Section 1 - Details of Change
(To be completed by the RFC Originator / CBDS Administrator)

Project / Service:	**Type of Change:**	**RFC*650***
CBDS	**New Data Item**	<<Issued by the PSO on receipt of this form>>

Name and team/company of RFC Originator:
Alan Brooks; DfE; DDU

Originator Contact No:	**Originator email address:**
01928738067; Ext 438067	**Alan.brooks@education.gsi.gov.uk**
Date RFC Raised:	**Date change required:**
9 August 2013	**As soon as possible**
Priority:	**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
2 = High	

EDD Contact:
Alan Brooks or Ian Casey

Change Title: Create new data item `On-Line Application'

Data item / Rule Number: New item, applicable for LA Admissions systems only. This data item is not required in school systems.

Description of change:

The School Preference data collection is a new child level data collection for 2014. Data will show if a school placement offer has been made, and whether this offer was made on the basis of an on-line application or not. The collection will show where preferences have been met if an application was made. The creation of a new data item `On-Line Application' will enable analysis of whether the coordinated admissions application was made `on line' for each child.

Metadata Requirements:

1 - New Item
CBDS Level - Pupil
CBDS Module – Admissions
Identifier 1 - *(to be confirmed after the RFC has been approved)*
Identifier 2 -
Data Item Name – On-Line Application
Description – Identifies whether an application for a school place preference was made on-line
Type and format – A(5); 1, 0, True, False (This field may be missing/blank)
Code set / Valid values – N/A
Item Level Validation – Must be either Y or N (i.e. true or false). (This field may be missing/blank)
XML Tag – <OnLineApplication>
Status – Active
History Notes – N/A
Multiplicity Notes – S

Reason for change (including benefits):
The move to collecting pupil level data for secondary and primary schools will bring significant benefits in terms of increasing choice and competition, and identifying areas where improvement is needed. The data will help to assess whether parents in poorer households express preferences good schools and the extent to which such preferences are met. This is a potentially important influence on social mobility.

Thus, more detailed information will help us to analyse why preferences are made, which should enable us to improve preference rates. Pupil level data will show how often individual schools are requested; the rank of these requests (e.g. 1st, 2nd); and if a school(s) is oversubscribed (which will impact on performance for a local area).

Existing evidence already suggests that disadvantaged families are less likely to apply to attend the best schools, and the new data will be matched to FSM/SEN etc to look at how to resolve this.

The most pressure for places is at primary level, and collecting data at this level will allow the above issues to be analysed for the first time.

Star Chamber Scrutiny Board has supported the collection of this data.

The creation of a new data item `On-Line Application' will enable analysis of whether the coordinated admissions application was made `on- line' for each child.

Impact of not doing the change:
Not collecting the new preferences data will reduce the possibilities for learning about and therefore helping LAs to improve preference rates – especially at primary level and in relation to disadvantaged families.

Not introducing `On-Line Application' as a new data item will reduce our ability to understand how preferences are made (i.e. on-line or not). Applications made online have a VFM value to the LAs and not collecting this data item will prevent analysis of progress by LAs in taking advantage of this opportunity for improved efficiency.

ISB view of the proposed change:
ISB position must be sought from ISB TSS (TSS IT Governance)

Changing the data item to hold application channel type would give a more flexible standard, allowing for future monitoring of applications by telephone, social media etc)

Funding availability:
N/A

Impact assessment to be undertaken by:
ISB
LA Admissions software suppliers (copied to core suppliers for information)
DfE Project Group

Date consulted:	**Response requested by:**
12 August 2013	**20 August 2013**

Section 2 - Impact Analysis (To be completed by Impact Assessors)

Software Suppliers' Summary of Impact Assessment:

Software suppliers raised no issues in relation to this request.

DfE Internal Colleagues' Summary of Impact Assessment:

A request was made to make the valid values between CBDS and the technical specification consistent. Otherwise no issues were raised in relation to this request.

Alternative Solutions / Workarounds (if appropriate):

N/A

Estimated Cost of Change:
N/A

Impact Assessed by (name): **Date:** 20 August 2013
DfE Working Group, ISB
LA Admission suppliers

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

Review Meeting: Data Standards Board

Attendees:	**Date of Review Meeting:**
Ian Casey Alan Brooks	21 August 2013

Brief Summary of Discussion:

The request to make CBDS and technical specification valid values consistent was supported. Y/N flags in the specification have been replaced by `True, False, 1, 0, (missing or blank).
It was accepted that ISB proposals would provide future proofing for this data item. However, it was agreed that given timescales for this project, and data standards timetables for this area of data, the request was fit for purpose at this stage.

The Board accepted the RFC

Accept / Reject:	**Deferred to:**
Accept	Not Applicable
Type of Funding:	**Fund Holder Agreement:**
Not Applicable	Not Applicable

If Defer, provide details
Not Applicable

If Accept, provide details:
The new data item will be included in the CBDS showing the metadata requirements as follows:

CBDS Level - Pupil
CBDS Module – Admissions
Identifier 1 - 100526
Identifier 2 -
Data Item Name – On-Line Application
Description – Identifies whether an application for a school place preference was made on-line
Type and format – A(5); 1, 0, True, False (This field may be missing/blank)
Code set / Valid values – N/A
Item Level Validation – Must be either 1 or 0 (i.e. true or false). (This field may be missing/blank)
XML Tag – <OnLineApplication>
Status – Active
History Notes – N/A
Multiplicity Notes – S

The CBDS database, version control log and RFC log will be published in the first week of September to reflect this change at: http://www.education.gov.uk/researchandstatistics/datatdatam/cbds/a0058744/cbds

If Reject, provide details:
Not Applicable

Department for Education

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