bulletin. This is because further work needed to be done with policy colleagues to specify the data they required and this has now resulted in the introduction of one new data item to the 2012 Early Years Census – the number of 2 year olds accommodated at the setting. This is a simple count of the number of 2 year olds accommodated in the setting on Census Day and information is only required for those settings that currently provide information for the Census. The Census is not being extended to any new settings so if a setting only has 2 years old then they do not need to provide information for the Census. We appreciate that this is another late change for software suppliers and are grateful for them agreeing to implement it in their systems. Version 1.1 of the Technical Specification will be released to software suppliers by the end of July. We apologise for any confusion caused by the announcement in the previous ICES Bulletin. Guidance Notes will be published on the Department’s website in August.

## 10) Alternative Provision Census 2012

*Gill Turner - Data Development Unit*

The Technical Specification for the 2012 Alternative Provision Census is now available at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/altprovisioncensus/a00192622/alternative-provision-census-2012>. Guidance Notes will be published on the same website in August.

## 11) Coordinated Admissions 2011-2012 for admissions to schools in September 2012: ATF version 8.1 specification and associated files

*Alan Strickley - Data Development Unit*

The ATF version 8.1 for pupil allocation to schools in September 2012 is now available at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datatransfers/coordinatedadmissions/a0072746/coordinated-admissions-2012>.

The link contains the following:

- ATF 8.1 xsd;
- CTF 11 includes (these must accompany the above);
- ATF 8.1 example file;
- ATF 8.1 validated xml example file;
- Updated changes log.

Any queries contact Alan Strickley at [alan.strickley@education.gsi.gov.uk](mailto:alan.strickley@education.gsi.gov.uk).

## 12) Board (ISB): Review of Ethnicity Codelist and Learners with Learning Difficulties and Disabilities (LLDD) Codelists

*Gwen McGill - Data Development Unit*

ISB published its [ethnicity codelist](#) based on the 2001 Population Census back in May 2009 with the intention of updating this once the 2011 Population Census Ethnicity standards were known. ISB has been working closely with Office for National Statistics, policy and central organisations of data collection to review this codelist and would now like to talk to front-line service providers (e.g. schools, LAs) to explore the processes in schools and LAs where Ethnicity is captured and how the data is used in the sector.

Again, ISB is currently developing a single standard covering special education needs / disabilities / learning difficulties (LLDD) and would like your help to explore the

processes in schools and LAs where these are captured and how these are used in the sector.

ISB would like to talk to LA representatives using a variety of channels:

- 15 minute slot at the Star Chamber meeting on 4 August 2011;
- 1 to 1 conversations. Contact Terry Knowles on [terry.knowles@education.gsi.gov.uk](mailto:terry.knowles@education.gsi.gov.uk);
- ISB outward-facing collaboration space (called Huddle). Send an email request for access to the Ethnicity and LLDD project groups to Graeme Brown [Graeme.brown@education.gsi.gov.uk](mailto:Graeme.brown@education.gsi.gov.uk);

### 13) ICES website updates

- (i) The updated example file (version 1.1) for the Common Transfer File (CTF) 11 and the accompanying guidance document (version 1.1) are available at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077477/ctf11-specification-and-guidance-from-november-2011>.
- (ii) The June Data Collection Schedule is available at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/a0064361/schedule-of-data-collections-2011-12>.
- (iii) Updates of the following 2011 School Census documents and files can be found at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/schoolcensus/a0064400/school-census-2011>:
  - iii(a) The business and technical specification (version 1.3);
  - iii(b) The validation and school summary XSLT (version 1.4).
- (iv) The latest news bulletins for the School Census 2011 are available at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/schoolcensus/news/b0073341/local-authorities-and-direct-grant-nurseries> (for local authorities, direct grant nurseries, service children's education, schools' MIS suppliers and LA funding colleagues) and at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/schoolcensus/news/b0073793/bulletin-academies-ctcs-and-non-maintained-special-schools> (for academies, city technology colleges and non-maintained special schools).
- (v) An xml version of the assessment component (A\_Comp) 2011 file is now available at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/assessmentcomponents/a0070035/assessment-components-2011>.

- (vi) The latest news bulletins for the Early Years Foundation Stage Profile (EYFSP) are available at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/EYFS/b00192281/early-years-foundation-stage-profile-news>.
- (vii) The csv to xml conversion tools for the 2011 School Workforce Census are now available at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/swf/docsandtools/a0013661/school-workforce-census-csv-to-xml-conversion-tools>.
- (viii) The template for submitting a business case to the Star Chamber has been updated. The new template is available at <http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/starchamber/a0063732/template-for-submission-to-the-star-chamber>.