



Department  
for Education

# **School preference (child level) data collection 2018**

**Business and technical specification v1.0**

**October 2017**

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## CBDS (Common basic data set)

This specification must be read in conjunction with the Excel workbook giving the current version of the revised [common basic data set \(CBDS\) database](#).

### Assumptions made in creating this specification

|    |   |
|----|---|
| A1 | The collection will use COLLECT as the data collection mechanism.   |
| A2 | Education Data Division (EDD) will only accept submissions in XML format.   |
| A3 | <p>There will be two instances of this collection in 2018.</p> <p>Each local authority (LA) will return two files. In March 2018, local authorities will make one return containing details of preferences and offers made in relation to the secondary national offer day (NOD); and in April 2018 local authorities will make a second return containing details in relation to the primary national offer day (NOD).</p> |
| A4 | Local authorities will provide one record per child relating to either an application made on their behalf for a school place, and/or where an offer has been made to parents, as at national offer day.  |

# 1 Introduction

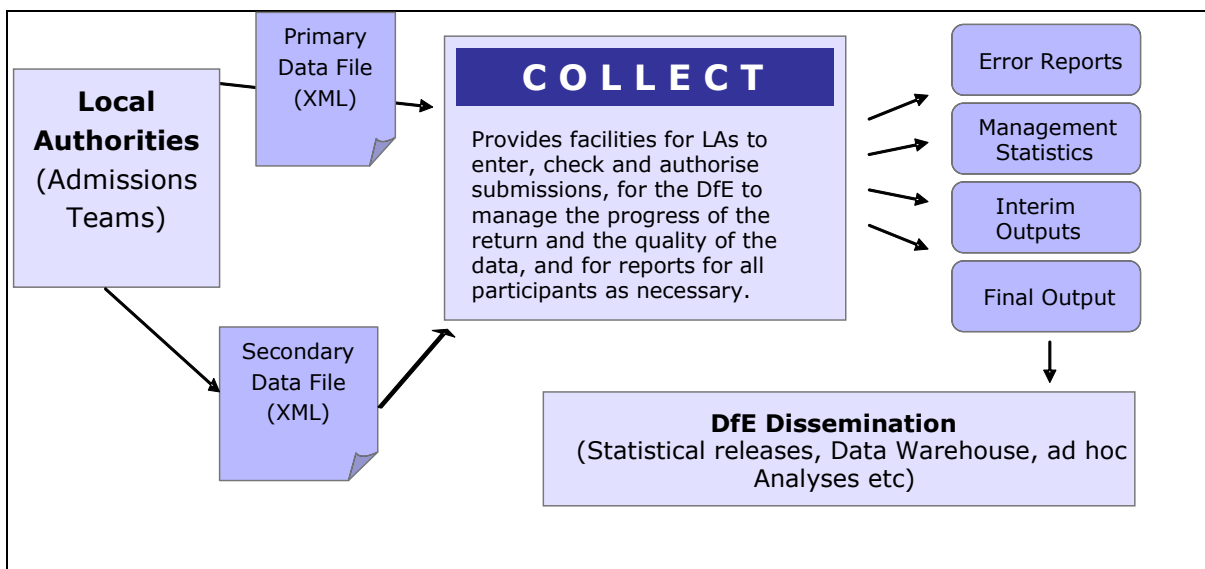
## 1.1 Purpose and background

This specification describes the requirements for a child level data collection, the school preference data collection 2018. The data to be collected will consist of a) local authority (LA) details, b) local authority level information on the total number of places available, and c) child-level information for those children in scope, including personal details and information about their school preferences and any offer made.

The collection will involve the local authority making two returns, one each to cover admissions applications in relation to both primary and secondary school children.

The specification covers the expected returns to DfE and the validation rules which will be applied to the data submitted.

The following diagram outlines the overall scope of the collection:



**Figure 1 High level data collection process**

This requirements specification consists of:

- This MS Word document containing a narrative, sample XML messages and validation rules;

The [common basic data set \(CBDS\)](#) MS excel workbook.

## 1.2 Scope and timing of returns

The Information as to the Provision of Education (England) Regulations 2008 were amended to require local authorities to submit child level data on both primary and

secondary school applications and offers made in relation to children resident in their area and are now 'The Information as to Provision of Education (England) (Amendment) (No.2) Regulations 2013'. Data should be provided in relation to all schools forming part of the local authority's coordinated admissions process (including community, foundation, voluntary controlled and voluntary aided schools, and academies and free schools).

The regulations will require a local authority to provide the Secretary of State with a return containing the information specified for this collection within 5 working days of the relevant national offer day. The relevant dates for 2018 are:

- Secondary national offer day – Thursday 1 March 2018 (latest date for submission of data Wednesday 7 March 2018)
- Primary national offer day – Monday 16 April 2018 (latest date for submission of data Friday 20 April 2018)

The data submitted must be that as of the relevant national offer day.

There will be no facility or requirement for a follow-up collection in September to update preferences and offers made amended as a result of appeals or to include late applications.

Local authorities should only return admissions data for a single entry year. The minority of local authorities who have two admissions years at either primary or secondary level (for example, because of middle deemed secondary schools) must submit only the year with the largest intake.

Late applications should be included only if they have been treated as 'on time' and dealt with in the first round of allocations on national offer day. Late applications that were dealt with on national offer day, but not in the first round of applications, should be removed.

Applications which were late but which one or more of the schools named as a preference were prepared to consider as on time, and therefore the applicant was considered for that school (those schools) in the first round on national offer day, should be included.

Child-level details of those children with a SEN (special educational needs) statement or EHC (education health care) plan, where the destination school has been determined in the statement or plan rather than through the coordinated admissions process should not be included in the return (although the places taken up by these children should be included in the 'total number of places on offer' data provided).

### **1.3 Structure of the collection**

The school preference data collection 2018 will consist of header information, including details of the local authority making the return, local authority level information, and child level data. The latter comprises one or more modules (a subset of the child level data).

### **1.4 Providing information about the local context**

The department would welcome any local contextual information that local authorities can provide alongside the data submission that they feel may add value and background information to the data. For example, the department carries out verification checks comparing the data submitted by local authorities against the published data for the previous year. Therefore, it would be particularly helpful if local authorities could provide an explanation of any instances where their data is significantly different from the previous year (for example, if there is a significant change in the number of applications made or the percentage of preferences met).

## 2 Guidance section - header details

Section 5 describes the XML format for the return of the data. Separate files will be required for (a) secondary, and (b) primary preferences and offers made to the deadlines set out in section 1.2. For both files, the data items required within the header are as follows:

Survey Collection Name <Collection> (800001) will be 'PREFSEC' for the secondary return and 'PREFPRI' for the primary return.

**Description: Name of the data collection for example 'PREFSEC' – school preference (child level) – secondary return; 'PREFPRI' – school preference (child level) – primary return. These collections are included in CBDS code set D00083.**

Survey Year <Year> (800003) will be '2018'.

**Description: The year of the collection.**

Survey Reference Date <ReferenceDate> (800004) will be '2018-03-01' for the secondary file and '2018-04-16' for the primary file.

**Description: The reference date is normally the day of the census or collection go live date and is used as the baseline date from which comparisons with other dates in the return can be made.**

Source Level <SourceLevel> (800005) will be 'L'.

**Description: Should be set to L for a local authority system.**

LA <LEA> (200001) is the LA Number.

**Description: Standard DfE three digit local authority number.**

Software Code <SupplierID> (800031) will be a free format field that can be populated with whatever identifier the software supplier wants to use.

**Description: Software supplier reference**

Release <Release>, (800008) is a code / date (or combination) provided by the Software Supplier to assist in identification

Serial No <SerialNo> (800007) will start at '001' and then be incremented by 1 each time a new file is prepared for submission.

**Description: An incremented number, generated by a provider's software, enables data collection systems to identify re-submissions.**



Date / Time <DateTime> (800010) is the Date and Time when the file was prepared or generated in CCYY-MM-DDThh:mm:ss format.

**Description: Date and time of generation of the return.**

CBDS Level <CBDSLevel> (800011) 'LA' and 'Pupil' should be provided.

**Description: Shows which of the defined CBDS levels are present within a data return.**

## 3 Guidance section – local authority level

### 3.1 Overall description

This section describes the local authority level of the two returns making up the school preference data collection 2018.

Full descriptions of the data items in each of these modules are shown in the [common basic data set](#) using the references in this specification.

Local authorities should only return admissions data for a single entry year. The minority of local authorities who have two admissions years at either primary or secondary level (for example, because of middle deemed secondary schools) must submit only the year with the largest intake.

Section 5 contains a sample XML message structure which shows the modular layout.

#### 3.1.1 Local authority admissions module

This module contains details of the total number of admissions places available. Note that only one figure needs to be returned in each of the two returns: a) secondary and b) primary.

a) Number of secondary places on offer (300029)

This is required only for the return in relation to the secondary national offer day (NOD). It will show the number of admission places in home local authority secondary schools (that is the total of the published admission numbers for all secondary schools part of the local authority's coordinated admissions process) for the 2018 admission year. This figure should include places retained for children with a special educational need (SEN) statement or and education health care (EHC) plan.

b) Number of primary places on offer (300030)

This is required only for the return in relation to the primary national offer day (NOD). It will show the number of admission places in home local authority primary schools (that is the total of the published admission numbers for all primary schools part of the local authority's coordinated admissions process) for the 2018 admission year. This will normally be reception year. This figure should include places retained for children with a special educational need (SEN) statement or education health care (EHC) plan.

## 4 Guidance section - child level

### 4.1 Overall description and scope

This section describes the child level of the school preference data collection 2018.

A single child level record should be provided relating to:

- any child to which the local authority made an offer of a school place on national offer day (NOD) regardless of whether an application was made on their behalf, and
- any child where an application was made on their behalf with at least one preference expressed, regardless of whether the local authority made an offer of a school place on national offer day. This should include late applications if treated as 'on time', but should not include late applications that were dealt with on national offer day, but not in the first round of applications (these should be removed). Applications which were late but which one or more of the schools named as a preference were prepared to consider as on time, and therefore the applicant was considered for that school (those schools) in the first round on national offer day, should be included.

A child level record should be not be provided for:

- any child with a special educational need (SEN) statement or education health care (EHC) plan, where the destination school has been determined in the statement or plan rather than through the coordinated admissions process.
- any child where an application was not made, and that child was not offered a place by the local authority making the return.
- Any applications made to neighbouring local authorities, even where the schools requested and/or offered are in your local authority.

Duplicate records for the same child should not be provided.

Full descriptions of the data items in each of these modules are shown in the [common basic data set](#) using the references in this specification.

The paragraphs below contain guidance.

Section 5 contains a sample XML message structure which shows the modular layout.

#### 4.1.1 Pupil / child identifiers module

This module contains the unique pupil number (UPN), name, date of birth and gender of the child being the subject of the application and/or made an offer. This module is required for each child in scope in both returns: (a) secondary and (b) primary.

UPN (unique pupil number) (100001)

If the child has a UPN (which should include all of those on the secondary return, unless they have not attended a mainstream school previously) then it should be provided. For the primary return the UPN should be provided if known. Many primary level children will yet to have been allocated a UPN, in which case this field should be left blank.

Surname (100003)

Forename (100004)

Middle names (100006)

Date of birth (100007)

Gender (100008)

#### **4.1.2 Home information module**

This module contains the current home address of the child being this subject of the application and/or made an offer. This module is required for each child in scope in both returns: (a) secondary and (b) primary. The address can be provided in one of two formats (but not both, or a mixture), which are:

Post code (100121), must be provided together with the remainder of the address in either

BS7666 (v1.4) address format

SAON (100103)

PAON (100109)

Street (100115)

Locality (100116)

Town (100117)

Administrative area (100118)

Post town (100119)

A valid BS7666 (v1.4) address will contain a minimum of the 'PAON', 'street' at least one of 'locality', 'town' or 'administrative area' or 'post town' alongside the 'post code'.

or

Line address format

Address line 1 (100128)

Address line 2 (100129)

Address line 3 (100130)

Address line 4 (100131)

Address line 5 (100132)

For line address, the minimum of two address lines must be provided alongside the post code.

### **4.1.3 Admissions module**

This module contains details relating to the admissions application or offer made. This module is required for each child in scope in both returns: (a) secondary and (b) primary.

For each record the:

Admissions entry year group (100294). Please note that for the primary collection the allowable values for entry year group have been reduced to '0' and 'R'. Please also see validation rule 056Q.

For each child where an application has been made:

On-line application (100526) – a flag showing 'True or 1' if the coordinated admissions application was made online. This field should be left blank if no application was made.

Where appropriate:

'NonApplicantOffer' (100527) – a flag showing 'True or 1' where an application on behalf of a child was not received but the child was subsequently offered a place by the local authority.

'NoPreferenceMet' (100528) – a flag showing 'True or 1' where an application on behalf of a child was received but the local authority had not been able to make an offer of one of the stated preferences. Note the child would normally be offered an alternative, non-preference, place by the local authority but 'True or 1' should be entered whether this is the case or not. The field should be left blank if no application was made or no preferences declared.

### **4.1.4 Preference details module**

This module contains details about the different schools named as preferences on the application made on behalf of the child – including the ranking of those preferences – and

details of the school offered on national offer day (where an offer was made). This module is required for each child in scope in both returns: (a) secondary and (b) primary.

For each preference made (as allowed by specific local authority but up to a maximum of six) the rank of the preference and the local authority number and 'establishment number' should be provided as follows:

Preference rank (100300)

Local authority (LA) Number (200001)

DfE establishment number (200636)

Where multiple preferences are expressed on the application then each preference for an individual child should be a unique combination of local authority (LA) Number and DfE establishment number. Preferences should be returned in order, starting with the preference ranked '1'.

Additionally, details of the school offered on national offer day (where an offer was made) should be provided as follows:

Local authority (LA) Number (200001)

DfE establishment number (200636).

## 4.2 Data relationships

This table shows the valid combinations of data items as set out in section 4 for the scenarios possible within returns.

| Scenario  | Preference data                       | Offer data | Non applicant offer | No preference met | On-line application |
|---|---------------------------------------|------------|---------------------|-------------------|---------------------|
| 1 Pupil applied (expressed preferences) and was offered a place in one of their preferred schools | Populated for at least one preference | Populated  | False               | False             | True/False          |
| 2 Pupil applied and was offered a place at a school which was not one of their preferences        | Populated for at least one preference | Populated  | False               | True              | True/False          |
| 3 Pupil applied and was not offered a school place  | Populated for at least one preference | Blank      | False               | True              | True/False          |
| 4 Pupil did not apply, but was offered a school place   | Blank                                 | Populated  | True                | Blank             | Blank               |

## 5 Data return format

The school preference data collection 2018 must be submitted to DfE in XML format, as described in this section.

The following general points should be noted for the above formats.

Note: The example provided is for the school preference secondary return (not primary).

### 5.1 Data items with no values

For the purposes of this collection the 'no data, no tag' principle will apply. Within XML, where there is no value for a particular item then the tag should not be shown. If circumstances arise where all of the data items in a container have no value then that container should not be returned.

Where there is a missing item or value where one is expected or required an error will be generated when the return is loaded into COLLECT. (See section 6, validation checks, for details).

### 5.2 XML format submission

An XML submission will be a single message consisting of:

- A header
- One local authority level module
- A repeating group containing the data for each child

|  |   |
|--|---|
|  | <Message>                                     |
|  | <Header> - see 5.3 below for details          |
|  | <LA> - see 5.4 below for details              |
|  | <AdmissionsChild> - see 5.5 below for details |
|  | </Message>                                    |

### 5.3 XML header

Separate files will be required for (a) secondary, and (b) primary preferences and offers made to the deadlines set out in section 1.2. A standard XML message header is required for each file. The data items should be populated according to the guidance in



Section 2. The layout (along with example data for school preference secondary) is as follows:

|        |  |
|--------|--|
|        | <Header>   |
|        | <CollectionDetails>                                  |
| 800001 | <Collection>PREFSEC</Collection>                     |
| 800003 | <Year>2018</Year>                                    |
| 800004 | <ReferenceDate>2018-03-01</ReferenceDate>            |
|        | </CollectionDetails>                                 |
|        | <Source>   |
| 800005 | <SourceLevel>L</SourceLevel>                         |
| 200001 | <LEA>999</LEA>                                       |
| 800006 | <SupplierID>Software Supplier Reference</SupplierID> |
| 800008 | <Release>1.4 2018-02-01</Release>                    |
| 800007 | <SerialNo>001</SerialNo>                             |
| 800010 | <DateTime>2018-03-04T11:14:05</DateTime>             |
|        | </Source>  |
|        | <Content>  |
|        | <CBDSLevels>   |
| 800011 | <CBDSLevel>LA</CBDSLevel>                            |
| 800011 | <CBDSLevel>Pupil</CBDSLevel>                         |
|        | </CBDSLevels>  |
|        | </Content>   |
|        | </Header>  |

## 5.4 Local authority XML message structure

|        |   |
|--------|---|
|        | <LA>                                    |
|        | <AdmissionsPlaces>                      |
| 300029 | <SecondaryPlaces>9999</SecondaryPlaces> |
|        | </AdmissionsPlaces>                     |
|        | </LA>                                   |

## 5.5 Child XML message structure

|        |                                       |
|--------|---------------------------------------|
|        | <AdmissionsChild>                     |
|        | <PupilChildIdentifiers>               |
| 100001 | <UPN> A123456789123</UPN>             |
| 100003 | <Surname>Surname</Surname>            |
| 100004 | <Forename>Firstname</Forename>        |
| 100006 | <MiddleNames>Middlename</MiddleNames> |
| 100007 | <DOB>1066-03-24</DOB>                 |
| 100008 | <Gender>F</Gender>                    |
|        | </PupilChildIdentifiers>              |
|        | <HomeInformation>                     |
| 100121 | <PostCode>ZZ99 9XX</PostCode>         |
|        | <BS7666Format>                        |
| 100103 | <SAON>2 Flat</SAON>                   |
| 100109 | <PAON> 123</PAON>                     |
| 100115 | <Street>Street name</Street>          |

|        |   |
|--------|---|
| 100116 | <Locality>Inner Area</Locality>   |
| 100117 | <Town>Town name</Town>  |
| 100118 | <AdministrativeArea>Adminarea</AdministrativeArea>  |
| 100119 | <PostTown>Name town</PostTown>  |
|        | </BS7666Format>   |
|        | <LineAddressFormat>   |
| 100128 | <AddressLine1>AddressA</AddressLine1>   |
| 100129 | <AddressLine2>AddressB</AddressLine2>   |
| 100130 | <AddressLine3>AddressC</AddressLine3>   |
| 100131 | <AddressLine4>AddressD</AddressLine4>   |
| 100132 | <AddressLine5>AddressE</AddressLine5>   |
|        | </LineAddressFormat>  |
|        | </HomeInformation>  |
|        | <Admissions>  |
| 100294 | <EntryYearGroup>7</EntryYearGroup>  |
| 100526 | <OnLineApplication>True</OnLineApplication>   |
| 100527 | <NonApplicantOffer>False</ NonApplicantOffer >  |
| 100528 | <NoPreferenceMet>False</NoPreferenceMet>  |
|        | </Admissions>   |
|        | <PreferenceDetails>   |
|        | <Preferences>   |
|        | Note: For each <PreferenceDetails> container there can be 0 to 6 instances of <Preference> and between 0 and 1 <Offer>. |
|        | <Preference>  |

|        |                                    |
|--------|------------------------------------|
| 100300 | <PreferenceRank>1</PreferenceRank> |
| 200001 | <LEA>999</LEA>                     |
| 200636 | <Estab>9999</Estab>                |
|        | </Preference>                      |
|        | <Preference>                       |
| 100300 | <PreferenceRank>2</PreferenceRank> |
| 200001 | <LEA>991</LEA>                     |
| 200636 | <Estab>9991</Estab>                |
|        | </Preference>                      |
|        | </Preferences>                     |
|        | >/PreferenceDetails>               |
|        | <Offer>                            |
| 200001 | <LEA>999</LEA>                     |
| 200636 | <Estab>9999</Estab>                |
|        | </Offer>                           |
|        | </AdmissionsChild>                 |

## 5.6 Special notes for XML returns

The standard XML entity references should be used for the following special characters:

| Character               | Entity reference |
|-------------------------|------------------|
| Ampersand (&)           | &amp;            |
| Left Angle Bracket (<)  | &lt;             |
| Right Angle Bracket (>) | &gt;             |

| Character                     | Entity reference |
|-------------------------------|------------------|
| Single Quote / Apostrophe (') | &apos;           |
| Double Quotes (“ ”)           | &quot;           |

For special characters such as é use a character reference such as &#233. This produces a generic XML file which can be viewed as such in a suitable browser. Details of all such characters are found within the XML standard documentation - see for example [Extensible markup language \(XML\) 1.0 \(third edition\)](#) Section 2.

DfE recommends that the file is given a meaningful name that includes the local authority number (the 3 digit serial number). The file extension should be .xml. This will help users in selecting the correct file to upload to COLLECT.

## 5.7 XML file generic naming conventions

The following file naming conventions apply:

- The file extension will be XML
- The file name shall be constructed from the following components:
  - Origin Identifier consisting of the local authority Number (3 digits);
  - Collection name where 'PREFSEC' indicates school preference (child level) – secondary return;
  - Serial number (3 digits);
- The components should be separated by underscore characters (“\_”);
- An example of a file name for this collection would be: 801\_PREFSEC\_001.XML.

## 5.8 Secondary and primary returns

As noted at the start of Section 5 of this specification, the XML example file is for the PREFSEC return only. If a PREFPRI (that is - primary) return is being provided, the following should be adhered to:

- File Name: 'PREFPRI' - the school preference (child level) primary return (7 digits)
- XML tags:
  - <Collection>PREFPRI</Collection>
  - <ReferenceDate>2018-04-16</ReferenceDate>
  - Include: <PrimaryPlaces> instead of <SecondaryPlaces>

## 6 Validation checks

This section specifies validation rules that are applied to the data by DfE using COLLECT. They should also be applied, as far as possible, by local authorities prior to loading the data onto the COLLECT system and any issues resolved.

Those data items included in the tables but not appearing in the validation rules - that is, those not shown in the validation rules as "must be present" - should be supplied where available (for example, pupil's middle name).

The table also shows which validations are errors and which ones are queries.

- An error is a failed validation check that must be corrected before the return is submitted.
- A query is one which must be investigated, and potentially corrected, as it identifies data that would usually be invalid. Queries may be accepted with appropriate notepad entries. The Department will accept notes at return level which include the relevant query numbers and pupil identifiers.

Note for internal DfE reference only: Validation rule 1500Q is set up in a tailored way on COLLECT for internal DfE purposes. It is an Error but is 'Okable'. The 'Q' is to distinguish this rule from a longer standing rule in other collections. It is important for the collection that data providers make every effort to return a UPN but there must be the facility to 'OK' the error on COLLECT as there are some circumstances where a UPN is not available.

## 6.1 File header validation

| Seq number | Error/ Query | Validation check   | Error message                               |
|------------|--------------|--|---|
| 050        | Error        | <p><b>For school preference (child level) – secondary return only:</b></p> <p>&lt;Collection&gt; (800001) must be present and = 'PREFSEC'</p> <p>Note for collect developers: This rule should trigger if PREFSEC is missing or incorrect on initial load. This field should be non-editable after loading into COLLECT.</p> | Survey collection name should be 'PREFSEC'. |
| 051        | Error        | <p><b>For school preference (child level) – primary return only:</b></p> <p>&lt;Collection&gt; (800001) must be present and = 'PREFPRI'</p> <p>Note for collect developers: This rule should trigger if PREFPRI is missing or incorrect on initial load. This field should be non-editable after loading into COLLECT.</p>   | Survey collection name should be 'PREFPRI'. |
| 012        | Error        | <p>&lt;Year&gt; (200125) must be present and = '2018'</p> <p>Note for collect developers: This rule should trigger if &lt;year&gt; does not equal the survey year on initial load. This field should be non-editable after loading into COLLECT.</p>   | Year should be '2018'.                      |

| Seq number | Error/ Query | Validation check  | Error message  |
|------------|--------------|---|--|
| 052        | Error        | For <b>school preference (child level) – secondary return</b> only<br><ReferenceDate> (200125) must be present and = '2018-03-01' | Reference date must be 01 March 2018                                     |
| 053        | Error        | For <b>school preference (child level) – primary return</b> only<br><ReferenceDate> (200125) must be present and = '2018-04-16'   | Reference date must be 16 April 2018                                     |
| 014        | Error        | <SourceLevel> (800005) must be present and = 'L'  | Source level should be 'L'.  |
| 017        | Query        | <SupplierID> (800031) must be present   | Software code should be present.   |
| 019        | Query        | <SerialNo> (800007) must be present and a numeric number in the format 'nnn'  | Serial No. should be present.  |
| 020        | Error        | <DateTime> (800010) must be present and in the format 'CCYY-MM-DDThh:mm:ss'   | Date/ Time file generated should be in the format 'yyyy-mm-ddThh:mm:ss'. |
| 021        | Error        | <CBDSLevel> (800011) must be present and = 'Pupil' OR 'LA'  | CBDS level should be 'pupil' or 'LA'                                     |
| 8000       | Error        | <LEA> (200001) must be present and a valid value  | Local authority number missing or invalid                                |



## 6.2 Local Authority level validation

| Seq number | Error/ Query | Validation check  | Error message   |
|------------|--------------|---|---|
| 086        | Error        | No Admission Places information is present in the return                              | The admission places record is blank  |
| 082        | Error        | Where <Collection> = `PREFSEC` then <SecondaryPlaces> (300029) must be present and >0 | A secondary return is present but there are no school places details provided |
| 083        | Error        | Where <Collection> = `PREFPRI` then <PrimaryPlaces> (300030) must be present and >0   | A primary return is present but there are no school places details provided   |

| Seq number | Error/ Query | Validation check  | Error message   |
|------------|--------------|---|---|
| 088Q       | Query        | <p>Where &lt;Collection&gt; =`PREFSEC`: Raise a Query where &lt;SecondaryPlaces&gt; (300029) for current year collection is &gt;= &lt;SecondaryPlaces (300029) for previous year collection x 1.08.</p> <p>NB: The actual percentage and difference should be included in the brackets in the query message. Both the previous and current number of places should also be included in the error messages.</p> <p>NB1: A check should be made for a missing or 'zero' value for the previous year. If found, please raise the following message. 'This figure cannot be calculated as the previous year's admissions places was zero'.</p> <p>NB2: If current year admissions places is not completed or not greater than zero, the following message should be raised: 'This figure cannot be calculated as the current year's admissions places is zero'.</p> | <p>The number of secondary school places reported (nnnn) is significantly higher (nn%) than the number reported for the previous year (nnnn). Please check that the figure provided is correct and add a note giving the reason (for example, a new free school).</p> |

| Seq number | Error/ Query | Validation check  | Error message  |
|------------|--------------|---|--|
| 089Q       | Query        | <p>Where &lt;Collection&gt; =`PREFSEC`: Raise a Query where &lt;SecondaryPlaces&gt; (300029) for current year collection is &lt;= &lt;SecondaryPlaces (300029) for previous year collection x 0.92.</p> <p>NB: The actual percentage difference should be included in the brackets in the query message. Both the previous and current number of places should also be included in the error messages.</p> <p>NB1: A check should be made for a missing or 'zero' value for the previous year. If found, please raise the following message. 'This figure cannot be calculated as the previous year's admissions places was zero'.</p> <p>NB2: If current year admissions places is not completed or not greater than zero, the following message should be raised: 'This figure cannot be calculated as the current year's admissions places is zero'.</p> | <p>The number of secondary school places reported (nnnn) is significantly lower (-nn%) than the number reported for the previous year (nnnn). Please check that the figure provided is correct and add a note giving the reason (for example, a school closure).</p> |

| Seq number | Error/ Query | Validation check  | Error message   |
|------------|--------------|---|---|
| 090Q       | Query        | <p>Where &lt;Collection&gt; =`PREFPRI`: Raise a Query where &lt;PrimaryPlaces&gt; (300030) for current year collection is &gt;= &lt;PrimaryPlaces (300030) for previous year collection x 1.08.</p> <p>NB: The actual percentage difference should be included in the brackets in the query message. Both the previous and current number of places should also be included in the error messages.</p> <p>NB1: A check should be made for a missing or 'zero' value for the previous year. If found, please raise the following message. 'This figure cannot be calculated as the previous year's admissions places was zero'.</p> <p>NB2: If current year admissions places is not completed or not greater than zero, the following message should be raised: 'This figure cannot be calculated as the current year's admissions places is zero'.</p> | <p>The number of primary school places reported (nnnn) is significantly higher (nn%) than the number reported for the previous year (nnnn). Please check that the figure provided is correct and add a note giving the reason (for example, a new free school).</p> |

| Seq number | Error/ Query | Validation check  | Error message  |
|------------|--------------|---|--|
| 091Q       | Query        | <p>Where &lt;Collection&gt; =`PREFPRI`: Raise a Query where &lt;PrimaryPlaces&gt; (300030) for current year collection is &lt;= &lt;PrimaryPlaces (300030) for previous year collection x 0.92.</p> <p>NB: The actual percentage difference should be included in the brackets in the query message. Both the previous and current number of places should also be included in the error messages.</p> <p>NB1: A check should be made for a missing or 'zero' value for the previous year. If found, please raise the following message. 'This figure cannot be calculated as the previous year's admissions places was zero'.</p> <p>NB2: If current year admissions places is not completed or not greater than zero, the following message should be raised: 'This figure cannot be calculated as the current year's admissions places is zero'.</p> | <p>The number of primary school places reported (nnnn) is significantly lower (-nn%) than the number reported for the previous year (nnnn). Please check that the figure provided is correct and add a note giving the reason (for example, a school closure).</p> |

| Seq number | Error/ Query | Validation check  | Error message   |
|------------|--------------|---|---|
| 097Q       | Query        | <p>Where &lt;Collection&gt; = `PREFSEC`:</p> <p>Where &lt;Collection&gt; = `PREFSEC`: Raise a query where number of pupils in the current collection with a &lt;NonApplicantOffer&gt; (100527) = False/0 is &gt;= number of pupils in previous year's collection with &lt;NonApplicantOffer&gt; (100527) = False/0 x 1.08.</p> <p>NB: The actual percentage and difference should be included in the brackets in the query message. Both the previous and current number of applications should also be included in the error messages.</p> | <p>The number of secondary school applications reported (nnnn) is significantly higher (nn%) than the number reported for the previous year (nnnn). Please check that the figure provided is correct and add a note giving the reason (for example, a new free school).</p> |
| 098Q       | Query        | <p>Where &lt;Collection&gt; is `PREFSEC`: Raise a query where number of pupils in the current collection with a &lt;NonApplicantOffer&gt; (100527) = False/0 is &lt;= number of pupils in previous year's collection with &lt;NonApplicantOffer&gt; (100527) = False/0 x 0.92</p> <p>NB: The actual percentage difference should be included in the brackets in the query message. Both the previous and current number of applications should also be included in the error messages.</p>  | <p>The number of secondary school applications reported (nnnn) is significantly lower (-nn%) than the number reported for the previous year (nnnn). Please check that the figure provided is correct and add a note giving the reason (for example, a school closure).</p>  |

| Seq number | Error/ Query | Validation check  | Error message   |
|------------|--------------|---|---|
| 099Q       | Query        | <p>Where &lt;Collection&gt; is `PREFPRI`: Raise a query where number of pupils in the current collection with a &lt;NonApplicantOffer&gt; (100527) = False/0 is &gt;= number of pupils in previous year's collection with &lt;NonApplicantOffer&gt; (100527) = False/0 x 1.08.</p> <p>NB: The actual percentage difference should be included in the brackets in the query message. Both the previous and current number of applications should also be included in the error messages.</p> | <p>The number of primary school applications reported (nnnn) is significantly higher (nn%) than the number reported for the previous year (nnnn). Please check that the figure provided is correct and add a note giving the reason (for example, a new free school).</p> |
| 0100Q      | Query        | <p>Where &lt;Collection&gt; is `PREFPRI`: Raise a query where number of pupils in the current collection with a &lt;NonApplicantOffer&gt; (100527) = False/0 is &lt;= number of pupils in previous year's collection with &lt;NonApplicantOffer&gt; (100527) = False/0 x 0.92.</p> <p>NB: The actual percentage difference should be included in the brackets in the query message. Both the previous and current number of applications should also be included in the error messages.</p> | <p>The number of primary school applications reported (nnnn) is significantly lower (-nn%) than the number reported for the previous year (nnnn). Please check that the figure provided is correct and add a note giving the reason (for example, a school closure).</p>  |
| 084        | Error        | <p>At least one &lt;AdmissionsChild&gt; module must be present for each return</p>  | <p>A return is present but there are no child details provided.</p>   |

| Seq number | Error/ Query | Validation check   | Error message  |
|------------|--------------|--|--|
| 085        | Error        | Within each return, pupils should only be included from the same entry year. | The return includes pupils from more than one entry year. Data should be provided for the largest entry year only. |

### 6.3 Child level validation

| Seq number                            | Error/ Query | Validation check  | Error message   |
|---------------------------------------|--------------|---|---|
| <b>Pupil/child identifiers module</b> |              |   |   |
| 1500Q                                 | Error        | <p>For <b>school preference (child level) – secondary return</b> only:</p> <p>Unique Pupil Number &lt;UPN&gt; (100001) should be present</p> <p>NB: This must be an ‘OK-able Error’.</p> <p>Note for internal use only: Please see explanatory note in paragraph 6 of this specification.</p> | UPN missing. If it is not possible to provide a UPN for this child, please provide a return level note explaining why. This will be ‘Okable’ in COLLECT |



| Seq number | Error/ Query | Validation check   | Error message                                   |
|------------|--------------|--|---|
| 1510       | Error        | <p>If UPN is present &lt;UPN&gt; (100001) must contain the correct check letter. To calculate the check letter:</p> <ol style="list-style-type: none"> <li>1. Multiply the individual digits by their weights as follows: digit 2 by weight 2; digit 3 by weight 3; digit 4 by weight 4; digit 5 by weight 5; digit 6 by weight 6; digit 7 by weight 7; digit 8 by weight 8; digit 9 by weight 9; digit 10 by weight 10; digit 11 by weight 11; digit 12 by weight 12; digit 13 by weight 13.</li> <li>2. Sum the individual results, divide the total by 23, and take the remainder.</li> <li>3. Calculate the check letter from the result as follows:<br/> 0 = A; 1 = B; 2 = C; 3 = D; 4 = E; 5 = F; 6 = G; 7 = H; 8 = J; 9 = K; 10 = L; 11 = M; 12 = N; 13 = P; 14 = Q; 15 = R; 16 = T; 17 = U; 18 = V; 19 = W; 20 = X; 21 = Y; 22 = Z.</li> </ol> <p>For calculating the check letter (see above) any alphabetical character at digit 13 is accorded the same numerical value as listed in paragraph 3 above, that is A=0, B=1, C=2 and so forth.</p> | UPN invalid (wrong check letter at character 1) |
| 1520       | Error        | Each <UPN> (100001) (where not blank) must be unique across all pupils within the data return  | More than one pupil record with the same UPN.   |

| Seq number | Error/ Query | Validation check  | Error message   |
|------------|--------------|---|---|
| 1530       | Error        | If <UPN> (100001) is present Characters 2-4 of <UPN> (100001) must be a valid post April 1998 LA code or recognised "pseudo LA" code (001-005, 201-213, 301-320, 330-336, 340-344, 350-359, 370-373, 380-384, 390-394, 420, 660-681, 701-708, 800-803, 805-808, 810-813, 815, 816, 820 -823, 825, 826, 830, 831, 835-837, 840, 841, 845, 846, 850-852, 855-857, 860, 861, 865-896, 908, 909, 916, 919, 921, 925, 926, 928, 929, 931, 933, 935-38) | UPN invalid (characters 2-4 not a recognised local authority code).   |
| 1540       | Error        | If <UPN> (100001) is present Characters 5-12 of <UPN> (100001) must be numeric  | UPN invalid (characters 5-12 not all numeric).  |
| 1550       | Error        | If <UPN> (100001) is present Character 13 of <UPN> (100001) must be numeric or A-Z omitting I, O and S  | UPN invalid (character 13 not a recognised value).  |
| 1560Q      | Query        | There should not be two or more pupils in the return with the same surname (100003), forename (100004), middle names (100006), date of birth (100007) and post code (100121).<br><br>NB: This must be an OK-able query.   | Please check: Duplicate child records with the same surname, forename, middle names, date of birth and post code. This will be 'Okable' in COLLECT. |
| 1580       | Error        | <Surname> (100003) must be present  | Pupil with last name missing.   |
| 1590       | Error        | <Forename> (100004) must be present   | Pupil with forename missing.  |
| 1600       | Error        | <DOB> (100292) must be present.   | Pupil's date of birth is missing.   |

| <b>Seq number</b>              | <b>Error/ Query</b> | <b>Validation check</b>  | <b>Error message</b>  |
|--------------------------------|---------------------|--|---|
| 054Q                           | Query               | <DOB> (100292) should be on or before 31 August 2014 that is, pupil should not be younger than 4 on year of admission            | Please check: Child shown is younger than 4 years old.  |
| 055Q                           | Query               | <DOB> (100292) should be on or after 1 September 2002 that is, pupil should be eligible to enter secondary education (yrs 7-11). | Please check: Pupil's date of birth indicates they are already 16 years of age prior to the start of the 2018 to 2019 academic year and not eligible for secondary education (yrs 7-11).  |
| 1610                           | Error               | <Gender> (100008) must be present and – 'M' or 'F'.  | Pupil's gender is missing or invalid.   |
| <b>Home Information module</b> |                     |  |   |
| 092                            | Error               | Pupil's home information details are missing<br><br>This error must be 'OK-able'   | The home information details are missing for this pupil. Please enter the correct home information details. If it is not possible to provide home information details for this child, please provide a note against the child's individual record explaining why. |

| Seq number | Error/ Query | Validation check   | Error message  |
|------------|--------------|--|--|
| 2340       | Error        | <p>&lt;PostCode&gt; (100121) must be provided and must be in a valid format. Valid formats are:</p> <p>An nAA</p> <p>Ann nAA</p> <p>AAn nAA</p> <p>AAnn nAA</p> <p>AnA nAA</p> <p>AAnA nAA</p> <p>where 'A' is alphabetic and 'n' is numeric. Also valid:</p> <p>BFPO n</p> <p>BFPO nn</p> <p>BFPO nnn</p> <p>This error must be 'OK-able'</p> | Pupil's post code not provided, or in an unrecognised format. If it is not possible to provide a post code in the valid format for this child, please provide a note against the child's individual record explaining why. |
| 2350       | Error        | <p>&lt;AddressLine1&gt; (100128) or &lt;PAON&gt; (100109) must be present.</p> <p>This error must be 'OK-able'</p>   | Insufficient address information provided.   |

| Seq number                                | Error/ Query | Validation check   | Error message  |
|---|--------------|--|--|
| 2380                                      | Error        | If <PAON> (100109) is present, at least one of <Street> (100115), <Locality> (100116), <Town> (100117), <Administrative Area> (100118) or <PostTown> (100119) must be present<br><br>This error must be 'OK-able'  | Please check: Where dwelling is present, at least one of the street, locality, town, administrative area or post town must be shown. |
| 2400                                      | Error        | If <AddressLine1> (100128) present, one of <AddressLine2> (100129) <AddressLine3> (100130) <AddressLine4> (100131) or <AddressLine5> (100132) must be present.<br><br>This error must be 'OK-able'   | Where first line present, at least one other address line must also be present.  |
| 2445Q                                     | Query        | If <AddressLine1>, <AddressLine2>, <AddressLine3>, <AddressLine4> or <AddressLine5> present, <PAON> (100109), <Street> (100115), <Locality> (100116), <Town> (100117), <AdministrativeArea> (100118) or <PostTown> (100119) should not be present.<br><br>This error must be 'OK-able' | Address information drawn from two conflicting formats.  |
| <b>Admissions and preferences modules</b> |              |  |  |
| 093                                       | Error        | Pupil's admissions details are missing   | The admission details are missing for this pupil. Please enter the correct admission details.  |

| Seq number | Error/ Query | Validation check   | Error message   |
|------------|--------------|--|---|
| 096        | Error        | There is more than one admissions module for the child   | More than one admissions record is present. There must be only one admissions record for each child.  |
| 094        | Error        | Child has more than one offer.   | There is more than one offer recorded. Please remove the invalid offer.   |
| 056Q       | Query        | For <b>school preference (child level) – secondary return</b> only:<br><EntryYearGroup> (100294) must be present and one of '4', '5', or '6', '7', '8', '9', or '10'.<br><br>For <b>school preference (child level) – primary return</b> only:<br><EntryYearGroup> (100294) must be present and either '0' or 'R'. | Admissions entry year group is missing or invalid.  |
| 057        | Error        | If <NonApplicantOffer> (100527) is 'True or 1' then <OnLineApplication> (100526) must be blank or missing and <Preference> container should be blank or missing.   | A non applicant offer has been reported, but it has also been stated that an on-line application has been made and/or there is at least one school preference. This cannot be the case. |
| 058        | Error        | If <NonApplicantOffer (100527) is 'False or 0' then <OnLineApplication> (100526) must be present and one of 'True or 1' or 'False or 0'  | Neither a non applicant offer nor an on-line application has been reported – both cannot be blank.  |

| Seq number | Error/ Query | Validation check  | Error message  |
|------------|--------------|---|--|
| 059        | Error        | <NonApplicantOffer> (100527) must be present and one of 'True or 1' or 'False or 0'                         | Non applicant offer must be present and a valid value  |
| 060        | Error        | If present, <NoPreferenceMet> (100528) must be one of 'True or 1' or 'False or 0'                           | No preference met is present but has an invalid value.   |
| 061        | Error        | If <NonApplicantOffer> (100527) is 'True or 1' then <NoPreferenceMet> (100528) must be blank or missing.    | Non applicant offer has been reported, but also no preference met. This cannot be the case since there are no preferences for a non applicant offer. |
| 062        | Error        | If <NonApplicantOffer> (100527) is 'False or 0' then <NoPreferenceMet> (100528) cannot be blank or missing. | No preference met cannot be missing unless the child is a non applicant  |
| 063        | Error        | Where <PreferenceRank> (100300) is present <LEA> (200001) must be present and a valid value                 | Local authority number missing or invalid for preferences  |

| Seq number | Error/ Query | Validation check   | Error message   |
|------------|--------------|--|---|
| 064        | Error        | <p>Where &lt;PreferenceRank&gt; (100300) is present &lt;Estab&gt; (200636) must come from a range of current schools in the LA</p> <p>This must be an 'OK-able Error'.</p> | <p>DfE establishment number missing or invalid for preferences. If a dummy code has been used (for example, for new provision, 2nd site of a 2-site school, or aptitude place) please add a note giving the school name and (as needed) entry route for each dummy code.</p> <p>NB: Independent schools should not be included in this collection</p>     |
| 065        | Error        | <p>Where &lt;Offer&gt; container is present &lt;LEA&gt; (200001) must be present and a valid value</p>   | <p>Local authority number missing or invalid for school offered</p>   |
| 066        | Error        | <p>Where &lt;Offer&gt; container is present &lt;Estab&gt; (200636) come from a range of current schools in the LA</p> <p>This must be an 'OK-able Error'.</p>              | <p>DfE establishment number missing or invalid for school offered. If a dummy code has been used (for example for a new provision, 2nd site of a 2-site school, or aptitude place) please add a note giving the school name and (as needed) entry route for each dummy code.</p> <p>NB: Independent schools should not be included in this collection</p> |



| Seq number | Error/ Query | Validation check  | Error message  |
|------------|--------------|---|--|
| 067        | Error        | Where <NonApplicantOffer> (100527) is 'True or 1' then <Preferences> container must be blank or missing   | Child is identified as having a non applicant offer, but preferences are shown.  |
| 068        | Error        | Where <NonApplicantOffer> (100527) is 'False or 0' then <Preferences> container must be present   | Child is identified as not having a non applicant offer, but no preferences are shown  |
| 069        | Error        | Where <NonApplicantOffer> (100527) is 'True or 1' then <Offer> container must be present  | If a non applicant offer has been made, offer details must be present.   |
| 070        | Error        | If <NoPreferenceMet> (100528) = 'False or 0' then <Offer> container must be present and <Offer><LEA> (200001) and <Offer><Estab> (200636) must equal one of <Preference><LEA> (200001) and <Preference><Estab> (200636) | It has been reported that one of the child's preferences have been met, but the offer details provided do not match any of the preferences reported. |

| Seq number | Error/ Query | Validation check  | Error message  |
|------------|--------------|---|--|
| 071        | Error        | If <NoPreferenceMet> (100528) = 'True or 1' AND <Offer> container is present then <Offer><LEA> (200001) and <Offer><Estab> (200636) must not equal any of <Preference><LEA> (200001) and <Preference><Estab> (200636) | It has been reported that no preferences have been met for the child, but the offer details match one of the preferences provided. |
| 072        | Error        | Where <PreferenceRank> (100300) = '1' then <NonApplicantOffer> (100527) must be 'False or 0'  | Preferences recorded where no application shown.   |
| 073        | Error        | If <Preferences> container is not present then <NonApplicantOffer> (100527) must be 'True or 1'   | A child must have a non applicant offer, if no preference details are present.   |
| 074        | Error        | For each instance of <Preferences> container <PreferenceRank> (100300) must be present and equal to '1', '2', '3', '4', '5' or '6'  | Preference rank missing or invalid   |
| 087        | Error        | For each instance of <Preference> container the <PreferenceRank> (100300) must be different   | One or more preference ranks have been repeated across the listed preferences  |

| Seq number | Error/ Query | Validation check  | Error message   |
|------------|--------------|---|---|
| 095        | Error        | Each <PreferenceRank> (100300) must run in consecutively and in numerical order. There must be no gaps between the preference ranks.        | Preferences must be ranked from 1 downwards in the order requested by the applicant. There must be no gaps between the preferences. If a preference is removed, the preferences lower in the order must be moved up and the list re numbered. |
| 080        | Error        | If <Offer> container is not present then <NoPreferenceMet> (100528) must be 'True or 1' AND <PreferenceRank> (100300) = '1' must be present | Child is identified as having no offer details, but no preference met = 'False' and/or the first preference details is missing  |
| 081        | Error        | For each instance of <Preference> container the combination of <LEA> (200001) and <Estab> (200636) must be different                        | Duplicate preference shown.   |

## Version history

| Version | Main changes  | Author/Date                                 |
|---------|---|---|
| V0.1    | For initial internal QA. Main changes are:<br><br>All through: Update of dates for new collection and removal of previously deleted text.   | Alan Brooks;<br>EDD, DDU. July<br>2017      |
| V0.2    | Draft sent to software suppliers for their comments.<br><br>Main changes are highlighted in yellow. Deletions have been crossed through. No major changes from 2017, but the historical background passage in paragraph 1.1 has been removed. | Alan Brooks,<br>EDD, DDU,<br>August 2017    |
| V1-0    | Baselined version   | Alan Brooks,<br>EDD, DDU,<br>September 2017 |



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