# 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:<br><br>CBDS | Type of Change:<br><br>Amendment to codeset and attendant data items | **RFC 847** |
|---|---|---|

**Name and team/company of RFC Originator:**

**Phil Dent DDU EDD**

| Originator Contact No:<br><br>01325 340499 | Originator email address:<br><br>phil.dent@education.gsi.gov.uk |
|---|---|

| Date RFC Raised:<br><br>15 October 2015 | Date change required:<br><br>For inclusion in the 2016/17 School Census |
|---|---|

| Priority:<br><br>3 | **1 = Top** - Ministerial or legislative requirement<br><br>**2 = High** - Senior official customer requirement or clear net benefit / efficiency saving to EDD, department or MIS suppliers<br><br>**3 = Medium** - Customer requirement, marginal net benefit<br><br>**4 = Low** - Nice to have, net cost, does not affect functionality, cosmetic change |
|---|---|

**EDD Contact:**

Queries.SUPPLIER@education.gsi.gov.uk

**Change Title:**

New NC year groups for pre-nursery children

**Data item / Rule Number:**

Codeset D00020, NC Year Group, and the following associated CBDS data items:

- (100068) <NCyearActual> 'pupil's actual national curriculum year group', pupil level, pupil status module
- (100486) <NCyearLeaving> 'pupil's actual national curriculum year group on leaving', pupil level, pupil status module
- (200560) <YearGroup> 'class year group', school level, class information module

**Description of change:**

The amendment of codeset D00020, to include new categories for children from year "zero" ie to cover the years from birth through to current 'N1'.

Data item (100068) <NCyearActual> and codeset D00020 are used in the school census and CTF. If this RFC is approved a new data item will be introduced to replace (100068) with a new CBDS number referring to the new codeset, all other metadata will remain the unchanged.

Codeset D00020 is also referenced by two other data items (200560) <YearGroup> and (100486) <NCyearLeaving>, which are both collected in the school census. Any change to the codeset D00020 will therefore also affect these two data items and so this RFC also seeks to replace those two data item to ensure consistency of definitions in school systems.

| Codeset TBC | NC year group |
|---|---|
| E1 | Early first year |
| E2 | Early second year |
| N1 | Nursery first year |
| N2 | Nursery second year |
| R | Reception |
| 1 – 14 | Years 1 to 14 |
| M | Mixed year class |
| X | National curriculum not followed – available only for special schools where pupils are not following a particular NC year |

**Reason for change (including benefits):**

Nursery education within schools is currently recorded via the codes 'N1' and 'N2' with 'N1' used for children aged 2 at 31 August but turning 3 during the year and 'N2' for children aged 3 at 31 August but turning 4 during the year.

Whilst the department does not differentiate between the existing 'N1' and 'N2' categories, schools are increasingly asking for earlier categories to be available under which they can record young children.

This proposed amendment to the existing codeset will see two new codes that will acknowledge the new requirement - without impacting existing arrangements - and schools will remain able to place children in whichever year group best suits the child's needs.

Whilst it is not expected that children below the age of 1 year old would, generally, be within the school system, a code 'E1' (Early first year) has been included to futureproof the codeset against such a possibility.

Codes 'E1' (Early first year) is for children aged 0 at 31 August by turning 1 during the year and 'E2' (Early second year) for children aged 1 at 31 August but turning 2 during the year. These proposed year groups will provide maximum flexibility in recording 'pre-N1' children. It will be left to schools to determine how they wish to use these new codes to best suit their needs.

It is hoped that this change will provide a helpful and flexible framework for schools to accurately record the children within their care.

**Impact of not doing the change:**

Increasing numbers of young children are now receiving free early education and some local authorities have to manually adjust their records in order to place young children in a separate NC year group in their systems. This places a burden on these local authorities who have to process an increasing amount of suspense files from schools, and amend the NC year group to match pupils for their local analysis and reporting.

**ISB view of the proposed change:**

**Funding availability:**

Not applicable

**Impact assessment to be undertaken by:**

Core software suppliers

School census suppliers

CTF software suppliers

Working group

ISB

| Date consulted: | Response requested by: |
|---|---|
| **15/10/2015** | **23/10/2015** |

# Section 2 - Impact Analysis

# (To be completed by Impact Assessors)

**Software Suppliers' Summary of Impact Assessment:**

Suppliers agreed within last meeting to go with the above option of E1 & E2, no further comments received during impact assessment period.

**DfE Internal Colleagues' Summary of Impact Assessment:**

**TDU**

Findings as follows;

Phonics uses NCYearActual but only stores data for those in NC years '1' and '2', no other years apply. AP, EYC, EYFSP, KS1 do not use NC Year, though they are pupil-level collections. Other collections are not pupil-level as they are aggregated and/or LA-level.

XML Schemas for CTF, Admissions and ULN-provisioning all have NCYearactual and the type definition is held in the include file 'years.xsd'.

Impact on School Census:

**All Terms:**

School table (min/max NCyear) - 1 validation rule

Pupil on roll table (NCYearActual) - 21 validation rules, not all will require amendment but they will need to be checked.

3 reports (ErrorReport, MainSoleFTbyNCYear, MainSolePTbyNCYear)

1 enumeration codelist

XSLT validations

XML schema type in the include file.

**Spring term:**

School table (min/max NCyear) - additional 3 validations (giving 4 in total)

Classes Yeargroup  - 7 validations

**Autumn term:**

School table (min/max NCyear) - additional 39 validations (giving 40 in total, this is due to the links with learning aims)

Pupil no longer on roll (NCYearLeaving) -  6 validation rules

**DDU - CBDS**

Linked to 12 data item numbers which need to be updated following creation of the new codeset: 100068, 100486, 200012, 200013, 200151, 200240, 200273, 200295, 200389, 200560, 400222, 900019

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

**Estimated Cost of Change:**

| Impact Assessed by (name): | Date: |
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## Section 3 - Outcome / Decision

## (To be completed CBDS administrator)

**Review Meeting:** CBDS Administrator review

| **Attendees:** Kirsty Bennett, Gary Connell, Phil Dent | **Date of Review Meeting**: <br> **12/11/15** |
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**Brief Summary of Discussion:**

Discussed the updated proposal and any supplier comments received. Agreed that this was requested by suppliers/schools and the changes to validations etc. were worthwhile if provides benefit.

| **Accept / Reject:** <br><br> Accept | **Deferred to:** |
|---|---|
| **Type of Funding:** | **Fund Holder Agreement:** |

**If Defer, provide details**

**If Accept, provide details:**

Creation of new data items 100583, 100584, 200674, 200675, 200676, 200677, 200678, 200679, 200680, 200681, 400366 & 900067 (NY Year group related) which will supersede 100068, 100486, 200012, 200013, 200151, 200240, 200273, 200295, 200389, 200560, 400222 & 900019 following the 15/16 census on 01/09/16 due to new codeset

Creation of new codeset D00260 NC Year Group which will supersede D00020 on 01/09/16

**If Reject, provide details:**