



Education Data Division - Request for Change Form for CBDS

Section 1 - Details of Change

(To be completed by the RFC Originator / CBDS Administrator)

Project / Service: CBDS	Type of Change: Creation of a new data item	RFC682 <<Issued by the PSO on receipt of this form>>
Name and team/company of RFC Originator: Phil Dent, Data Development Unit, Education Data Division		
Originator Contact No: 01325 735409	Originator email address: phil.dent@education.gsi.gov.uk	
Date RFC Raised: 10 December 2013	Date change required: In systems from September 2014 for collection in the 2014 Autumn School Census	
Priority: 1	1 = Top - Ministerial or legislative requirement 2 = High - Senior official customer requirement or clear net benefit / efficiency saving to EDD, department or MIS suppliers 3 = Medium - Customer requirement, marginal net benefit 4 = Low - Nice to have, net cost, does not affect functionality, cosmetic change	
EDD Contact: Phil Dent (phil.dent@education.gsi.gov.uk)		

Change Title:

School lunch taken

Data item / Rule Number:

CBDS data item nnnnnn, *Pupil Level*, Pupil characteristics module, School lunch taken, xml tag <SchoolLunchTaken>

Description of change:

The introduction of the universal infant meals policy (for pupils in Reception, Year 1, Year 2 and those aged 4 to 6 at the start of the academic year in Year X) has introduced a need to monitor school lunches taken at a pupil level to facilitate accurate funding. Pupil level data concerning the take up of school lunches on census day will be collected each term with, initially, funding based on the first term's results, but with subsequent funding based on an average across three terms.

Metadata Requirements:

Sequential Number – TBC

CBDS Level – Pupil

CBDS Module – Pupil characteristics

Identifier 1 – TBC

Identifier 2 – n/a

Data Item Name – School lunch taken

Description – A pupil who has taken-up a school lunch provided under the universal meal policy

Type and format – A(5)

Code set / Valid values – 1,0, true or false

Item level validation – None

XML Tag - <SchoolLunchTaken>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Reason for change (including benefits):

To facilitate the collection of data on the take-up of the universal meals policy (for pupils in Reception, Year 1, Year 2 and those aged 4 to 6 at the start of the academic year in Year X) in schools. The collection of this data item is required to meet the policy requirement to fund based on a pupil level data and will be necessary for the purposes of policy evaluation by providing the Department with data which can be used in the future to measure whether the policy has improved the outcomes for the

pupils in receipt of the free lunch.

Impact of not doing the change:

The accurate calculation of funding for the universal meals policy based on pupil level data collected via the School Census will not be possible.

ISB view of the proposed change:

No comment received.

Funding availability:

Not applicable

Impact assessment to be undertaken by:

Core software suppliers

Any additional software suppliers for School Census.

Date consulted:

10 December 2013

Response requested by:

18 December 2013

Section 2 - Impact Analysis

(To be completed by Impact Assessors)

Software Suppliers' Summary of Impact Assessment:

Supplier No 1:

We have no issues with this RFC.

Supplier No 2:

Given the imminent move to Data Exchange within ISB standards, we are surprised that the DfE is considering introducing such a superficial method for collecting the data rather than collecting the information over a time period. If the DfE decides to go ahead with collecting the data in this crude form, suppliers and schools will need to understand what is intended in situations such as the two described below.

1. The DfE has indicated that the Date for Census Day cannot change for a school even if it is closed on that date. This makes good sense for most pupil characteristics as they apply regardless of whether the school is actually open on Census Day, e.g. Ethnicity, but if we take this proposed DBDS definition literally a zero should appear where the school is closed. As funding is related to this item schools will not return zero and will instead make up some number that they consider reasonably representative.
2. Germs can spread very quickly between pupils of the ages described, so if schools follow the

proposed CBDS definition they could end up underfunded where a large number of pupils are absent on Census Day. Again as funding is related to this item schools will not return such an unrepresentative number and will instead make up some number that they consider reasonably representative.

We recommend collecting the total number of Universal Free School Meals taken during the period since the previous Census. Such information will be considerably fairer to schools for allocating funding and will not put them in a position where they feel obliged to “make up” the information.

DfE Internal Colleagues’ Summary of Impact Assessment:

n/a

Alternative Solutions / Workarounds (if appropriate):

n/a

Estimated Cost of Change:

n/a

Impact Assessed by (name): Phil Dent **Date:** 19/12/2013

Section 3 - Outcome / Decision
(To be completed CBDS Administrator)

Review Meeting: CBDS Administrator review

Attendees: Gary Connell, Phil Dent.

Date of Review Meeting: 19/12/2013

Brief Summary of Discussion:

The RFC was accepted by the group on the understanding that the changes listed within the RFC are currently moving through the parliamentary legislative process and will not complete this journey until mid-2014. As such, these elements are included within the RFC to allow development work to be planned and undertaken. Should any issue arise with the parliamentary process, these elements will be removed via the Request for Change (RFC) process.

Accept / Reject:

Accept

Deferred to:

n/a

Type of Funding:

n/a

Fund Holder Agreement:

n/a

If Defer, provide details

n/a

If Accept, provide details:

The RFC was accepted by the group on the understanding that the changes listed within the RFC are currently moving through the parliamentary legislative process and will not complete this journey until mid-2014. As such, these elements are included within the RFC to allow development work to be planned and undertaken. Should any issue arise with the parliamentary process, these elements will be removed via the Request for Change (RFC) process.

The comments from supplier no 2 were noted. However as funding policy were adamant that the new data item should be collected at a pupil level, it was agreed that the RFC should be accepted as the alternative proposal to collect total meals taken during the previous term would be too burdensome at a pupil level for schools using systems without integrated catering packages.

If Reject, provide details:

n/a