



Department
for Education

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1. School workforce census - reform of teachers pay and conditions

Gerard Hassett –Data Development Unit

Changes to teachers' pay being introduced in September this year will affect the reporting of pay in the 2013 School Workforce Census (SWF).

In April this year the department published the [draft School Teachers' Pay and Conditions Document 2013 \(STPCD\)](#) together with [departmental advice](#), which has been produced to assist schools in reviewing and revising their approach to teachers' pay.

The STPCD 2013 will come into effect from 1 September 2013 and will introduce major changes to teachers' pay with a consequent impact on the collection of the School Workforce Census.

The main changes from the previous STPCD which will affect the SWF are:

- the removal of Advanced Skills Teachers (ASTs) and Excellent Teachers pay scales;
- the replacement of pay scales with pay ranges (except in the case of the leadership pay scale which is retained) and the consequent removal of the pay spines and spine points;
- the introduction of a new pay range for leading practitioners;
- the introduction of fixed term teaching and learning responsibility payments (TLR3).

Education Data Division (EDD) has consulted with software suppliers and with data customers and has subsequently decided not to make changes to the specification for the 2013 SWF because of timing reasons and because the changes would be of an interim nature and would need further alterations before the 2014 census.

While the specification is remaining unchanged we request that schools take care in reporting data this year. EDD asks schools and LAs to take the following steps in returning data for SWF 2013:

- Please provide Base Pay where possible. For teachers not on the leadership pay spine schools will have the freedom from 1 September 2013 to pay salaries that are not aligned to spine points and so only Base Pay figures will be completely reliable and comparable between schools and LAs.

- Spine points will still be available in the collection. Only the leadership pay spine will be defined in the main body of the STPCD though the annexes will include values for the other pay spines. While the department would prefer Base Pay to be reported, schools and LAs using spine points are asked to ensure that these will be used to refer to the values in the annex to the 2013 STPCD that include the September 2013 pay award (the document is currently subject to a consultation which closes on Friday 26 July).
- Schools and LAs should not be issuing new contracts from 1 September 2013 that include the post or pay scale of Excellent Teacher or of AST. However, as the pay scale and post of Leading Practitioner may not be available in school and LA systems the department asks that these new contracts be returned with pay scales and post of either Excellent Teacher or of AST. This is for the convenience of reporting data and should not be taken to imply that the posts are in any way interchangeable or equivalent.

2. Pupil premium data download

Chris Gray – Finance and Funding Data

We have produced a Pupil Premium data download which will be available to schools and LAs on the Key to Success website from Monday 8 July 2013.

This download will show the pupils included in the allocations for the financial year 2013 to 2014 Deprivation and Service Child components of the Pupil Premium. Schools and LAs will be able to download a csv file showing details of the pupils included in their allocations and be able to search by Unique Pupil Number (UPN) for pupils joining their school to determine if they were included in an allocation for the current financial year.

This download will allow schools to reconcile their allocations and be better able to target the Pupil Premium funding at their deprived cohort of pupils.

A guide on the use of the download has been sent to academies and to LAs to disseminate to their schools via the school census update and is also available on the [school census 2013](#) page.

3. Information: school census completion of the admission appeals module

Helen Bray - Infrastructure, Funding and Longitudinal Analysis Division

From 2014, all academies will be required to complete the admission appeals module in the spring school census. This requirement has been extended to cover all academies (including converter academies, sponsored academies, free schools, studio schools and

UTCs) to give the department a full picture of admissions appeals at both primary and secondary level.

The relevant date for the spring census is 16 January 2014. If the school is an academy on that date, it will be completing the school census and will need to complete the admission appeals module.

Any primary and all-through academies with infant classes are, in addition, required to provide in their census return the figures for appeals for infant classes. This will be a subset of the total number of appeals for all classes.

More information, including the data which will be required, is available in a Q and A document available via the [school census pages](#) of our website.

4. Important information about Unique Learner Numbers (ULNs)

Jennifer Powles - Senior Account Manager, Learning Records Service

Register with the Learning Records Service (LRS) early!

As a part of ULNs becoming mandatory within the school census in January 2014, all schools will need to be registered with the LRS to manage any exceptions that arise when obtaining ULNs. It is essential that all schools are registered well before January 2014, so why not register now and become familiar with the LRS system.

To register, you will need to complete and sign the Learning Provider Agreement and also the Organisation Registration form.

The LRS Learning Provider Agreement and Organisation Registration forms can be found on the LRS website

The Provider Agreement needs to be signed and the hard copy with the original signature issued to:

LRS Business Support
Information Management Services
Skills Funding Agency
Cheylesmore House
Quinton Road
Coventry CV1 2WT

The Organisation Registration Form can be signed, scanned and emailed to lrsbusinesssupport@learningrecordsservice.org.uk.

Unique Learner Number for pupils in alternative provision

In the 2014 Alternative Provision Census, the collection of Unique Learner Number (ULN) will be optional for those pupils aged 14 and over in Alternative Provision on Census Day.

A ULN could not previously be issued unless a student was linked to an establishment which has a United Kingdom Provider Reference Number (UKPRN) provided by the UK Register of Learner Providers.

As a result of discussions, the LRS have agreed that local authorities can now also sign the Learning Provider Agreement, in place of a school, which will enable them to access the LRS system to issue and manage ULNs for pupils receiving Alternative Provision. All such Local Authorities will also need to complete the LRS Organisation Registration form to nominate a super user to use the system. Details on where to find and send the forms is given above in the “**Register with the LRS Section**”.

This process is only for pupils receiving Alternative Provision, and who are not associated with a school having a UKPRN and access of its own to the LRS system.

The latest version of the [2014 Alternative Provision Census Specification \(v1.0\)](#) advised that further information on the process for how ULNs may be obtained and submitted for pupils in AP would be provided following the outcome of discussions with the LRS.

Important new guidance on obtaining ULNs

In the [ICES Bulletin 62](#) we provided guidance about including the necessary postcode information within the CTF file to ensure that ULNs can be successfully retrieved by schools.

The postcode is required in order to retrieve a ULN. A CTF file sent to the S2S system will validate without the postcode field, but it will not return a ULN without a postcode included within the CTF file submitted. So please be aware of this anomaly.

For clarity, CTF files are only uploaded to the S2S system, not to the Learning Records Service (LRS) system. Once a CTF is uploaded to the S2S system, S2S securely sends the data to the LRS system for processing. Once the data is processed and ULNs have been issued, the LRS system securely sends this information back to the S2S system. The ULNs are then retrieved from the S2S system by the school.

Further information on this is detailed in the [November CTF12 supporting documentation](#).

ULN data quality

It is important for schools to ensure high quality and correctness of data when requesting and/or managing ULNs. Examples that can cause problems include where address

details are out of date and also the use of short names (or nick names) rather than legal names.

Good ULN data management starts with the school that issues the ULN to the student in Year 9. This data will follow the pupil throughout their learning journey into FE and HE. It is therefore important for schools to ensure correctness of ULN data to make processing of this information easier in future when the pupil moves on to FE or HE.

It's vital to share ULNs with pupils and awarding organisations

When you have obtained ULNs for your Year 9 and above pupils, it is very important to let them and their awarding organisation know their ULN for exams. Unlike the UPN, the ULN has been designed for the sharing of the pupils' achievement data within the [Personal Learning Record \(PLR\)](#) and to enable more efficient exam administration.

Having a PLR pre-populated with verified achievements will benefit each pupil as they move through their lifelong educational journey by speeding up HE and FE application and admissions process, as well as making it possible for individuals to demonstrate qualifications to a potential employer.

Please ensure each pupil is shown a copy of the [standard schools Privacy Notice](#) which explains how their data will be shared.

Further information and assistance is available as follows:

- For queries relating to s2s and the associated CTF file email: please complete a [service request form](#).
- For queries relating to management of ULN exceptions and LRS registration: Telephone: 0845 602 2589. Email: LRSsupport@learningrecordsservice.org.uk.

5. Website updates

The following are now available on the Department's website:

- a version of the CSV to XML convertor for users of Excel 2010 is now available for the [children in need 2012 to 2013 census](#);
- information about the [school capacity 2013 collection](#);
- the latest [school census news](#);
- the guide for completing the [key stage 1 2013 collection](#);
- the guide for completing the [phonics screening 2013 collection](#);
- updated versions of the input sheet user guide and the input paper sheets for the [early years foundation stage profile return 2013](#);

- the latest version of the [common basic data set](#), updated on 17 May;
- recently completed [requests for change \(RFC\) forms updating the common basic data set](#);
- the specification for the [common transfer file \(CTF\) 13](#);
- Information for the electronic transfer of data to enable implementation of [coordinated admissions to schools in September 2014](#);
- an updated version (v1.3) of the specification for the [children in need census 2013 to 2014](#);
- an updated version (v1.1) of specification for the [alternative provision census 2014](#).



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This document is available for download from the [Department's website](#).