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1. 2011/12 Qualification Success Rate reports for school sixth forms

Elliot White – Product Development Unit

From Monday 22 April 2013, Local Authorities can download their schools 2011/12 Qualification Success Rate (QSR) Reports using the Key to Success website. Sixth forms will also be able to download their QSR Reports at the same time through the Data Sharing website.

All reports are based on the 2011/12 academic year, providing information which can facilitate a comparison of success, retention and achievement rates for 16-19 year olds across a range of academic and vocational subjects. If you have any queries regarding your QSR Reports, please contact QSR.Report@education.gsi.gov.uk.

2. 2013 Autumn School Census – changes to the post-16 learning aims module

Gill Turner – Data Development Unit

Dropping of two data items

It is clear that the collection of the results of learning aims in the 2012 Autumn School Census has proved problematic for the Department, schools and management information software (MIS) suppliers alike. The amount of manual intervention required in order for individual schools to fully match achievements data received from awarding organisations with learning aims information held within MIS placing a much greater burden on schools than was originally envisaged. Given that this information is no longer required for funding purposes and that data for Qualification Success Rate (QSR) performance measurement can be obtained through the central matching of awarding organisation data to School Census learning aims information, the Department has decided to drop the requirement for Learning Aim Outcome and Learning Aim Result to be submitted for completed learning aims by schools in the School Census.

The suppliers of MIS have been informed of this decision which was made late in the day in terms of their software development cycles. It is possible therefore that some extract routines from school MIS for the 2013 Autumn School Census may still include these two data items. If this is the case, schools should not worry or take any action to check or remove the data. The data will be accepted by COLLECT but there will be no validation against it nor will it be used by the Department.

Learning Aim Result is used to record the actual result of the overall examination / assessment associated with the completed learning aim, e.g., A, A*. Learning Aim Outcome is used to record if the learning aim has been passed, failed or result not known.

Re-introduction of discount codes

In order for the Department to match awarding organisation data to School Census learning aims information, it will be necessary for schools to submit the discount code for each learning aim submitted in the 2013 School Census. Where discount codes are available for completed learning from awarding organisations these should be submitted in the School Census, for other learning aims schools will need to refer to QWS to ensure they return the most up to date QANs and discount codes. Discount codes were dropped from the 2012 School Census but prior to that were collected as part of the School Census.

The Department conducted a major revision of discount codes on QWS in advance of the 2012 School Census. This revision was necessary to eliminate discrepancies between QWS and the discount codes used in the Performance Tables, where they define when the performance points and threshold contribution of qualifications discount against each other. This co-ordination of discount codes will help to make matching of learning aims to exam results easier in future. Additionally, this should bring discount codes in line with those used by awarding organisations. Discount codes on QWS are applied to new QANs as advised by the Departmental team who allocate codes for performance table purposes, and thus although updates may very occasionally be necessary for specific codes on QWS, this will only be to keep QWS data in line with other sources – rather than to correct inconsistency errors.

Further information will be available in a guide for schools and local authorities on the post-16 learning aims module of the 2013 Autumn School Census due to be published before the end of April on the Department's website.

3. Changes to the School Census and PRU Census for 2014

Gill Turner – Data Development Unit

The most significant change is that there will be no PRU Census from 2014 onwards. From Spring 2014, PRUs (including alternative provision academies and alternative provision free schools) are to submit termly data as part of the School Census, including attendance and exclusions data.

A number of changes are being made to the School Census for the collections in Spring and Summer 2014, including a couple of new data items. The first is a yes/no flag to

identify those pupils in receipt of top-up funding. The second will identify those children who were looked after immediately before adoption – it will be up to those who have parental responsibility (adoptive parents, special guardians and carers) to decide if they wish schools to know whether such children have been adopted, or are under a special guardianship order or a residence order.

Schools that are all-through will be able to identify themselves as such in the 2014 School Census and this will ensure they are able to return all the appropriate data for all their pupils.

Some changes are being made to existing data items:

- Unique Learner Number: this is required for all pupils on roll on Census Day aged 14 and over. Previously ULN was returned on a voluntary basis.

- Admission appeals and infant admission appeals: where applicable, academies will now be required to return these. Information about appeals lodged on or after the start of the academic year is no longer required, nor is information required about in-year appeals.

- Funded hours and hours at setting: these are required for all children aged 2 as at 31 December 2013. Previously these were only required for those 2 year olds with SEN and rising 3s.

Further details of the changes will be available on the website soon and guides for local authorities and schools for the 2014 Spring and Summer School Census will be published on the same site in June.

4. School staffing data from Pupil Referral Units in 2013

Gerard Hassett – Data Development unit

The Department will be requiring Pupil Referral Units (PRU) and AP academies to make a return of the School Workforce (SWF) Census from November 2013.

From April 2013 the Government has given PRU management committees delegated budgets and control of staffing, as outlined in the schools White Paper 2010 and, in part, enacted by the Education Act 2011. This will essentially give PRUs similar autonomy over budget and staffing decisions to maintained schools.

Up to 2012 PRUs were not required to make SWF returns for the staff working in their schools, but instead returned a snapshot of aggregate data as at census day in the PRU Census. SWF data for these staff were included in SWF returns from local authorities for their centrally employed staff. From April 2013 these staff will no longer be "centrally employed" and so no workforce level data will be returned for them by LAs for the period

from 1 April. In the new AP academies, staff are not centrally employed and so no data will be returned from local authorities for them.

For these reasons, PRUs and AP academies will be required to return the SWF census from 2013.

Because PRUs will change status part way through the year there will be complications regarding contract and absence data.

Contract data for the period up to 1 April 2013 will be returned by LAs as part of the central return, but data for the period from 1 April to census reference date will have to be reported as part of the establishment level return. As PRU staff are centrally employed until the end of March 2013 no absence data will be required for these staff for this period. From 1 April PRU staff will be employed by the PRU so absence data will be required from this date.

For [further details](#) please await the guidance which will be published before the end of April.

5. Important New Guidance on Obtaining Unique Learner Numbers (ULNs)

Jennifer Powles - Senior Account Manager, Learning Records Service

May 2013 Census – Obtaining ULNs

In [ICES Bulletin No 61](#) we encouraged schools to begin preparing to manage Unique Learner Numbers (ULNs) for their Year 9 pupils. For pupils in Year 9 and above, ULNs will be mandated in the January 2014 schools census. You can begin obtaining ULNs for your Year 9 pupils as a part of the May 2013 schools census. This will help you to get up to speed with obtaining and managing ULNs well before January 2014.

Postcodes are essential to issue ULNs

The Learning Records Service (LRS) requires a pupil's postcode in order to issue a ULN, a requirement for individuals of any age before they can be provided with a ULN. Although the postcode field is optional within the Common Transfer File (CTF) format, it is essential to provide the pupil's postcode so that the LRS can issue a ULN.

The LRS uses a pupil's postcode to check whether a ULN has previously been issued to a pupil; if postcode is not included in the CTF that is uploaded to S2S, the request will ultimately be rejected by the LRS with a code of 'RC10 – Null Values'.

To ensure successful validation of your CTF file, you must ensure that the pupil's postcode is included along with the following fields:

- EITHER PAON and Street;
- At least one of Locality, Town and Administrative Area OR Address Line.

This is in addition to the other required fields of UPN, Surname, Forename, Date of Birth and Gender.

For clarity, CTF files are only uploaded to the S2S system, not to the 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](#).

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: s2s.mailbox@education.gsi.gov.uk.

For queries relating to management of ULN exceptions and LRS registration: Telephone: 0845 602 2589. Email: LRSsupport@learningrecordsservice.org.uk

6. Remodelling EDD's website content

Jon Leyshon – Data Development Unit

The division is working to improve the web pages it uses to support [data collections](#). For example, we are including more content about the censuses [directly in web pages](#), rather than in Word and PDF downloads, to make it easier to find important information such as data collection dates.

We are also creating [census news pages](#), which hold the information that is provided in email news bulletins. Our hope is that we are presenting this information in a manner that is easy to navigate and find through search engines.

With that in mind, please let us know if you have comments or suggestions that will help us improve our web content using the [feedback form](#).

7. Website updates

There are no website updates in this bulletin.

It has been sometime since the last issue and a large amount of information has been added. This includes the changes to the style and format detailed above.

Readers are advised to check the website to ensure that any specific piece of information they wish to use is up-to-date.

Readers will find that many published documents will have a version history that details changes made to that document.