



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: 2018 Alternative Provision Census	Type of Change: New Data Items	RFC 957
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: 2	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		

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 placements

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

Type and format – A(3)

Code set / Valid values:

New codeset:

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

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:

Code	Description
NFE	Non-maintained further education
OOT	One on one tuition
OTH	Other unregistered provider
WBP	Work based placement

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:

Code	Description
YC	Yes – provision linked to a children’s home
YH	Yes – provision linked to a healthcare setting
YO	Yes – provision linked to other service
NO	No – provision is not linked

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:

Code Description

FT Full time in alternative provision at this provider

PT Part time in alternative provision at this provider

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:

n/a

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 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)

Review Meeting: CBDS Administrator Review

Attendees: Marcia Merchant, Phil Dent, Kirsty Bennett,
Gerard Hassett & Ian Windress

Date of Review Meeting: 06/06/2017

Brief Summary of Discussion:

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

Accept / Reject:

Accept

Deferred to:

Type of Funding:

Fund Holder Agreement:

If Defer, provide details:

If Accept, provide details:

If Reject, provide details: