



Public Health
England

Protecting and improving the nation's health

HPV school level data collection tool 2020 to 2021

**User guide for local NHS England teams
and vaccine data providers**

About Public Health England

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Introduction

In July 2018, it was announced that the human papillomavirus (HPV) immunisation programme will be extended to boys aged 12-13 years in England, based on advice from the Joint Committee on Vaccination and Immunisation. The immunisation of both males and females in year 8 commenced in the 2019/20 academic year. In 2020/21 academic year, both males and females in year 8 and 9 will be offered the HPV vaccine. Due to the disruption of the programme caused by COVID-19, catch-up for older cohorts may be required. This can be done by updating the previous 2018/19 data collection tool for the Year 9 females (Cohort 16).

PHE has developed a school-based data collection tool for the adolescent collection of HPV to help monitor coverage locally throughout the academic year. The aim of this guidance is to give a comprehensive overview of the 2020/21 tool and to enable users to assess HPV coverage throughout the academic year locally, regionally, and nationally and to correctly enter data on the ImmForm platform.

The 2020/21 tool collects coverage data by gender for each school which is then collated at the local authority (LA) level. This data can then be used to populate the ImmForm survey. The tool will help facilitate standardised data collection across the country, but its use is not mandatory. At the end of the academic year we will be kindly asking areas to provide a non-mandatory, end-of-season, and school-level submission for our additional analyses.

PHE has made every effort to meet the needs of different stakeholders and as such there are many fields, but with the majority of these being either optional, pre-filled or automatically calculated, the tool remains user friendly.

Please [view the tutorial videos](#) which demonstrate how to enter data and how to use the summary page. We recommend downloading the videos to improve the visual and audio quality.

This year's tool is for students in Year 8 (Cohort 18). Data should be entered for Year 8 students in the 2020/21 academic year and updated in 2021/22 when the students are in Year 9.

Year 9 students in the 2020/21 academic year (Cohort 17) should use last year's tool.

Data collection outline

Eligible population

The tool has been optimised to allow the collection of one academic year birth cohort of males and females, and to follow them from year 8 to year 9. Please use one Excel file per LA. The 2020/21 collection will capture data for students born between 1 September 2007 and 31 August 2008 (cohort 18) starting the programme from September 2020. Some areas will also give the second dose to year 9 students born between 1 September 2006 and 31 August 2007 (cohort 17). Please note the tool is created to be used for one LA and for one age cohort (that is cohort 18). Therefore, schools offering vaccines to 2 different cohorts in the same academic year (that is year 8 and 9 etc) must ensure that year 8 data is added to the tool provided this year and year 9 data is added to the tool provided last year.

Cohort number	Birth cohort start date	Birth cohort end date	Year first collected	School year in 2020/21	Vaccine offered to	Tool to use
16*	01/09/2005	31/08/2006	2018/19	10	Females	2018/19 tool
17	01/09/2006	31/08/2007	2019/20	9	Females and males	2019/20 tool
18	01/09/2007	31/08/2008	2020/21	8	Females and males	Current 2020/21 tool described in this guide

*Due to COVID-19 disruptions, this cohort may require catch-up vaccinations

Local authority

Data for one LA should be entered on one Excel file. This allows a summary of the coverage of all schools within that LA to be summarised on the sheet called "Summary_2021", this data can then be submitted to ImmForm.

Navigation of spreadsheet

There are 7 tabs within the spreadsheet. These are:

Year 8_2021	Summary_2021	Year 9_2022	Summary_2022	List of schools	Performance management	Glossary
-------------	--------------	-------------	--------------	-----------------	------------------------	----------

- Year 8_2021 – the data entry sheet for cohort 18 during the 2020/21 academic year
- Summary_2021 – an automatically generated summary of LA coverage data for cohort 18 during the 2020/21 academic year which can be inputted on ImmForm
- Year 9_2022 – the data entry sheet for cohort 18 during the 2021/22 academic year
- Summary_2022 – an automatically generated summary of LA coverage data for cohort 18 during the 2021/22 academic year which can be inputted on ImmForm.
- List of schools – list of all schools and their corresponding URNs
- Performance management – automatically calculates the schools with the highest coverage within that LA for dose 1 and dose 2 HPV vaccine
- Glossary – reference list of all the columns in Year 8_2021 and Year 9_2022 and their data validations

Shading – grey and white columns

To ease usability, all columns in white are ones which data can be entered although there may be restrictions on the values/type of information which can be inputted. All columns in grey are calculated or pre-filled from information that has been previously submitted and cannot be amended.

Entering data for year 8 in 2020 to 2021 (‘Year 8_2021’)

Year 8_2021 layout

Open the sheet entitled ‘Year 8_2021’. It should look like the image below.

School level data collection HPV
Year 8 (September 2020 to August 2021) Males and Females

LOCAL AUTHORITY: [Red Box]

Grey cells are automatically calculated.
Red triangles indicate comments.

Data Check: If "incomplete" please ensure all required fields are completed.	Session information				Denominator		Consent information				DOSE 1					DOSE 2				Comments		
	School URN required	School Name	School visited/refused/missed/booked required	Sex (MF) required	Denominator (Provisional pre-filled Local Education Authority Figures)	Denominator (if different from provisional) required if different to column	Consent forms distributed	Forms returned with consent	Verbal consent given	Total consent	Number of refusals (written and/or verbal)	Date of visit	Number consented but absent on day	Number vaccinated with HPV Dose 1 required	Number vaccinated elsewhere with HPV Dose 1 (e.g. GP)	Proportion of total vaccinated with HPV Dose 1 [%]	Date of visit	Number consented but absent on day	Number vaccinated with HPV Dose 2 required		Number vaccinated elsewhere with HPV Dose 2 (e.g. GP)	Proportion of total vaccinated with HPV Dose 2 [%]
	NA									0												
	NA									0												

Select the local authority name from the drop-down menu in the red box. Enter data in all the mandatory fields and any optional fields you would like to fill, see more details below.

Mandatory and optional fields

The only mandatory fields are:

- school URN (column B)
- school visited/refused/missed/booked (column D)
- sex (column E)
- denominator if it is different to the pre-filled provisional estimate (column G)
- number of students vaccinated with HPV dose 1 (column O)
- number of students vaccinated with HPV dose 2 (column T) – this field is not mandatory if your area does not deliver 2 doses in year 8

All other fields are optional, though may be useful for your locality’s performance management.

Data validation

Conditional formatting rules are in place for most of the columns on the spreadsheet. The data validation rules do not stop you from entering data, but they will highlight the cells which will allow you to review your data.

Red validations mean that there is likely to be an error with your data, for example if there are more people vaccinated than there are in the denominator. Yellow or orange validations are warnings, meaning there could be an issue with your data, but it could be because you have not filled in an optional field or have unusual results.

The field on the far left of the page called ‘Data check’ will flash red with the message “Required data incomplete” if a school URN has been entered but one of the mandatory fields has not been completed.

Please ensure all mandatory fields are completed. If a data validation error appears and it is not apparent as to how to fix it, you can contact: adolescent@phe.gov.uk.

Specific data validation rules for each column are detailed throughout the rest of this section, in the ‘Comments’ field for each column heading in the tool and in the ‘Glossary’ sheet (last tab on Year 8_2021 spreadsheet).

List of schools

The list of schools to be copied into the data collection spreadsheet is given on the ‘List of schools’ worksheet. Please use this list to find your local authority and the schools within that LA. Each school will have a 6-digit URN.

LA name	URN	School Name	Sex of school description	Phase-type grouping	Type Of Establishment	YEAR 7 GIRLS (January 2019)	YEAR 7 BOYS (January 2019)
	888888	Unknown				NA	NA
	999999	Home educated				NA	NA
Barking and Dagenham	101241	Barking Abbey School, A Specialist Sports and Humanit	Mixed	State-funded secondary	Community school	160	200
Barking and Dagenham	101243	Eastbrook School	Mixed	State-funded secondary	Community school	94	125
Barking and Dagenham	101244	Eastbury Community School	Mixed	State-funded secondary	Community school	149	148
Barking and Dagenham	101245	Robert Clack School	Mixed	State-funded secondary	Community school	169	181
Barking and Dagenham	101247	All Saints Catholic School and Technology College	Mixed	State-funded secondary	Voluntary aided school	112	128
Barking and Dagenham	131102	Trinity School	Mixed	State-funded special school	Community special school	6	24
Barking and Dagenham	132816	Mayesbrook Park School	Mixed	Pupil referral unit	Pupil referral unit	0	0
Barking and Dagenham	133561	Jo Richardson Community School	Mixed	State-funded secondary	Community school	130	153

Above is a screenshot of the list of schools; the column ‘sex of school description’ indicates if the school is mixed or either a single sex girls or boys school. You can also view the provisional denominator numbers which will prefill onto the Year 8_2021 spreadsheet.

There are special codes for unique cases which are:

- 999999 – the code for home-schooled children
- 888888 – the code for an unknown school that does not have a URN

If there is a school URN that exists but is not on the list, then you can enter the name and URN onto the very bottom of the ‘List of schools’ sheet. Please note you cannot edit existing school or denominator information on this sheet.

Session information and denominator fields for year 8

Session information				Denominator	
School URN required	School Name	School visited/refused/missed/booked required	Sex (M/F) required	Denominator (Provisional pre-filled Local Education Authority Figures)	Denominator (if different from provisional) required if different to column F

School URN (required)

Please use the list of schools to find the schools within the LA you are completing the tool for. Copy the URNs of the schools in your LA into the main Year 8_2021 spreadsheet. A URN along with the 'Sex' column will automatically trigger a provisional denominator to be populated in the main Year 8_2021 spreadsheet.

Special codes for unique cases: if you are entering 999999 or 888888, then there is a comments field on the far right of the page where you can enter more information.

School name (calculated)

This column will prefill with the name from the school URN.

School visited/missed/refused/booked (required)

All schools within the LA should be included in the tool as coverage is calculated for the total eligible population of the LA, not just for those schools that offered the programme. If the school was missed or if the school refused the vaccination programme, we still need information on the denominator to help with overall LA coverage estimation. You can only enter 'visited', 'refused', 'missed' or 'booked' in this cell. You can also select one of these options in the drop-down menu.

If your area prefills all the school URNs and denominators at the start of the season, then we would advise entering 'missed' or 'booked' for this column until each school has been visited.

Sex (male/female – required)

The HPV vaccine is being offered to both males and females in school years 8 and 9 in 2020/21 and the tool records data for males and females separately for each school. It is mandatory to complete the 'Sex' column. Select either 'M' or 'F' from the drop-down

menu. Please enter details of how many and vaccinations received into the comments box on the right-hand side of this sheet for individuals who do not identify with these categories. If a school is mixed, its URN will need to be entered twice into the data collection sheet to allow for data collection for both males and females.

Data validation: if you do not enter either M or F the cell will highlight red and the provisional denominator will not appear.

Session information				Denominator	
School URN required	School Name	School visited/refused/missed/booked required	Sex (M/F) required	Denominator (Provisional pre-filled Local Education Authority Figures)	Denominator (if different from provisional) required if different to column F
155600	PHE example school 1	Visited	F	144	
155600	PHE example school 1	Visited	M	137	140
155601	PHE example school 2	Missed	F	90	
155601	PHE example school 2	Missed	M	100	

This is an example with example school URNs and dummy data. You can see that the school name and denominator have both pre-filled. As both schools are mixed we entered each one twice to capture data on males and females. It is important to include schools that were missed or refused to run the programme so that we have the total denominator for that LA.

Denominator: provisional (calculated)

This is precalculated from the information given from the 'School URN' and the 'Sex' fields. The data comes from year 7 numbers in January 2020 from the Department for Education schools, pupils and their characteristics [data tables](#).

Denominator: amended (required, if different to provisional)

As the provisional figures are from 8 months prior to the 2020/21 school year they may need amending for movements in and out of the school. Enter the correct denominator here, remember that males and females will be counted separately. In all further analyses in the spreadsheet the amended denominator will be used unless no data is entered in this field, in which case we will use the provisional denominator instead.

Consent information for year 8

Consent information				
Consent forms distributed	Forms returned with consent	Verbal consent given	Total consent	Number of refusals (written and/or verbal)
▼	▼	▼	▼	▼
			0	

Consent information is not mandatory for the coverage data collection but can be useful for local performance management. In this spreadsheet verbal and written consent are separated. If consent has been given for a student, they should either be counted in the written consent column or the verbal consent column and not both. All the consent information fields are optional.

Consent forms distributed

This refers to the number of forms distributed out. If you do not have data on this, then please leave the column blank. Data validation will highlight red if the number of consent forms distributed is higher than the denominator.

Consent form returned (written consent)

This is the number of consent forms returned consenting to HPV vaccination. Data validation will highlight red if:

- this number is higher than the denominator
- is higher than the number of consent forms distributed (if data has been entered into consent forms distributed column)
- the total of number written consent, verbal consent and refusals together are higher than the denominator (see next paragraph)

Verbal consent

This is the number of students who returned negative consent forms or did not have a form but consented on the day. If students already had written consent and verbally consented, please do not double count them.

Data validation will highlight red if:

- the number of verbal consents is higher than denominator
- the total of written consent, verbal consent and refusals together are higher than the denominator

Consent information				
Consent forms distributed	Forms returned with consent	Verbal consent given	Total consent	Number of refusals (written and/or verbal)
199	192	8	200	3
			0	

In this example, the denominator is 201. The data validation rule has turned 3 cells red because the refusals, verbal consent, and written consent add up to more than 201.

Total consent (calculated)

The sum of the written and verbal consent columns. Data validation will highlight red if this is higher than the denominator.

Refusals

This number includes both written and verbal refusals for the vaccine. This figure does not include unreturned forms and students who did not attend the vaccination session.

Data validation will highlight red if:

- the number of refusals are higher than denominator
- the total number of written consent, verbal consent, and refusals together are higher than denominator

Vaccine information (dose 1) for year 8

DOSE 1				
Vaccine information				
Date of visit	Number consented but absent on day	Number vaccinated with HPV Dose 1 required	Number vaccinated elsewhere with HPV Dose 1 (e.g. GP)	Proportion of total vaccinated with HPV Dose 1 (%)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of visit

This is an optional field with a date format. Enter the date of vaccination for first dose.

Number consented but absent on day

This takes into account students absent on the day of vaccination programme that returned the form consenting for the vaccination. Data validation will highlight red if this number is higher than denominator.

Number vaccinated with HPV dose 1 (required)

This field is mandatory and is the number of students in year 8 vaccinated with dose 1 HPV at school during the day(s) the programme was delivered.

Data validation will highlight:

- red if the total number vaccinated (including both vaccinated at school and vaccinated elsewhere) is higher than the denominator
- yellow if the number vaccinated is higher than total number consented – validation will not occur if consent information has not been provided

Vaccine information				
Date of visit	Number consented but absent on day	Number vaccinated with HPV Dose 1 required	Number vaccinated elsewhere with HPV Dose 1 (eg. GP)	Proportion of total vaccinated with HPV Dose 1 (%)
11/05/19	1	187	2	94.0

Here is an example with all fields filled in but note that only the number vaccinated with HPV dose 1 is required.

Number vaccinated elsewhere with HPV dose 1 (such as GP)

Regardless of whether the vaccination programme was commissioned only in schools or in both schools and GPs, please add any data on students vaccinated at their GPs if known; this number could also include students vaccinated by their GP when registered at a previous school.

Data validation will highlight red if the total number vaccinated (including both vaccinated at school and vaccinated elsewhere) is higher than the denominator.

Proportion of total vaccinated with HPV dose 1 (calculated)

This figure is automatically calculated. The numerator is the total number of students vaccinated with dose 1; this includes any that were vaccinated by their GP or elsewhere. The denominator is the amended (corrected) denominator entered earlier, unless no changes were made to the provisional denominator.

Data validation will highlight red if the percentage uptake is over 100%.

Vaccine information (dose 2) for year 8

Areas that deliver 2 doses of HPV vaccine in year 8 must include this information in the Year8_2021 sheet. If your area only delivers dose 1 in year 8 please add '0' for the 'Number vaccinated with HPV dose 2'. Complete the 'Number vaccinated elsewhere with HPV dose 2' column if known for students vaccinated with dose 2 by their GP.

DOSE 2				
Vaccine information				
Date of visit	Number consented but absent on day	Number vaccinated with HPV Dose 2 required*	Number vaccinated elsewhere with HPV Dose 2 (eg. GP)	Proportion of total vaccinated with HPV Dose 2 (%)
		0	2	1.0
		0		0.0

Example of an area which delivers dose 2 in year 9 but has included information that 2 students received the second dose at their GP.

Number vaccinated with HPV dose 2 (only requires if second dose delivered in year 8)

This field is the number of students in year 8 vaccinated with HPV dose 2 at school during the day(s) the programme was delivered.

Data validation will highlight:

- red if total number vaccinated with dose 2 (including both vaccinated at school and vaccinated elsewhere) is higher than the denominator
- red if total number vaccinated with dose 2 (including both vaccinated at school and vaccinated elsewhere) is higher than number vaccinated with dose 1 (including both vaccinated at school and vaccinated elsewhere)
- yellow if higher than the total number consented (validation will only occur if consent information has been provided)

Proportion of total vaccinated with HPV dose 2 (calculated)

This figure is automatically calculated. The numerator is the total number of students vaccinated with dose 2; this includes any that were vaccinated by their GP or elsewhere. The denominator is the amended (corrected) denominator entered earlier unless no changes were made to the provisional denominator.

Data validation will highlight red if the percentage uptake is over 100%.

Comments

Free text field to add any additional comments.

Summary page for year 8 in 2020/21 (‘Summary_2021’)

Explanation of fields

The summary pages have been designed to collate information on one birth year cohort in one LA at a time, with information separated by gender. Most fields are automatically calculated from the information that has already been entered on the data entry page (Year 8_2021). The summary has been designed to mimic the ImmForm page (used to report LA data to PHE for the annual coverage survey) to ease data entry.

This page does not have data validations as the data will already have been validated on the data entry Year 8_2021 page.

The only fields that need to be filled out are:

- ‘Local Authority’
- ‘Does the numerator include’ – tick 1 of 3 options for each dose
- ‘Where was the vaccine commissioned?’
- ‘Did the LA offer 2 doses of HPV in year 8?’



Public Health
England

HPV Vaccination programme 2020/2021

Grey cells are automatically calculated.

Red triangles indicates comments

Local Authority	<i>PHE example LA</i>
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Total number of schools in Local Authority	2
Total number of VISITED schools in Local Authority	1
Total number of REFUSED schools in Local Authority	0
Total number of BOOKED schools in Local Authority	0

View of first part of summary page. This section does not need to be inputted into ImmForm.

Local Authority

Please select the name of your LA.

Total number of schools in LA (calculated)

This is automatically calculated from the total number of School URNs entered (taking into account schools which are there twice for each gender) regardless of whether they were visited, refused, missed, or booked.

This figure does not include home educated or unknown schools (URN entered 999999 or 888888).

Total number of visited schools in LA (calculated)

Calculated from total number of schools with "visited" entered in the school 'visited/missed/refused/booked' column while taking into account schools which are entered twice for each gender.

This figure does not include home educated or unknown schools (URN entered 999999 or 888888).

Please bear in mind if a school is mixed but only females or only males have been vaccinated (marked as "visited"), the school will still be counted as "visited" for this total.

Total number of refused schools in LA (calculated)

Calculated from total number of schools with "refused" entered in the school 'visited/missed/refused/booked' column while taking into account schools which are entered twice for each gender.

This figure does not include home educated or unknown schools (URN entered 999999 or 888888).

Please bear in mind that if a school is mixed and vaccination has been refused for either all males or all females (marked as "refused"), the school will still be counted as "refused" for this total.

Total number of booked schools in LA (calculated)

Calculated from total number of schools with "booked" entered in the school 'visited/missed/refused/booked' column while taking into account schools which are entered twice for each gender. As more schools are visited, the number of booked schools should decrease.

This figure does not include home educated or unknown schools (URN entered 999999 or 888888).

Please bear in mind if a school is mixed but only females or only males have been booked (marked as “booked”), the school will still be counted as “booked” for this total.

1a) Routine HPV Vaccination: School Year 8 FEMALES

12-13 Year Olds (Year 8) Birth Cohort: 1 September 2007 - 31 August 2008	Provisional Denominator	Actual Denominator	Difference between provisional and current denominator, if amended
Denominator	539	506	33

Provisional denominator (calculated)

Automatically calculated from the sum of all provisional denominators for female students from the local education figures. The male denominator is calculated in the same way in the adjacent table.

Actual denominator (calculated)

Automatically calculated from the sum of all the actual denominators for female students entered on the year 8 spreadsheet (if no revised denominator was entered then the provisional denominator will be used for that school). The actual male denominator is calculated in the same way in the adjacent table.

Doses administered up to 31 August 2021 (inclusive)	Total Number vaccinated by 31 August 2021	% Vaccinated	Does the numerator include: <i>Please tick 1 box for</i>		
			Only doses given in schools	Only doses given in GPs	Doses given in schools and GPs
Number vaccinated with at least dose 1	467	94.1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Number vaccinated with dose 2	10	2.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Total number vaccinated by 31 August 2021 (calculated)

Number vaccinated with dose 1: automatically calculated from the sum of all female students vaccinated with dose 1 (including any students vaccinated by GPs). Number of males vaccinated with dose 1 is calculated in same way in adjacent table.

Dose 2: automatically calculated from the sum of all female students receiving dose 2 (including any students vaccinated by GPs). Number of male students vaccinated with dose 2 is calculated in same way in adjacent table.

% Vaccinated (calculated)

This is the calculated using the total number vaccinated, divided by the actual denominator, then multiplied by 100 to give a percentage.

Does the numerator include? (please tick one box)

Please note that even if a vaccine is commissioned to just be delivered in schools, if you also collected information from students that received the vaccine from their GP then you should tick the 'Doses given in schools and GPs' box. The answer could be different for dose 1 and dose 2.

Where were the routine vaccinations commissioned?

Where were the routine vaccinations commissioned? (Please select only one option)

- Schools Only
- GP Practices Only
- Both Schools and GP Practices

Did the Local Authority offer 2 doses of HPV vaccine for school year 8 in 2019-20 school academic year to:

- All schools
- No schools (only 1 dose offered)
- Some schools
- N/A GP delivered programme

The above 2 questions are also from the ImmForm annual LA coverage collection form. Please select only one option for each and put any comments in the comments box below.

Printing the summary page

The summary page has been formatted so that it can be printed onto one page of A4 or A3.

Using the summary page for monthly local performance management

If you wish to view progress of vaccine coverage in the LA throughout the year, we would advise using one tool throughout the year but saving monthly copies which will each have automatically calculated summary coverage estimates for that month.

Entering data for year 9 in 2021/22 ('Year 9_2022')

Please note the following section relates to year 8 students in 2020/21 that will be in year 9 in 2021/22. No data should be entered onto this section of the tool until the 2021/22 academic year.

If you require the data collection tool for students that will be in year 9 in 2020/21 then please download the 2019/20 tool and complete the year 9 section on the 2019/20 tool.

Prefilled data from year 8

The year 9 spreadsheet is designed to follow the same students from year 8 (from 2020/21) and will build on information entered in the prior academic year. The layout is similar to the year 8 spreadsheet but with many extra grey columns. The grey columns will prefill with data from year 8. Certain columns have a white column to the right. Data can be entered into these white columns with the updated year 9 figures, and then this new data will be used in all further calculations. The white columns can be kept clear if the numbers remain the same as the previous year.

Data will prefill every grey column with information from this cohort from 2020/21. If known, please amend data with updated figures in white columns. If numbers are same as provisional then there is no need to update.

Red triangles indicates comments

	Session information					Denominator	
Data Check: If "incomplete" please ensure all required fields are completed.	School URN required	School Name	School visited/refused/missed required	School visited/refused/missed/ booked required if different to column I	Sex (M/F) required	Denominator (Provisional pre-filled from actual denominator in year 8)	Denominator (if different from provisional) required if different to column G
<i>Required data Incomplete</i>	155600	PHE example school 1	Visited		F	144	
<i>Required data Incomplete</i>	155600	PHE example school 1	Visited		M	140	

Above is an example with dummy data that was entered onto the Year 8 spreadsheet (mimicking data entered for cohort 18 in 2020/21) and is now prefilling the year 9 spreadsheet (data for cohort 18 in 2021/22). The school visited/refused/missed/booked column can be updated. The denominator comes from the denominator in year 8 that was entered in the spreadsheet but can be amended in the adjacent column to allow for pupils that have left or started at the school.

If there is a new school in the 2021/22 academic year that was not included in the collection in year 8, then please enter the school into the Year 8 spreadsheet but amend

the denominator to zero. The school will then show up in the year 9 spreadsheet where you will be able to then enter the correct denominator in the white column.

Entering data for year 9

When updating the data in the white columns, please add any students that have moved into the area and remove any students that have left. Note that this can change both the denominator and numerator. We understand that many areas will not have data at this level or the resources necessary, but please do maintain as high a level of accuracy as possible.

Please note the 2021/22 year 9 figures should reflect overall cumulative vaccine coverage for the cohort (that is total numbers of students that received dose 1 and dose 2 since September 2020).

Additional data validations for year 9

All original data validations from year 8 are in place for the year 9 data. Please see year 8 section for more information on these.

There is an additional data validation for ‘Number vaccinated with HPV dose 1’ and ‘Number vaccinated with HPV dose 2’, these cells will highlight orange if lower than the number vaccinated last year. Although this could occur if there is a large change in the denominator or many vaccinated students leave the school, it is more likely that the number will increase due to mop-up clinics.

DOSE 1					DOSE 2						
Vaccine information					Vaccine information						
Number vaccinated with HPV Dose 1 in 2020/21	Cumulative number vaccinated with HPV Dose 1 required if different to column I	Number vaccinated elsewhere with HPV Dose 1 (e.g. GP) in 2020/21	Cumulative number vaccinated elsewhere with HPV Dose 1 (e.g. GP) Update if different to column R	Proportion of total vaccinated with at least one dose (%)	Date of visit	Number consented but absent on day	Number vaccinated with HPV Dose 2 in 2020/21	Cumulative number vaccinated with HPV Dose 2 required if different to column X	Number vaccinated elsewhere with HPV Dose 2 (e.g. GP) in 2020/21	Cumulative number vaccinated elsewhere with HPV Dose 2 (e.g. GP) Update if different to column Y	Proportion of total vaccinated with HPV Dose 2 (%)
146	148	1		98.7	15/04/2022	1	0	147	1		98.0
139	144	0		97.3	15/04/2022		0	142	0		95.9
175		0		98.3	17/04/2022	2	0	173	0		97.2
165		0	2	94.4	17/04/2022	1	0	162	0	3	93.2

See above an example with dummy data where some fields on the year 9 data entry page have been amended.

Summary page for year 9 in 2021/22 (‘Summary_2022’)

Layout

The summary page for year 9 is very similar to the summary page for year 8 and data is collated in the same way. The main difference is that data from year 8 (Annual denominator – last season, No. vaccinated last season) is included to allow a comparison. Please do not enter this data into ImmForm until the 2021/22 ImmForm collection. Data for the year 9 section of ImmForm in 2020/21 will be taken from the previous cohort (cohort 17), school level data for this cohort should be entered onto the previous tool.

Local Authority	PHE example LA
Total Number of schools in Local Authority	2
Total Number of VISITED schools in Local Authority	2
Total number of REFUSED schools in Local Authority	0
Total number of BOOKED schools in Local Authority	0

ONLY FILL THE FOLLOWING IN IMMFORM AFTER THE 2021/2022 ACADEMIC YEAR

1b) Routine HPV Vaccination: School Year 9

FEMALES

13-14 Year olds (Year 9) Birth Cohort: 1 September 2007 - 31 August 2008	Annual Denominator - last season 2020/21	Actual Denominator	Difference between provisional and current denominator, if amended
Denominator	234	234	0

Doses administered up to 31 August 2022 (inclusive)	No. vaccinated - last season 2020/21	Total Number vaccinated by 31 August 2022	% Vaccinated	Does the numerator include: Please tick 1 box for each dose		
				Only doses given in schools	Only doses given in GPs	Doses given in schools and GPs
Number vaccinated with at least dose 1	132	132	56.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number vaccinated with dose 2	2	2	0.9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Above is a layout of Year 9 Summary page. Please note that there is also a section for males which was not captured in this screenshot. The only fields to fill in are the LA and ‘Does the numerator include’ fields.

Local performance management

DOSE 1					
FEMALES			MALES		
Schools with highest coverage	Coverage Dose 1	Rank	Schools with highest coverage	Coverage Dose 1	Rank
The Compton School	97.1	1	Christ's College Finchley	99.1	1
The Dearne Advanced Learning Cent	94.6	2	Queen Elizabeth's School, Barnet	93.8	2
Mill Hill County High School	94.1	3	Netherwood Academy	93.4	3
Holy Trinity	93.3	4	Outwood Academy Carlton	90.9	4
Horizon Community College	92.0	5	Outwood Academy Carlton	90.9	5
Outwood Academy Carlton	90.9	6	Outwood Academy Shafton	89.8	6
Darton College	89.6	7	Holy Trinity	84.7	7
Kirk Balk Academy	88.8	8	Darton College	84.5	8
Hendon School	88.2	9	Alban Church of England Academy	83.3	9
Netherwood Academy	88.0	10	St Thomas More Catholic School	78.9	10

The local performance management page (partially shown above with dummy data) can be used to view schools within the LA with the highest and lowest coverage for dose 1 and dose 2.

Glossary

SHEET	COLUMN	COLUMN NAME	CONDITIONAL FORMATTING	EXPLANATION
Year 8_2021	A	Data Check: If "incomplete" please ensure all required fields are completed. (pre-filled)	Comment "Required data Incomplete" will show if a School URN has been entered but the following columns do not have data: - School visited/refused/missed - Sex (M/F) - Number vaccinated with HPV Dose 1 - Number vaccinated with HPV Dose 2 *If the school programme delivers dose 2 in year 9 then please make sure there is a zero in the "number vaccinated with dose 2 HPV" column to get rid of this error message	This column is purely for data validation
Year 8_2021	B	School URN (required)	NO VALIDATION	Please enter all schools in this LA. If a school is mixed then their URN should be entered twice as females and males need a separate entry. Please see 'list of schools worksheet' Enter 999999 for home educated children and 888888 for an unknown school
Year 8_2021	C	School Name (pre-filled)	NO VALIDATION	School name will pre-fill from data entered in school URN column
Year 8_2021	D	School visited/refused/missed (required)	Cell will highlight red if no data is entered	Indicate if the vaccination programme was carried out (visited), if the school refused (refused) or if the immunisation team was unable to visit the school (missed) 'Missed' can also be used as a placeholder until school is visited
Year 8_2021	E	Sex (M/F) required	Cell will highlight RED if M or F isn't entered	Each school should enter data for females and males separately.
Year 8_2021	F	Denominator (Provisional pre-filled Local Education Authority Figures)	NO VALIDATION	Denominator will pre-fill from figures in List of school sheet according to which school URN and sex was entered. Denominator data is taken from "Schools, pupils and their characteristics: January 2019" dataset published by the Department for Education in June 2019
Year 8_2021	G	Denominator (if different from provisional) required if different to column F	NO VALIDATION	Please enter correct denominator if pre-filled one is incorrect

The glossary provides a list of data entry columns in the spreadsheet and all their associated conditional formatting.