## Education Data Division - Request for Change Form for CBDS

### Section 1 - Details of Change

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

<table>
<thead>
<tr>
<th>Project / Service:</th>
<th>Type of Change:</th>
<th>RFC</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Alternative Provision Census</td>
<td>New Data Items</td>
<td>957</td>
</tr>
</tbody>
</table>

**Name and team/company of RFC Originator:** Phil Dent - DDU

**Originator Contact No:** 01325 340499

**Originator email address:** Phil.dent@education.gov.uk

**Date RFC Raised:** 02 June 2017

**Date change required:** To be in place for 2018 AP Census

**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

**EDD Contact:**

Phil Dent - DDU

Published: August 2017
**Change Title:** New data items

**Data item / Rule Number:** TBA

**Description of change:**

Following a full review and star chamber approval, the alternative provision census will be changed. This adds 7 new data items and removes 1 data item.

New data items:

**Data item nnnnnn – URN of previous school**

*Metadata Requirements:*
- CBDS Level – Pupil
- CBDS Module – Pupil characteristics
- Identifier 1 – nnnnnn
- Identifier 2 – n/a

*Data Item Name – URN of previous school*

*Description – Records the EduBase unique reference number (URN) of the school that the pupil was attending prior to being placed in alternative provision*

*Type and format – 999999*

*Code set / Valid values:*
- n/a

*Item level validation – None*

*XML Tag - <PrevURN>*

*Status – Active*

*History Notes – C*

*Multiplicity Notes – S (Single current occurrence)*

**Data item nnnnnn – Primary reason for placement**

*Metadata Requirements:*
- CBDS Level – Pupil
- CBDS Module – Pupil characteristics
- Identifier 1 – nnnnnn
- Identifier 2 – n/a

*Data Item Name – Primary reason for placement*

*Description – Records the primary reason the pupil has been places into alternative provision*

*Type and format – A(3)*
Code set / Valid values:

New codeset:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHC</td>
<td>Setting named on EHC plan</td>
</tr>
<tr>
<td>MHN</td>
<td>Mental health need</td>
</tr>
<tr>
<td>NEW</td>
<td>New arrival without a school place</td>
</tr>
<tr>
<td>OTH</td>
<td>Other</td>
</tr>
<tr>
<td>PCC</td>
<td>Pregnancy / childcare</td>
</tr>
<tr>
<td>PEX</td>
<td>Permanent exclusion</td>
</tr>
<tr>
<td>PHN</td>
<td>Physical health need</td>
</tr>
<tr>
<td>YOI</td>
<td>Pupil in young offender institute / secure training centre</td>
</tr>
</tbody>
</table>

Item level validation – None

XML Tag - <APPlacementReason>
Status – Active
History Notes – C
Multiplicity Notes – S (Single current occurrence)

Data item nnnnnn – UKPRN

Metadata Requirements:
CBDS Level – School
CBDS Module – School characteristics
Identifier 1 – nnnnnn
Identifier 2 – n/a
Data Item Name – UKPRN
Description – Records the United Kingdom provider reference number (UKPRN) of the establishment that the pupil is attending having been placed in alternative provision
Type and format – 99999999

Code set / Valid values:

10000000 - 99999999
Item level validation – None
XML Tag - <UKPRN>
Status – Active
History Notes – C
Multiplicity Notes – S (Single current occurrence)

Data item nnnnnn – Type of setting

Metadata Requirements:
CBDS Level – School
CBDS Module – School characteristics
Identifier 1 – nnnnnn
Identifier 2 – n/a
Data Item Name – Type of setting
Description – Records the type of setting for the establishment that the pupil is attending having been placed in alternative provision
Type and format – A(3)
Code set / Valid values:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFE</td>
<td>Non-maintained further education</td>
</tr>
<tr>
<td>OOT</td>
<td>One on one tuition</td>
</tr>
<tr>
<td>OTH</td>
<td>Other unregistered provider</td>
</tr>
<tr>
<td>WBP</td>
<td>Work based placement</td>
</tr>
</tbody>
</table>

Item level validation – Not present where <URN> or <UKPRN> are present
XML Tag - <APSettingType>
Status – Active
History Notes – C
Multiplicity Notes – S (Single current occurrence)

Data item nnnnnn – Association

Metadata Requirements:
CBDS Level – Pupil
CBDS Module – Pupil characteristics
Identifier 1 – nnnnnn
Identifier 2 – n/a
Data Item Name – Association
Description – Records whether the placement is associated with any other service
Type and format – A(2)
Code set / Valid values:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>YC</td>
<td>Yes – provision linked to a children’s home</td>
</tr>
<tr>
<td>YH</td>
<td>Yes – provision linked to a healthcare setting</td>
</tr>
<tr>
<td>YO</td>
<td>Yes – provision linked to other service</td>
</tr>
<tr>
<td>NO</td>
<td>No – provision is not linked</td>
</tr>
</tbody>
</table>

Item level validation – None
XML Tag - <APAssociation>
Status – Active
History Notes – C
Multiplicity Notes – S (Single current occurrence)

Data item nnnnnn – Attendance pattern

Metadata Requirements:
CBDS Level – Pupil
CBDS Module – Pupil characteristics
Identifier 1 – nnnnnn
Identifier 2 – n/a
Data Item Name – Attendance pattern
Description – Records the pupils attendance pattern
Type and format – A(2)
Code set / Valid values:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT</td>
<td>Full time in alternative provision at this provider</td>
</tr>
<tr>
<td>PT</td>
<td>Part time in alternative provision at this provider</td>
</tr>
</tbody>
</table>

Item level validation – None
XML Tag - <APAttendancePattern>
Status – Active
History Notes – C
Multiplicity Notes – S (Single current occurrence)

Data item nnnnnn – Sessions per week

Metadata Requirements:
CBDS Level – Pupil
CBDS Module – Pupil characteristics
Identifier 1 – nnnnnn
Identifier 2 – n/a
Data Item Name – Sessions per week
Description – For part time pupils, records the numbers of sessions of planned attendance
Type and format – 99
Code set / Valid values:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>

Item level validation – Not applicable where <APAttendancePattern> is FT
XML Tag - <APSessionsPerWeek>
Status – Active
History Notes – C
Multiplicity Notes – S (Single current occurrence)

Data item to be removed:
Data item <APType> (100471) is to be removed from the AP census and should have a termination date added to CBDS

Reason for change (including benefits):
Following a review of the alternative provision census, these new data items will provide new information on the placement, reason for placement and type of setting that provides the alternative provision placement.
### Impact of not doing the change:
Without the new data items, the census review will not be implemented.

### ISB view of the proposed change:

#### Data item relationship:
- [ ] Yes
- [ ] No
- [x] Not known

### Impact assessment to be undertaken by:
Ian Windress – TDU
Marcia Merchant - DDU

### Date consulted:
02/06/2017

### Response requested by:
09/06/2017

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

#### Software Suppliers’ Summary of Impact Assessment:
comments have been received from suppliers.

N/A – New data items agreed, advising suppliers on information only

#### DfE Internal Colleagues’ Summary of Impact Assessment:
No issues with the new data items/removal of old one. Happy to proceed.

#### Alternative Solutions / Workarounds (if appropriate):

#### Estimated Cost of Change:

Impact Assessed by (name): Ian Windress Date: 06/06/2017
### Section 3 - Outcome / Decision

*(To be completed CBDS administrator)*

<table>
<thead>
<tr>
<th><strong>Review Meeting:</strong> CBDS Administrator Review</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attendees:</strong> Marcia Merchant, Phil Dent, Kirsty Bennett, Gerard Hassett &amp; Ian Windress</td>
</tr>
</tbody>
</table>

**Brief Summary of Discussion:**

Discussed new data items, all as specified by policy, no issues from internal colleagues. Agreed to sign off RFC.

<table>
<thead>
<tr>
<th><strong>Accept / Reject:</strong></th>
<th><strong>Deferred to:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accept</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Type of Funding:</strong></th>
<th><strong>Fund Holder Agreement:</strong></th>
</tr>
</thead>
</table>

**If Defer, provide details:**

**If Accept, provide details:**

**If Reject, provide details:**

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