



Department
for Education

Data Operations - request for change form for CBDS

RFC 1159

Attendance subcodes

Type of change

Update to codeset

Name and team/company of RFC Originator:

Kirsty Knox, DDU

Contact: Queries.SUPPLIER@education.gov.uk

Date RFC raised

14 December 2020

Date change required

In systems ready for January 2021

Priority

3

Priority ratings

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

Section 1 – details of change

Data item / rule number

Addition of new data item and codeset
N00691 and CS108

Description of change

1. New data item 'Attendance subcode', <AttendanceSubcode>, Format A99
2. Introduce a codeset containing number of subcodes to aid reporting

Code	Pupil Attendance subcodes description	Applicable collections 2020/21
I01	Illness**	** For reporting purposes only. These are not included in School Census and must be aggregated to CS066 code I
I02	Illness Confirmed case of coronavirus (COVID-19)**	** For reporting purposes only. These are not included in School Census and must be aggregated to CS066 code I
X01	Non compulsory school age pupil not required to be in school**	** For reporting purposes only. These are not included in School Census and must be aggregated to CS066 code X
X02	Pupil self-isolating with coronavirus (COVID-19) symptoms**	** For reporting purposes only. These are not included in School Census and must be aggregated to CS066 code X
X03	Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) INSIDE the school setting**	** For reporting purposes only. These are not included in School Census and must be aggregated to CS066 code X
X04	Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) OUTSIDE the school setting**	** For reporting purposes only. These are not included in School Census and must be aggregated to CS066 code X
X05	Pupils required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)**	** For reporting purposes only. These are not included in School Census and must be aggregated to CS066 code X
X06	Pupil not in school because they have been advised specifically by their Doctor or public health authority that they are clinically extremely vulnerable and should not attend**	** For reporting purposes only. These are not included in School Census and must be aggregated to CS066 code X
X07	Pupil advised specifically not to attend school as part of restrictions to education set out in Government advice**	** For reporting purposes only. These are not included in School Census and must be aggregated to CS066 code X

Reason for change (including benefits)

Additional attendance data is being collected during the 2020 to 2021 academic year to monitor the impact of coronavirus (COVID-19) on settings, focus support more effectively and keep children safe.

We have defined a set of subcodes for use in management information systems (MIS) to enable schools to consistently record non-attendance related to coronavirus and to allow suppliers of MIS to help reduce associated burdens in completing the educational settings status form.

The use of these subcodes is not compulsory but schools may find it useful when submitting the educational settings status form and for their own monitoring purposes.

Impact of not doing the change

There would continue to be an increased burden due to an inconsistent approach to recording and reporting non-attendance related to coronavirus across suppliers of MIS.

Impact assessment to be undertaken by

Not applicable – the department have engaged with software suppliers in development of these codes and all feedback already taken on board.

Date consulted

Not applicable

Response requested by

Not applicable

Section 2 – impact analysis

Software suppliers' summary of impact assessment

Suppliers have engaged with the department on the development of these codes, suggesting they be in the format A99 and agreeing how they would be implemented in systems.

DfE internal colleagues' summary of impact assessment

N/A

Alternative Solutions / Workarounds (if appropriate)

N/A

Impact Assessed by (name)

N/A

Date

N/A

Section 3 - outcome / decision

Date of review meeting

18 December 2020

Attendees

Paul Hirst and Kirsty Knox

Brief Summary of Discussion

Reviewed proposal and discussed feedback from suppliers and star chamber scrutiny board already received. Agreed to proceed.

Accept / Reject

Accept

If accept, provide details

Extension of codeset CS066

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