



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: CBDS codesets	Type of Change: Codeset amendment	RFC 932
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: 24/01/2017	Date change required: As soon as possible	
Priority: 2 = High	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: Queries.SUPPLIER@education.gov.uk		

Change Title:

Data item 'source' code amendments for two non-collected codesets in CBDS

Data item / Rule Number:

Data item 100023 <EthnicitySource> and associated codeset D00006

Data item 100331 <ServiceChildSource> and associated codeset D00017

Data items 100603 <ServiceChildSource> and 100604 <ServiceChildSource> together with associated codeset D00267

Description of change:

Data item 100023 <EthnicitySource> is linked to codeset D00006 (see below).

D00006	Ethnicity Source/Traveller Source/Religion Source
C	Provided by the child (ie pupil)
P	Provided by the parent
S	Ascribed by the current school
T	Ascribed by a previous school
O	Other

DfE guidance is clear that ethnicity should be as declared by the parent / guardian or pupil (where the pupil is deemed mature enough to have capacity to consent to sharing their personal data with others) and therefore, as it is not appropriate for ethnicity to be ascribed by the school, the current ethnicity source codeset directly contradicts DfE guidance.

Similarly, data item 100331 <ServiceChildSource> is linked to codeset D00017 (see below) which allows the service child indicator to be ascribed by the current school (or other) which, again, directly contradicts DfE guidance where this should be provided by the parent / guardian or pupil.

D00017	Service Child Source
C	Provided by the child (ie pupil)
P	Provided by the parent
S	Ascribed by the current school
O	Other

To resolve these inconsistencies, the following changes will be made to CBDS:

1. New data item 100603 <EthnicitySource> will replace 100023 and link to new codeset D00267 which is in compliance with Departmental Guidance.

D00267	Ethnicity source / Service child source
C	Provided by the child / pupil / student
P	Provided by the parent / guardian / individual with parental responsibility

2. Codeset D0006 will be altered to no longer refer to Ethnicity Source but, in the immediate term, will remain active for Traveller Source and Religion Source.

D00006	Traveller Source/Religion Source
---------------	---

C	Provided by the child (ie pupil)
P	Provided by the parent
S	Ascribed by the current school
T	Ascribed by a previous school
O	Other

3. New data item 100604 <ServiceChildSource> will replace 100331 and link to new codeset D00267 (see 1 above) which is in compliance with Departmental Guidance.

4. Codeset D00017 will no longer be active.

5. The description of codes C and P within the new codeset (see 1 above) will be amended to make it clear the P allows for values to be provided anyone with parental responsibility and C covers pupils, students and children.

We are aware that some suppliers may have already made informal changes to these codesets following previous discussions with the Department and this RFC is intended to formalise, and document, those changes.

For any ethnicity or service child indicator currently recorded within school systems which have declared by the current school, previous school or other (i.e. with source codes S, T and O) no retrospective action is required from suppliers and schools are asked to ensure that these are updated to values declared by the pupil or parent (i.e. with source code C or P) the next time they collect the data.

Reason for change (including benefits):

Whilst both the ethnicity source and service child source are not collected by the DfE, the values within the codeset directly contradict DfE guidance for how ethnicity and the service child indicator (which are collected by DfE) should be collected. Amending the codeset will ensure consistency with DfE guidance and avoid creating confusion locally for schools when collecting this sensitive information from parents / pupils.

Impact of not doing the change:

The codesets will not be in compliance with Departmental guidance which may open schools to challenge if these sensitive data items are not processed according to DfE advice.

ISB view of the proposed change:

Funding availability:

N/A

Impact assessment to be undertaken by: Phil Dent

There is no impact on Departmental systems or data collections, as these data items are not collected, or used, by the Department.

Date consulted:

24/01/2017

Response requested by:

01/02/2017

Section 2 - Impact Analysis

(To be completed by Impact Assessors)

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

None received

DfE Internal Colleagues' Summary of Impact Assessment:

N/A

Alternative Solutions / Workarounds (if appropriate):

Estimated Cost of Change:

Impact Assessed by (name): Date:

Section 3 - Outcome / Decision

(To be completed CBDS administrator)

Review Meeting: CBDS Administrator review meeting

Attendees: Kirsty Bennett, Gary Connell & Phil Dent

Date of Review Meeting: 07/02/2017

Brief Summary of Discussion: Discussed the changes and feedback from suppliers. Agreed to make changes to CBDS (some already made, due to correction of errant codeset)

Accept / Reject: Accept	Deferred to:
Type of Funding:	Fund Holder Agreement:
If Defer, provide details:	
If Accept, provide details: New data items as described above confirmed and those archived where necessary.	
If Reject, provide details:	

© Crown copyright 2015