



Department
for Education

Coordinated Admissions – Report specification for collecting data on the percentages of parents obtaining a preferred secondary school

Technical Specification: March 2013 Offers

Contents

Technical Specification: March 2013 Offers	3
Background and rationale	3
Report requirements	3
Clarifications	4
CSV format submission	5
CSV structure	6
File naming structure	12
Submission of files	12

Technical Specification: March 2013 Offers

Background and rationale

The [Information as to Provision of Education \(England\) Regulations 2008 \(SI 2008/4\)](#) require local authorities to submit data on secondary school applications made and offers met in relation to children resident in their area. Data should be provided for community, foundation, voluntary controlled and voluntary aided schools and for academies.

[Regulation 5](#) requires a local authority to provide the Secretary of State with a report containing the information specified in [Schedule 2](#) to the Regulations on 1 March each year (or, in any year in which 1 March is not a working day, on the next working day) containing information correct as that date.

Regulation 5 provides that an authority *may* provide the Secretary of State with a report containing the information specified in Schedule 2 no later than 8 September (or in any year in which 8 September is not a working day, by no later than the next working day) containing information correct as at 1 September (or in any year in which 1 September is not a working day, the next working day).

In each case the information should relate to applications for admission to secondary school during the school year commencing in the August or September of that calendar year.

Schedule 2 of the Regulations specifies the information to be contained in each report.

This document specifies the technical requirements for the return. [More detailed guidance](#) can be found on the Department's website after January 2013.

Report requirements

The report will need to contain information as follows:

- The LA name and DfE number.
- The report date (1 March and other dates as specified in regulations).
- The National Curriculum Yeargroup (NCY) of admission. The NCY year for which the preference is being expressed. i.e. 7 for Primary to Secondary transfer but could be 5 or 9 for transfers between LAs with 2 and 3 tier systems.
- The total number of 'home' LA applications for secondary school places.
- The number of 'home' LA applications for secondary school places submitted 'online' and included in the total number of 'home' LA applications.
- The number of admission places available in home LA secondary schools (i.e. total of the PANs for secondary schools in the LA) for the admission year being reported upon i.e. Year 5, 7 or 9.

- The number of 'home' LA applicants expressing one, two, three etc. preferences only.
- The number of offers made to first preferences from home applicants.
- The number of offers made to second preferences from home applicants.
- The number of offers made to third preferences from home applicants.
- The repeat for the number of additional preferences allowed in the LA admissions scheme.
- The number of home applicants for whom offers could not be made for any preferences.
- The number of home applicants for whom an alternative school place has been offered because an offer could not be made for any preferences.
- The number of admission places available in home LA secondary schools on report date (i.e. vacant places).
- The number of home applicants for whom an offer was made in a school located in the home LA area.
- The number of home applicants for whom an offer was made in a school located in another LA area by the home LA on behalf of that other LA.

Clarifications

What does an 'offer' mean? Where the context requires it, an offer is the offer of one school place. An 'offer' needs to be something that can be accepted and, therefore, it needs to be specific. Sending a parent a list of schools and inviting them to pick one, or to rank them, is not an offer of a school place. This would be recorded under 'Number of home applicants for whom offers could not be made for any preferences' only.

Most LAs will only need to submit one report at each date for admissions to Year 7 in secondary schools. In those LAs with both Middle (Deemed Secondary) and Upper schools, a report will be required for each admission group e.g. separate reports for admissions to Year 5 and to Year 9. The filename will also indicate which year group the file relates to.

Offers to parents that did not make an application should **NOT** be included.

Applications received after the closing date: These should **ONLY** be included if applications were received in time to be considered in the round without disadvantage i.e. treated as on-time.

What does no offer mean? No offer should relate to those applicants who did not receive an offer corresponding to one of their preferences rather than those who received no offer at all. (regulation section 9 in table)

CSV format submission

A CSV format data file is an ASCII text file consisting of a number of text records. Each text record consists of a number of text values. Text values are separated by a comma and can optionally be enclosed in double quotes.

If a text value *contains* a comma it **MUST BE** enclosed in double quotes. (It is possible to put double quotes round any field, regardless of content, but that is not required, and is not expected, except where a value includes a comma.) There should be no empty text values. Use 0 if there is no data e.g. no fourth preferences data but the LA offers four preference but N/A where the LA only offers up to 3 preferences.

Only two lines of data are required in this report. The first line will contain column headings while the second line will contain data.

CSV structure

The file will have the following structure. The field name will also constitute the column header in the file.

Regulations Schedule 2 paragraph	Field	Description	Calculation Checklist
1	DfE number	3 digit number allocated to each local authority with education responsibilities	
2	LA name	Name of local authority	
3	Report date	1 March or 1 September (or the next working day where 1 March or 1 September is not a working day)	
n/a	National Curriculum	The National Curriculum year to which the data relates. This will be Year 7 for most local authorities, but will be different for local authorities with a 3 tier school system. Where there is more than one year of admission, e.g. to middle school and upper school, a separate report is required for each year.	

Regulations Schedule 2 paragraph	Field	Description	Calculation Checklist
4	Total home applications	<p>Total number of applications received in respect of children living in the local authority area, including applications for schools in other local authority areas. This is a count of the number of applications received in hard copy or online. Do not count each preference as a separate application. Duplicate applications, replacement applications, amended forms and forms from two different applicants in respect of one child should be resolved and counted as a single application. Applications that are withdrawn before an offer is made should not be counted. Children with an SEN statement that names a school should not be included in this return. Do not count any applications which were treated as late applications. However, it is acceptable to include any applications which arrived after the closing date but which the local authority treated in the same way as on time applications.</p>	
5	Online applications	<p>The number of applications in 4 above that were submitted online.</p>	

Regulations Schedule 2 paragraph	Field	Description	Calculation Checklist
6	Places available	Number of admission places available in home local authority secondary schools (i.e. the total of the published admission numbers for all secondary schools in the local authority area) for the admission year being reported upon.	
7a-f	One preference, two preferences etc	Number of home applicants expressing one preference, two preferences etc. Where a local authority offers fewer than 6 preferences, N/A should be entered in the fields which are not relevant e.g. if an authority offers three preferences, N/A should be entered in the fields for 4, 5 and 6 preferences. Where no parent expressed a particular number of preferences, 0 should be entered in the relevant field e.g. if no parents expressed only one preference 0 should be entered in the field for one preference. When submitting updated data in September, local authorities which allow parents who did not receive an offer of a place on national offer day to express further preferences after national offer day, should not include these further preferences in their return. Any offer made after this second preference exercise should be recorded as an alternative offer (row 10 below).	The total number of preferences expressed must be the same as the total number of applications. $7 (a+b+c+d+e+f) = 4$

Regulations Schedule 2 paragraph	Field	Description	Calculation Checklist
8a-f	First preference offers	<p>Number of applicants offered a place at their first preference school, second preference school etc. Children with an SEN statement that names a school should not be included in this return.</p> <p>As above, enter N/A as appropriate where authority offers fewer than 6 preferences and 0 where no parent was offered a particular preference.</p>	<p>Where all applicants received an offer corresponding to one of their preferences, the total of 8 a-f will be the same as the total number of applications.</p> $8 (a+b+c+d+e+f) = 4$ <p>Where not all applicants received an offer relating to one of their preferences, the total of 8a-f will be less than the total number of applications.</p> $8 (a+b+c+d+e+f) < 4$
9	Applicants without an offer corresponding to any preference	<p>Number of home applicants for whom offers could not be made for any preferences. This number should not include offers made to parents who did not submit an application.</p>	<p>The number of applicants without an offer corresponding to any preferences will be the same as the total number of applications minus the number of offers made which corresponded to parents' preferences.</p> $9 = 4 - 8 (a+b+c+d+e+f)$
10	Alternative offers	<p>Number of home applicants falling within paragraph 9 to whom an alternative offer has been communicated by the authority. Do not include any offers made to parents who did not submit an application in this return. If the response to question 9 is 0, N/A should be entered in this field. If the local authority does not make alternative offers on national offer day, this field should also be entered with N/A.</p>	<p>The number of alternative offers must be the same as or less than the total number of applicants without an offer corresponding to any preference.</p> $10 \leq 9.$

Regulations Schedule 2 paragraph	Field	Description	Calculation Checklist
11	Vacant places	Number of admission places available in home authority secondary schools on report date. This is the number of places remaining in home authority schools that are NOT potentially filled through an offer to any pupils and should take account of offers made to applicants resident outside the home authority area. This number is not based on acceptance of the places or actual attendance.	The number of vacant places will be the total number of places available minus the number of offers made to home applicants for a school in the home LA area minus any offers made to non-LA residents for home LA schools. 11 = (6-12) - offers to non-LA residents. (Offers to non-LA residents are not requested elsewhere in the data return.)
12	Total home LA offers	Number of home applicants for whom an offer was made in a school located in the home LA area. Do not include offers made to parents who did not submit an application.	12 + 13 <= 4
13	Total other LA offers	Number of home applicants for whom an offer was made in a school located in another LA area. Do not include offers made to parents who did not submit an application.	The total number of home LA offers plus the total number of other LA offers must be the same as the total number of offers made which corresponded to parents' preferences plus the total number of alternative offers. 12+13=8(a+b+c+d+e+f)+10

NOTE: The standard date format used by the Department is CCYY-MM-DD. Microsoft Excel handles dates in its own way. When a csv file is opened in Excel, it tries to be helpful by converting everything that it thinks is a date to a standard format - dd/mm/yyyy. And when you do Save-as CSV from Excel, it outputs a date according to the display format on the cell (or the default from the worksheet). As all files are being sent to the Department, this issue will be dealt with by the Department.

The first line is to include column names while the second line will include data for the LA.

Example line 1:

DfE Number,LA Name,Report date,NCY of admission,Total home applications,Online applications,Places available,One preference,Two preferences,Three preferences,Four preferences,Five preferences,Six or more preferences,First preference offers,Second preference offers,Third preference offers,Fourth preference offers,Fifth preference offers,Sixth or lower preference offers,No offers,Alternative offers,Vacant places,Total home LA offers,Total other LA offers

Example line 2:

352,Manchester,01/03/2013,7,5000,2000,5500,10,20,4970,0,0,0,4000,700,200,0,0,0,100,50,550,4890,10

File naming structure

Filenames should be constructed as follows

ADMPREFS_N_LEA_MMMYY.CSV

In this structure

ADMPREFS is constant

N is the NCY of the admissions group for which the preference is being expressed

LEA is the 3 digit number allocated to each LA with education responsibilities

MMM is the first three characters of the month that the report is required for. YY is the last two digits of the year.

For example MAR13 will change with each report e.g. MAR13 for March 2013, SEP13 for September 2013, MAR14 for March 2014, SEP14 for September 2014 etc.

Underscores (_) either side of the NCY and LEA number are constant

File extension is always CSV.

Submission of files

All files created by a local authority are to be sent to the Department as an email attachment to secondary.preference@education.gsi.gov.uk.

Files are to be received by the Department by 1 March 2013 or next working day and by such other dates to be specified in regulations. These being before or on 8 September 2013 or next working day for the voluntary return.



Department
for Education

© Crown copyright 2012

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit <http://www.nationalarchives.gov.uk/doc/open-government-licence/> or e-mail: psi@nationalarchives.gsi.gov.uk.

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

Any enquiries regarding this publication should be sent to us at simon.grigor@education.gsi.gov.uk

[This document](#) is also available from our website.