



Department
for Education

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, Children Missing Education file	Type of Change: Addition of new data item and codeset	RFC 950
Name and team/company of RFC Originator: Gerard Hassett, Data Development Unit		
Originator Contact No: 020 7340 7921	Originator email address: Gerard.Hassett@education.gov.uk	
Date RFC Raised: 4 May 2017	Date change required: 19 May 2017	
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.gsi.gov.uk		
Change Title: Grounds for removing a pupil from the attendance register		

Data item / Rule Number:

New CBDS Data Item and codeset – numbers TBC xml tag <RemovalGrounds>

Description of change:

A new data item is to be added to CBDS and to the Children Missing Education, CMJ and CML, files to record the reasons for pupils removal from the School Admission Register.

Departure Basis

Code	Reason for leaving	Reason for Leaving Description	Statutory Reference*
A	Change in School Attendance Order	Where a pupil is registered under a School Attendance Order, the Local Authority changes the school named in the order or revokes the order	8 (1) (a)
B	Registered at another school	The pupil has been registered at another school. Not to be used in cases involving dual registration, or pupils of no fixed abode for reasons of trade or business (for example children of circus or fairground staff)	8 (1) (b)
C	Was dual registered, going to single registration at other school	Where a pupil is registered at more than one school, has ceased to attend the school and the other school has consented to the removal from the roll. Not to be used in cases where pupils have died or been permanently excluded or are of no fixed abode for reasons of trade or business (for example children of circus or fairground staff)	8 (1) (c)
D	Education other than at school	The school has been notified that the pupil is receiving education other than at school. Not to be used where a school attendance order has been revoked	8 (1) (d)
E	Distance	Except in the case of a boarder, that the pupil has ceased to attend the school and no longer lives within a reasonable distance from the school	8 (1) (e)
F	Failure to attend within 10 days after an exceptional leave of absence	In the case of a pupil granted exceptional leave of absence, the pupil has not returned to school within 10 days of the expiry of the leave, the school does not believe the pupil is unable to attend and the school and the local authority have made reasonable enquiries to locate the pupil	8 (1) (f)
G	Health	Unlikely to be fit to attend before passing compulsory school age, and has not indicated an intention to continue school after passing compulsory school age	8 (1) (g)
H	Unauthorised Absence of 20 Days or more	Has been absent for twenty school days and — i) was not authorised, ii) the school does not believe the pupil is unable to attend and iii) the school and the local authority have made reasonable enquiries to locate the pupil	8 (1) (h)
I	Detained	The pupil has been detained by court order for at least four months, and the school does not believe that the pupil will return at the end of that period	8 (1) (i)
J	Deceased	The pupil has died	8 (1) (j)
K	Not of compulsory school age	The pupil will cease to be of compulsory school age before the school next meets and i) has indicated they will cease to attend the school or ii) they do not meet the academic entry requirements for the sixth form.	8 (1) (k)
L	Left School	The pupil has ceased to be a pupil of the school. Not to be used for maintained schools, Academies or city technology colleges	8 (1) (l)
M	Permanent Exclusion	The pupil has been permanently excluded	8 (1) (m)
N	Completed Nursery Education	Nursery pupil who has completed Nursery education but not transferred to a reception, or higher, class at the school	8 (1) (n)
O	Financial	The pupil is a boarder at a maintained school or an Academy, charges for board and lodging are payable and these remain unpaid at the end of the term	8 (1) (o)
	*	The descriptions above are not a legal guide. For full details of the regulations see The Education (Pupil Registration) (England) Regulations 2006 as amended by the regulations of 2011, 2013 and 2016 and the statutory guidance on the department's website	

Reason for change (including benefits):

The CMJ and CML files have been created to allow for data to be transferred between schools and local authorities when pupils leave or join a school's register. The reasons for leaving currently recorded in CBDS do not correspond to the reasons for removing pupils from the admissions register that are laid out in the Education (Pupil Registration) (England) regulations. To enable the reasons to be recorded fully it is necessary to add this field to CBDS

Impact of not doing the change:

Not implementing this change will mean that schools will be unable to record the reasons for pupils being deleted from the admissions register and incomplete information will be reported to the local authorities when pupils leave or join schools.

ISB view of the proposed change:

Funding availability:

Impact assessment to be undertaken by:

Core and CTF software suppliers

ISB

Date consulted:

5 May 2017

Response requested by:

19 May 2017

Section 2 - Impact Analysis

(To be completed by Impact Assessors)

Software Suppliers' Summary of Impact Assessment:

New 'refusal grounds' code set, a couple of observations:

- Based on the proposals, schools would need to record two items of data, reason for leaving the school and grounds for removal at the school.
- There are a few codes the same, therefore in these instances the school will essentially be recording the same thing twice (from different lookups). There is a danger that they could accidentally record information in reason for leaving that has no correlation with the grounds for removal, which would require more effort on the LA's part to investigate.

Thank you for your comments on RFC 950 and its relationship to the CTF specification.

It will not be necessary to attain Star Chamber approval for the inclusion of this item in the CMJ/CML files as they are not part of a data collection by the department. However, inclusion in the CMJ/CML files would necessitate agreement from the software suppliers and we will bring look to achieve this once the RFC has been agreed to include this item in CBDS.

The CTF file remains as baselined previously – the CTF/CMJ change would be implemented in a version 17.1 as you suggest.

Grounds for Removal is only envisaged as an element in the CMJ/CML file rather than in the CTF itself

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

Attendees: Marcia Merchant, Phil Dent, Kirsty Bennett, Gerard Hassett & Ian Windress		Date of Review Meeting: 06/06/2017
Brief Summary of Discussion:		
<p>Discussed the supplier concerns/feedback and response issued from mailbox. Agreed that this is not the same as 'leaving reason' and is a separate item using a separate look up therefore schools should not complete in error. Also this is only for use in the CME/CMJ file and not the main CTF.</p> <p>Agreed to sign off and finalise in CBDS.</p>		
Accept / Reject:	Deferred to:	
Accept	n/a	
Type of Funding:	Fund Holder Agreement:	
n/a	n/a	
If Defer, provide details		
n/a		
If Accept, provide details:		
<p>Finalised added data item 100615 Pupil Removal Grounds and associated codeset D00283 ready for CMJ/CML transfer files</p>		
If Reject, provide details:		

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