



Department
for Education

Children looked after by local authorities in England

**Technical specification to the 2017-2018
data collection**

July 2017 version 1.0

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1. Overview of formats for loading data

Local authorities will have two options for preparing SSDA903 data in a suitable electronic format which can be directly loaded into the system:

- One XML file; or
- Ten separate CSV files.

2. XML format

The file CLA.xsd is the XML “schema” and sets out the required layout for an SSDA903 XML file. All abbreviations used in this schema are explained in the summary of data items above.

The schema will be made available on our [website](#) and we will write to local authorities and suppliers to let them know when this happens.

List of XML tags

For a list of required XML tags refer to the XML schema.

Blank tags

The requirement for blank tags was relaxed in 2009-2010 in order to reduce the file size. The attribute minOccurs has been added to the tag to identify whether or not the element is required. The default is 1 (mandatory), but where minOccurs = **0** this means that the element is optional. If a tag has been identified as optional and you do not have any data for it, then you have two options which depend on the specification of the minimum length attribute, minLength:

1. If minLength is 0 or unspecified, then you can leave the tag blank;
2. If minLength is greater than zero, then the tag cannot be left blank and must be deleted.

Whilst XML files can be created using a standard commercial package designed for the purpose (DFE uses XML Spy v4.3). XML files for loading SSDA903 data are best prepared as a direct data output from your own system. DFE does not recommend preparing an XML file by direct input from a keyboard. If local authorities are obliged to key in every record individually, they would be far better advised to enter their data directly onto the SSDA903 system input screens, rather than manually creating an XML file as an interim step prior to data loading.

3. CSV format

The CSV format involves the preparation of ten files in comma separated variable (CSV) file format. Column headers have been included in each file, to allow data to be checked easily.

The following points, common to all files, should be followed closely:

- A comma will be used to separate each data item from the next data item;
- If quotes are used to enclose data items, they must be double quotes (like “)
- not single quotes (like ‘);
- A null data item (like DEC or REC) must still be delimited by commas (ie;);
- Dates (like ‘DOB’) need to be in DD/MM/YYYY format (like 24/12/2000);
- Leading zeros in date fields should be entered like 03/01/2001;
- Each record ends with a carriage return control code (with the next record beginning on a new line).

The ‘CHILD’ data item ((child identifier) like ‘CHILD_LA_CODE’) is present in all files to enable the various files to be linked on the DfE Internet system. When the files are downloaded, the computer system will check that for every record in the ‘Header’ file there is at least one record for the child on the ‘Episodes’ file. If care leaver records are in the ‘Header’ file, these are not to be included in the ‘Episodes’ file. In this case, the system will generate a warning message but this does not interfere with the loading or validation process. Conversely, the system will check that every record on the ‘Episodes’ file has a corresponding record on the ‘Header’ file.

Description of the CSV files

SSDA903 load

The SSDA903 load must be done first and comprises of three files:

1. Header file

The first row in the ‘Header’ file will be a header row, as follows:

CHILD,SEX,DOB,ETHNIC,UPN,MOTHER,MC_DOB

Each of the subsequent rows will contain the data items for each looked after child during the year ending 31 March, including those looked after under a series of short term placements.

Care leaver (OC3) records can also be included; if not then they have to be entered manually. These data items will be in the above order.

2. Episodes file

The first row in the 'Episodes' file will be a header row, as follows:

CHILD,DECOM,RNE,LS,CIN,PLACE,PLACE_PROVIDER,DEC,REC,
REASON_PLACE_CHANGE, HOME_POST, PL_POST, URN

Each of the subsequent rows will begin with the relevant child code followed by the data items for a particular episode. All episodes for children looked after during the year ending 31 March should be included, each one on a separate row. These data items will be in the above order.

3. UASC file

To be completed in respect of children who are UASC only. The first row in the file will be a header row, as follows:

CHILD,SEX,DOB,DUC

Each of the subsequent rows will begin with the relevant child code followed by the three key UASC data items for each child. These data items must be in the above order.

Outcomes (OC2) load

This comprises of the 'OC2' file. To be completed in respect of children who were looked after at 31 March and had been looked after continuously for at least the previous twelve months only. The first row in the 'OC2' file will be a header row, as follows:

CHILD,DOB,SDQ_SCORE,SDQ_REASON,CONVICTED,HEALTH_CHECK,IMMUNIS
ATIONS,TEETH_CHECK,HEALTH_ASSESSMENT,SUBSTANCE_MISUSE,INTERV
ENTION_RECEIVED,INTERVENTION_OFFERED

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child who has been looked after for at least twelve months continuously at 31 March. These data items will be in the above order.

Adoption (AD1) load

This comprises of the 'AD1' file. To be completed in respect of children adopted from care during the year only. The first row in the AD1 file will be a header record, as follows:

CHILD, DOB, DATE_INT, DATE_MATCH, FOSTER_CARE, NB_ADOPTR,
SEX_ADOPTR, LS_ADOPTR

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child adopted from care during the year. These data items will be in the above order.

Should be placed for adoption load

This comprises of the 'Should Be Placed For Adoption' file. To be completed in respect of children for whom the decision is made, either during the current year or in a previous year, that the child should be placed for adoption or for whom the decision is made during the year that the child should no longer be placed for adoption. The first row in the Should be Placed for Adoption File will be a header row, as follows:

CHILD, DOB, DATE_PLACED, DATE_PLACED_CEASED,
REASON_PLACED_CEASED

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child for whom the decision is made that the child should be placed for adoption/should no longer be placed for adoption during the year. These data items will be in the above order.

Care leavers (OC3) load

This comprises of the 'OC3' file. To be completed for all young people who are eligible for care leaver support and whose 17th, 18th, 19th, 20th or 21st birthday falls within the collection period. For the 2017 to 2018 collection, this therefore covers young people whose date of birth fell between 1 April 1996 and 31 March 2001. The first row in the 'OC3' file will be a header row, as follows:

CHILD, DOB, IN_TOUCH, ACTIV, ACCOM

Each of the subsequent rows will begin with the relevant child code followed by the data items for each former looked after child for whom data are required. These data items will be in the above order.

Reviews load

This comprises of the 'Reviews' file. To be completed for all children looked after for at least 20 working days. The first row in the 'Reviews' file will be a header row, as follows:

CHILD, DOB, REVIEW, REVIEW_CODE

Note that each review date for a particular child needs to be recorded on a separate row. 'REVIEW_CODE' should be completed for all reviews held in this year.

Previous permanence load

This should be completed for each child who has started to be looked after at any point during the year. The first row in the 'Previous Permanence' file will be a header file, as follows:

CHILD, DOB, PREV_PERM, LA_PERM, DATE_PERM

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child for whom data are required. These data items will be in the above order.

Missing load

This should be completed for each child who was missing or away from placement without authorisation during the year. The first row in the 'Missing' file will be a header file, as follows:

CHILD, DOB, MISSING, MIS_START, MIS_END

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child for whom data are required. These data items will be in the above order.

Loading sequence for CSV files

If using the CSV option, the 'Header', 'Episodes' and 'UASC' files must be loaded first. These three files all load simultaneously. By selecting the 'Child ID', the system will then find and load the others.

On loading, the system will check that for every record in the 'Header' file, there is at least one record for the child on the 'Episodes' file. Failure to pass this check will bring the loading procedure to a halt. If the warning message refers to care leavers, then it can be ignored.

The 'OC3', 'OC2', 'AD1', 'Should be Placed for Adoption', 'Previous Permanence', 'Missing' and 'Reviews' files can then be loaded in any order. On loading each file, the system will check that for each child there is already a record on the system, either created by the current years Header file, or by an SSDA903 submitted in an earlier year. Failure to find an existing record, or if there is a mismatch with the date of birth, will result in the loading procedure coming to a halt.

4. Data Dictionary

This data dictionary contains the elements that are returned by LAs or are derived based on returned items. For each item the following information is displayed.

Item	Description
Item ID	A unique reference for the item
Group	The group/module to which the item belongs - The groups reflect the modules within the XML structure (not the business breakdown as provided in the guidance for LAs).
Data Item Name	The name which the item is known by
XML tag	The XML name for the item which is used in the technical description of checks
Description	A description of the data item
Format	The data item type and size
Codeset	Whether the data item has a defined set of valid values, if so the name of the codeset (codesets are shown in section 5).

Item ID	Groupname	Data Item Name	XML tag	Description	Format	Codeset
1C LA	Header	LA Number	<LA_CODE>	The Local Authority Reference Number Calculated value derived from who the return has been loaded or entered for	A(3)	
2C LA	1Header	Motherhood status	MOTHER	Indicates whether or not the looked after girl is a mother	A(1)	Mother
3C LA	Header	Date of birth of mother's child	MC_DOB	Date of birth of the first child	DD/MM/YYYY	-
4C LA	Header	Child identifier	CHILDID	Unique ID for each child (like CHILD_LA_CODE)	A(10)	-
5C LA	Header	Unique Pupil Number (UPN)	UPN	A Unique Pupil Number (UPN) is allocated to each pupil in maintained schools in England and Wales. It is an identifier for use in the educational context during a child's school career only and subject to Data Protection restrictions.	A(13) A(3)	- Unknown UPN
6C LA	Header	Gender	SEX	Gender of child	A(1)	Gender
7C LA	Header	Date of birth	DOB	Date of birth of child	DD/MM/YYYY	-
8C LA	Header	Ethnic origin code	ETHNIC	Ethnicity of child	A(4)	Ethnicity
9C LA	UASC	UASC status	UASC	Indicates if a child has been an Unaccompanied Asylum Seeking Child at any time during the year	A(1)	UASC
10 CL A	UASC	Date UASC status ceased	DUC	Indicates the date UASC status ended	DD/MM/YYYY	-

Item ID	Groupname	Data Item Name	XML tag	Description	Format	Codeset
11 CL A	Adoption	Child adopted by former foster parents	FOSTER_CARE	Indicates whether or not the child is adopted by their current carer	A(1)	Foster care
12 CL A	Adoption	Number of adopters	NB_ADOPTR	The number of person(s) adopting the looked after child	A(1)	Number of adopters
13 CL A	Adoption	Gender of adopters	SEX_ADOPTR	Gender(s) of the person(s) adopting the child	A(2)	Adopter gender
14 CL A	Adoption	Legal status of adopters	LS_ADOPTR	Legal status of the adopter(s)	A(2)	Adopter legal status
15 CL A	Adoption	Date of decision child should be placed for adoption	DATE_INT	Date which the local authority formally decides that a child should be placed for adoption	DD/MM/YYYY	-
16 CL A	Adoption	Date of decision child should be placed for adoption with particular prospective adopters	DATE_MATCH	Date on which the local authority formally decides that the child should be placed for adoption with the particular prospective adopter(s)	DD/MM/YYYY	-
17 CL A	Placement	Date of decision that the child should be placed for adoption	DATE_PLACED	The date that the local authority formally decides that a child should be placed for adoption	DD/MM/YYYY	
18 CL A	Placement	Date of decision that the child should no longer be placed for adoption	DATE_PLACED_CEASED	The date that the local authority formally decides that a child should no longer be placed for adoption	DD/MM/YYYY	
19 CL A	Placement	Reason Placement Ceased	REASON_PLACED_CEASED	Reason why the child should no longer be placed for adoption	A(3)	Reason placement ceased

Item ID	Groupname	Data Item Name	XML tag	Description	Format	Codeset
20 CLA	Review	Date of each statutory review	REVIEW	Date of each statutory review	DD/MM/YYYY	
21 CLA	Review	Method of participation of each review	REVIEW_CODE	The method of participation in each statutory review	A(3)	Method of participation
22 CLA	Permanence	Previous permanence option	PREV_PERM	For any child who starts to be looked after from 1 April 2013 onward, have they previously ceased to be looked after due to adoption, special guardianship or residence order	A(2)	Previous permanence
23 CLA	Permanence	Local authority where permanence option arranged	LA_PERM	Local authority code where previous permanence option was arranged	A(3)	Valid LA code
24 CLA	Permanence	The date of the order for the previous permanence option	DATE_PERM	The date the order for the previous permanence order was granted	DD/MM/YYYY	
25 CLA	Missing	Missing	MISSING	Whether child was missing or away from placement without authorisation in the year	A(1)	Missing
26 CLA	Missing	Missing episode start date	MIS_START	Date the missing episode or period of being away from placement without authorisation started	DD/MM/YYYY	
27 CLA	Missing	Missing episode end date	MIS_END	Date the missing episode or period of being away from placement without authorisation ended	DD/MM/YYYY	

Item ID	Groupname	Data Item Name	XML tag	Description	Format	Codeset
28 CL A	OC2	Child convicted during year	CONVICTED	Indicates whether or not the child has offended in the year ending 31 March	A(1)	Conviction check
29 CL A	OC2	Health surveillance checks up-to-date	HEALTH_CHECK	Indicates whether or not a child's health surveillance or health promotion checks were up-to-date on 31 March	A(1)	Health check
30 CL A	OC2	Immunisations up-to-date	IMMUNISATION	Indicates whether or not a child's immunisations were up-to-date on 31 March	A(1)	Immunisation check
31 CL A	OC2	Teeth checked by a dentist	TEETH_CHECK	Indicates whether or not a child had their teeth checked by a dentist in the year ending 31 March	A(1)	Teeth check
32 CL A	OC2	Annual health assessment	HEALTH_ASSESSMENT	Indicates whether or not a child received their annual health assessment during the year ending 31 March	A(1)	Health assessment
33 CL A	OC2	Child identified as having a substance misuse problem	SUBSTANCE_MISUSE	Indicates whether or not a child was identified as having a substance misuse problem during the year ending 31 March	A(1)	Substance misuse check
34 CL A	OC2	Child received an intervention for substance misuse problem	INTERVENTION_RECEIVED	Indicates whether or not a child received an intervention for their substance misuse problem	A(1)	Intervention received

Item ID	Groupname	Data Item Name	XML tag	Description	Format	Codeset
35 CL A	OC2	Child offered an intervention for substance misuse problem	INTERVENTION_OFFERED	Indicates whether or not a child was offered an intervention for their substance misuse problem	A(1)	Intervention offered
36 CL A	OC2	Strengths and difficulties questionnaire (SDQ) score	SDQ_SCORE	Single score from Strengths and Difficulties Questionnaire	0 to 40, or blank	
37 CL A	OC2	Reason for not submitting SDQ score	SDQ_REASON	Reason why it was not possible to submit a SDQ score	A(4)	SDQ reason
38 CL A	OC3	Local authority in touch on 19th/20th/21st birthday	IN_TOUCH	Indicates if the local authority was in touch with the young person on, or near, his/her 19th/20th/21st birthday	A(4)	In touch
39 CL A	OC3	Activity on 19th/20th/21st birthday	ACTIV	Reflects the young person's main activity status on or around their 19th/20th/21st birthday	A(2)	Activity
40 CL A	OC3	Accommodation on 19th/20th/21st birthday	ACCOM	Type and suitability of accommodation young person is living in on or around their 19th/20th/21st birthday	A(2)	Accommodation
41 CL A	Episode	LA of Placement	<PL_LA>	The local authority where the looked after child is placed Derived from postcodes but can be manually overridden)	A(3)	Placement LA

Item ID	Groupname	Data Item Name	XML tag	Description	Format	Codeset
42 CLA	Episode	Placement Location	<PL_LOCATION >	Whether the child is being looked after inside or outside the local boundary responsible for the child's care. Derived from LA of placement and placement postcode	A(3)	Placement Location
43 CLA	Episode	Distance	<PL_DISTANCE >	The distance between the home postcode and the placement postcode Derived from home and placement postcodes but can be manual overwritten	nnn.nn	-
44 CLA	Episode	Date episode commenced	DECOM	Date episode of care began	DD/MM/YYYY	
45 CLA	Episode	Reason for new episode of care	RNE	Reason why a new episode of care starts	A(1)	Care reason
46 CLA	Episode	Legal Status	LS	Legal status underlying being 'looked after'	A(2)	Legal status
47 CLA	Episode	Category of need code	CIN	The main reason why a child is being provided with services	A(2)	Category of need
48 CLA	Episode	Home postcode	HOME_POST	Postcode of the address where the child was living when they were first taken into care	Valid postcode format	
49 CLA	Episode	Placement postcode	PL_POST	Postcode of the location where the child is placed	Valid postcode format	

Item ID	Groupname	Data Item Name	XML tag	Description	Format	Codeset
50 CL A	Episode	Placement URN	URN	Placement unique reference number	SC9999 99, or 999999 for Secure Training Centres or 7 digits for new providers	
51 CL A	Episode	Placement type	PL	Indicates in a broad sense where the child is living	A(2)	Placeme nt type
52 CL A	Episode	Placement provider	PLACE_PROVID ER	Information on the party providing the placement	A(3)	Placeme nt provider
53 CL A	Episode	Date episode ceased	DEC	Date episode of care ended	DD/MM/ YYYY	
54 CL A	Episode	Reason episode ceased	REC	Reason why an episode of care ended	A(3)	Reason episode ceased
55 CL A	Episode	Reason for placement change	REASON_PLAC E_CHANGE	Reason why placement changes	A(5)	Reason placeme nt changed

5. Data Dictionary Code sets

Gender

Code	Description
1	Boy
2	Girl

Ethnicity

Code	Description
WBRI	White British
WIRI	White Irish
WOTH	Any other White background
WIRT	Traveller of Irish Heritage
WROM	Gypsy / Roma
MWBC	White and Black Caribbean
MWBA	White and Black African
MWAS	White and Asian
MOTH	Any Other Mixed Background
AIND	Indian
APKN	Pakistani
ABAN	Bangladeshi
AOTH	Any Other Asian Background
BCRB	Caribbean
BAFR	African
BOTH	Any Other Black Background
CHNE	Chinese
OOTH	Any Other Ethnic Group
REFU	Refused
NOBT	Information Not Yet Obtained

Unknown UPN

Code	Description
UN1	Child looked after is not of school age and has not yet been assigned a UPN.
UN2	Child looked after has never attended a maintained school in England (for example, some UASC).
UN3	Child looked after is educated outside England.

Mother

Code	Description
0	Female child is not a mother
1	Female child is a mother

Legal status

Code	Description
C1	Interim care order
C2	Full care order
D1	Freeing order granted
E1	Placement order granted
V2	Single period of accommodation under section 20
V3	Accommodated under an agreed series of short-term breaks, when individual episodes of care are recorded
V4	Accommodated under an agreed series of short-term breaks, when agreements are recorded (NOT individual episodes of care)
L1	Under police protection and in local authority accommodation
L2	Emergency protection order (EPO)
L3	Under child assessment order and in local authority accommodation
J1	Remanded to local authority accommodation or to youth detention accommodation
J2	Placed in LA accommodation under PACE, including secure accommodation. However this would not necessarily be accommodation where the child would be detained.
J3	Sentenced to Youth Rehabilitation Order (Criminal Justice and Immigration Act 2008 , as amended by LASPOA 2012, with residence or intensive fostering requirement)

Category of need

Code	Description
N1	Abuse or neglect - Children in need as a result of, or at risk of, abuse or neglect
N2	Child's Disability - Children and their families whose main need for services arises out of the child's disabilities, illness or intrinsic condition
N3	Parental illness or disability - Children whose main need for services arises because the capacity of their parents or carers to care for them is impaired by disability, illness, mental illness, or addictions
N4	Family in acute stress - Children whose needs arise from living in a family going through a temporary crisis such that parenting capacity is diminished and some of the children's needs are not being adequately met
N5	Family dysfunction - Children whose needs arise mainly out of their living with families where the parenting capacity is chronically inadequate
N6	Socially unacceptable behaviour - Children and families whose need for services arises primarily out of their children's behaviour impacting detrimentally on the community
N7	Low income - Children, either living in families or independently, whose need for services arises mainly from being dependent on an income below the standard state entitlements
N8	Absent parenting - Children whose need for services arises mainly from having no parents available to provide for them. Children whose parents decide it is in the best interest for the child to be adopted would be included in this category

Placement LA

Any valid LA Code or one of the following

Code	Description
NIR	Northern Ireland
NUK	Outside of the UK
SCO	Scotland
WAL	Wales
CON	Child placed in confidential placement

Placement location

Code	Description
IN	Inside local authority boundary
OUT	Outside local authority boundary

Placement type

Code	Description
A3	Placed for adoption with parental/guardian consent with current foster carer (under Section 19 of the Adoption and Children Act 2002) or with a freeing order where parental/guardian consent has been given under Section 18(1)(a) of the Adoption Act 1976
A4	Placed for adoption with parental/guardian consent not with current foster carer (under Section 19 of the Adoption and Children Act 2002) or with a freeing order where parental/guardian consent has been given under Section 18(1)(a) of the Adoption Act 1976
A5	Placed for adoption with placement order with current foster carer (under Section 21 of the Adoption and Children Act 2002) or with a freeing order where parental/guardian consent was dispensed with under Section 18(1)(b) the Adoption Act 1976
A6	Placed for adoption with placement order not with current foster carer (under Section 21 of the Adoption and Children Act 2002) or with a freeing order where parental/guardian consent was dispensed with under Section 18(1)(b) of the Adoption Act 1976
H5	Residential accommodation not subject to Children's Homes Regulations
K1	Secure Unit
K2	Children's Homes
P1	Placed with own parents or other person with parental responsibility
P2	Independent living for example, in flat, lodgings, bedsit, B&B or with friends, with or without formal support
P3	Residential employment
R1	Residential Care Home
R2	NHS/Health Trust or other establishment providing medical or nursing care
R3	Family Centre or Mother and Baby Unit
R5	Young Offender Institution or prison
S1	All Residential schools, except where dual-registered as a school and Children's Home.
T0	All types of temporary move (see paragraph above for further details)
T1	Temporary periods in hospital
T2	Temporary absences of the child on holiday
T3	Temporary accommodation whilst normal foster carer is on holiday
T4	Temporary accommodation of seven days or less, for any reason, not covered by codes T1 to T3
U1	Foster placement with relative or friend- long term fostering
U2	Fostering placement with relative or friend who is also an approved adopter – FFA/concurrent planning
U3	Fostering placement with relative or friend who is not long-term or FFA/concurrent planning
U4	Foster placement with other foster carer- long term fostering
U5	Foster placement with other foster carer who is also an approved adopter – FFA/concurrent planning
U6	Foster placement with other foster carer- not long term or FFA/concurrent planning

Code	Description
Z1	Other placements (must be listed on a schedule sent to DfE with annual submission)

Placement provider

Code	Description
PR0	Parents or other person with parental responsibility
PR1	Own provision (by the Local Authority)
PR2	Other Local Authority provision
PR3	Other public provision (for example, by a PCT)
PR4	Private provision
PR5	Voluntary/third sector provision

Reason episode ceased

Code	Description
X1	Episode ceases, and new episode begins on same day, for any reason
E2	Died
E3	Care taken over by another LA in the UK
E4A	Return home to live with parents, relatives, or other person with parental responsibility as part of the care planning process (not under a special guardianship order or residence order or (from 22 April 2014) a child arrangements order).
E4B	Return home to live with parents, relatives, or other person with parental responsibility which was not part of the current care planning process (not under a special guardianship order or residence order or (from 22 April 2014) a child arrangements order).
E5	Moved into independent living arrangement and no longer looked after: supportive accommodation providing formalised advice/support arrangements (like most hostels, YMCAs, foyers, and care leavers projects)
E6	Moved into independent living arrangement and no longer looked after : accommodation providing no formalised advice/support arrangements (like a bedsit, own flat, living with friends)
E7	Transferred to residential care funded by Adult Social Services
E8	Period of being looked after ceased for any other reason
E9	Sentenced to custody
E11	Adopted - application for an adoption order unopposed
E12	Adopted – consent dispensed with by court
E13	Left care to live with parents, relatives, or other person with no parental responsibility.
E14	Accommodation on remand ended
E15	Age assessment determined child is aged 18 or over and E5, E6 and E7 do not apply like an unaccompanied asylum seeking child whose age has been disputed
E16	Child moved abroad
E41	Residence order (or, from 22 April 2014, a child arrangements order which sets out with whom the child is to live) granted.
E43	Special guardianship made to former foster carers
E44	Special guardianship made to carers other than former foster carers

Reason placement changed

Code	Description
CARPL	Change to/Implementation of Care Plan
CLOSE	Resignation/closure of provision
ALLEG	Allegation (s47)
STAND	Standards of Care concern
APPRR	Approval removed
CREQB	Carer requests placement end due to child's behaviour
CREQO	Carer requests placement end other than due to child's behaviour
CHILD	Child requests placement end
LAREQ	Responsible/Area authority requests placement end
PLACE	Change in the status of a placement only
OTHER	Other

Care reason

Code	Description
S	Started to be looked after
L	Change of legal status only
P	Change of placement (for example, carer) only
T	Change of placement (but same carer) only
B	Change of both legal status and placement (for example, carer) at same time
U	Change of legal status and change of placement (but same carer) at same time

Method of participation

Code	Description
PN0	Child aged under 4 at the time of the review
PN1	Child physically attends and speaks for him or herself - Attendance
PN2	Child physically attends and an advocate speaks on his or her behalf - Attendance views represented by advocate or Independent Reviewing Officer(IRO)
PN3	Child attends and conveys his or her view symbolically (non-verbally) - Attendance symbols
PN4	Child physically attends but does not speak for him or herself, does not convey his or her view symbolically (non-verbally) and does not ask an advocate to speak for him or her - Attendance without contribution
PN5	Child does not attend physically but briefs an advocate to speak for him or her - Views represented by advocate or (IRO) texting, written format, phone, audio/ video, CD ROM, viewpoint
PN6	Child does not attend but conveys his or her feelings to the review by a facilitative medium - Texting the chair written format, phone, audio, video, CD ROM, viewpoint
PN7	Child does not attend nor are his or her views conveyed to the review

UASC

Code	Description
0	Child was not a UASC at any time during the year
1	Child was a UASC at some time during the year

Foster care

Code	Description
0	Child not adopted by former foster carers
1	Child adopted by former foster carers

Number of adopters

Code	Description
1	Child has been adopted by 1 person
2	Child has been adopted by 2 people

Adopter Gender

Code	Description
M1	The single adopter is male
F1	The single adopter is female
MM	The adopting couple are both males
FF	The adopting couple are both females
MF	The adopting couple are female and male

Adopter legal status

Code	Description
L0	Single adopter
L11	Different gender married couple
L12	Same gender married couple
L2	Civil partnership couple
L3	Different gender unmarried couple
L4	Same gender couple not married or in a civil partnership

Reason placement ceased

Code	Description
RD1	The child's needs changed subsequent to the decision
RD2	The court did not make a placement order
RD3	Prospective adopters cannot be found
RD4	Any other reason

Previous permanence

Code	Description
P1	Adoption
P2	Special Guardianship Order
P3	Residence Order or child arrangements order which sets out with whom the child is to live.
P4	Unknown
Z1	Child has not previously had a permanence option

LA of previous permanence

Any valid LA Code or one of the following

Code	Description
NIR	Northern Ireland
NUK	Outside of the UK
SCO	Scotland
WAL	Wales
999	Information not available

Missing

Code	Description
M	Missing
A	Away from placement without authorisation

Conviction check

Code	Description
0	Child has not been convicted or subject to a final warning or reprimand during the year
1	Child has been convicted or subject to a final warning or reprimand during the year

Health check

Code	Description
0	Child's health surveillance or health promotion checks were not up to date
1	Child's health surveillance or health promotion checks were up to date

Immunisation check

Code	Description
0	Child's immunisations were not up to date
1	Child's immunisations were up to date

Teeth check

Code	Description
0	Child did not have their teeth checked by a dentist
1	Child did have their teeth checked by a dentist

Health assessment

Code	Description
0	Child did not have their annual Health Assessment
1	Child had their annual Health Assessment

Substance misuse check

Code	Description
0	Child was not identified as having a substance misuse problem
1	Child was identified as having a substance misuse problem

Intervention received

Code	Description
0	Child did not receive an intervention for their substance misuse problem
1	Child received an intervention for their substance misuse problem

Intervention offered

Code	Description
0	Child was not offered an intervention for their substance misuse problem
1	Child was offered an intervention for their substance misuse problem but refused it

SDQ reason

Code	Description
SDQ1	No form returned as child was aged under 4 or over 17 at date of latest assessment
SDQ2	Carer refused to complete and return questionnaire
SDQ3	Not possible to complete the questionnaire due to severity of the child's disability
SDQ4	Other
SDQ5	Child or young person refuses to allow an SDQ to be completed

In touch

Code	Description
YES	Yes
NO	No
DIED	Died after leaving care
REFU	Young person refuses contact
NREQ	Young person no longer requires services
RHOM	Young person returned to live with parents or someone with parental responsibility for a continuous period of 6 months or more

Activity

Code	Description
F1	Young person engaged full time in higher education (for example, studies beyond A level)
P1	Young person engaged part time in higher education (for example, studies beyond A level)
F2	Young person engaged full time in education other than higher education
P2	Young person engaged part time in education other than higher education
F3	Young person engaged full time in training or employment
P3	Young person engaged part time in training or employment
G4	Young person not in education, employment or training because of illness or disability
G5	Young person not in education, employment or training: other circumstances
G6	Young person not in education, employment or training due to pregnancy or parenting
0	Not in touch

Accommodation

Code	Description
B1	With parents or relatives - Accommodation is considered suitable
B2	With parents or relatives - Accommodation is considered unsuitable
C1	Community home or other form of residential care such as an NHS establishment - Accommodation is considered suitable
C2	Community home or other form of residential care such as an NHS establishment - Accommodation is considered unsuitable
D1	Semi-independent, transitional accommodation (like a supported hostel, trainer flats); self-contained accommodation with specialist personal assistance support (for example, for young people with disabilities, pregnant young women and single parents); and self-contained accommodation with floating support. - Accommodation is considered suitable
D2	Semi-independent, transitional accommodation (like a supported hostel, trainer flats); self-contained accommodation with specialist personal assistance support (for example, for young people with disabilities, pregnant young women and single parents); and self-contained accommodation with floating support. - Accommodation is considered unsuitable
E1	Supported lodgings (accommodation, usually in a family home, where adults in the 'host family' provide formal advice and support). - Accommodation is considered suitable
E2	Supported lodgings (accommodation, usually in a family home, where adults in the 'host family' provide formal advice and support). - Accommodation is considered unsuitable
G1	Gone abroad - Accommodation is considered suitable
G2	Gone abroad - Accommodation is considered unsuitable
H1	Deported - Accommodation is considered suitable
H2	Deported - Accommodation is considered unsuitable
K1	Ordinary lodgings, without formal support. - Accommodation is considered suitable
K2	Ordinary lodgings, without formal support. - Accommodation is considered unsuitable
R1	Residence not known - Accommodation is considered suitable
R2	Residence not known - Accommodation is considered unsuitable
S1	No fixed abode / homeless - Accommodation is considered suitable
S2	No fixed abode / homeless - Accommodation is considered unsuitable
T1	Foyers and similar supported accommodation which combines the accommodation with opportunities for education, training or employment. - Accommodation is considered suitable
T2	Foyers and similar supported accommodation which combines the accommodation with opportunities for education, training or employment. - Accommodation is considered unsuitable
U1	Independent living, like independent tenancy of flat, house or bedsit, including local authority or housing association tenancy, or accommodation provided by a college or university. Includes flat sharing. - Accommodation is considered suitable

Code	Description
U2	Independent living, like independent tenancy of flat, house or bedsit, including local authority or housing association tenancy, or accommodation provided by a college or university. Includes flat sharing. - Accommodation is considered unsuitable
V1	Emergency accommodation (like a night shelter, direct access, emergency hostel) - Accommodation is considered suitable
V2	Emergency accommodation (like a night shelter, direct access, emergency hostel) - Accommodation is considered unsuitable
W1	Bed and breakfast - Accommodation is considered suitable
W2	Bed and breakfast - Accommodation is considered unsuitable
X2	In custody - Accommodation is considered unsuitable
Y1	Other accommodation - Accommodation is considered suitable
Y2	Other accommodation - Accommodation is considered unsuitable
Z1	With former foster carers - where the young person has been fostered and on turning 18 continues to remain with the same carer who had fostered them immediately prior to their reaching legal adulthood, and where the plan for their care involves their remaining with this former foster family for the future. - Accommodation is considered suitable
Z2	With former foster carers - where the young person has been fostered and on turning 18 continues to remain with the same carer who had fostered them immediately prior to their reaching legal adulthood, and where the plan for their care involves their remaining with this former foster family for the future. - Accommodation is considered unsuitable
0	Not in touch

Annex A – XML Tag to Screen Field Mapping

XML Tag	Screen Field Name	Screen
CHILDID	Child ID	Header
LA_CODE	LA Code	Header
UPN	UPN	Header
SEX	Sex	Header
DOB	DOB	Header
ETHNIC	Ethnicity	Header
UASC	Uasc	Header
DUC	Uasc Date	Header
DATE_INT	Date Should be Placed	Details if Child Adopted
DATE_MATCH	Date Matched	Details if Child Adopted
FOSTER_CARE	Current Foster	Details if Child Adopted
NB_ADOPTR	Number of Adopters	Details if Child Adopted
SEX_ADOPTR	Gender of Adopters	Details if Child Adopted
LS_ADOPTR	Legal Status of Adopters	Details if Child Adopted
IN_TOUCH	LA in Touch	Details if young person who was 16 years old and looked after and has since left care
ACTIV	Activity at Leaving Care	Details if young person who was 16 years old and looked after and has since left care
ACCOM	Accom at Leaving Care	Details if young person who was 16 years old and looked after and has since left care
MOTHER	Mother	Additional Data
MC_DOB	First Child's DOB	Mother's Children – Date of Birth
DECOM	Start Date	Episodes
RNE	RNE	Episodes
LS	LS	Episodes
CIN	CIN	Episodes
HOME_POST	Home Postcode	Episodes
PL_POST	Placement Postcode	Episodes
URN	URN	Episodes
PL_LA	PL LA	Episodes
PL_LOCATION	PL Loc	Episodes
PL_DISTANCE	PL Dist	Episodes

XML Tag	Screen Field Name	Screen
PL	PL	Episodes
PLACE_PROVIDER	PL Prov	Episodes
DEC	End Date	Episodes
REC	REC	Episodes
REASON_PLACE_CHANGE	PL Change Reason	Episodes
REVIEW	Review Date	Review
REVIEW_CODE	Method of Participation	Review
DATE_PLACED	Date should be placed	Details of Should be Placed for adoption
DATE_PLACED_CEASED	Date should not be placed	Details of Should be Placed for adoption
REASON_PLACED_CEASED	Reason should not be placed	Details of Should be Placed for adoption
PREV_PERM	Previous Permanence Option	Details of Breakdown of Adoption and Previous Permanence
LA_PERM	LA where Previous Permanence was arranged	Details of Breakdown of Adoption and Previous Permanence
DATE_PERM	Date of Order	Details of Breakdown of Adoption and Previous Permanence
MISSING	Missing Code	Missing from care information
MIS_START	Start Date	Missing from care information
MIS_END	End Date	Missing from care information
CONVICTED	Convicted	Children looked after continuously for at least 12 months
HEALTH_CHECK	Health Check	Children looked after continuously for at least 12 months
IMMUNISATIONS	Immunisations	Children looked after continuously for at least 12 months
TEETH_CHECK	Dental Check	Children looked after continuously for at least 12 months
HEALTH_ASSESSMENT	Health Assessment	Children looked after continuously for at least 12 months
SUBSTANCE_MISUSE	Substance Misuse	Children looked after continuously for at least 12 months
INTERVENTION_RECEIVED	Intervention Received	Children looked after continuously for at least 12 months

XML Tag	Screen Field Name	Screen
INTERVENTION_OFFERED	Intervention Offered	Children looked after continuously for at least 12 months
SDQ_SCORE	Strengths and difficulties questionnaire score	Children looked after continuously for at least 12 months
SDQ_REASON	Reason for no SDQ score	Children looked after continuously for at least 12 months

Annex B – Screen Mapping

Note: screen shots refer to 2015 to 2016 as this was the system available at the time of production of this guide.

Header

The screenshot shows a form titled "Single Child Record for Child ID:". The form is divided into a "Header" section and a main data entry area. The "Header" section contains the following fields: "DOB", "LA Code", "Sex", "Ethnicity", "UPN", "Uasc", and "Uasc Date". Arrows point from labels to these fields: "<CHILDID>" points to the "Year:" field; "<LA_CODE>" points to "LA Code"; "<SEX>" points to "Sex"; "<ETHNIC>" points to "Ethnicity"; "<UPN>" points to "UPN"; "<DOB>" points to "DOB"; "<UASC>" points to "Uasc"; and "<DUC>" points to "Uasc Date".

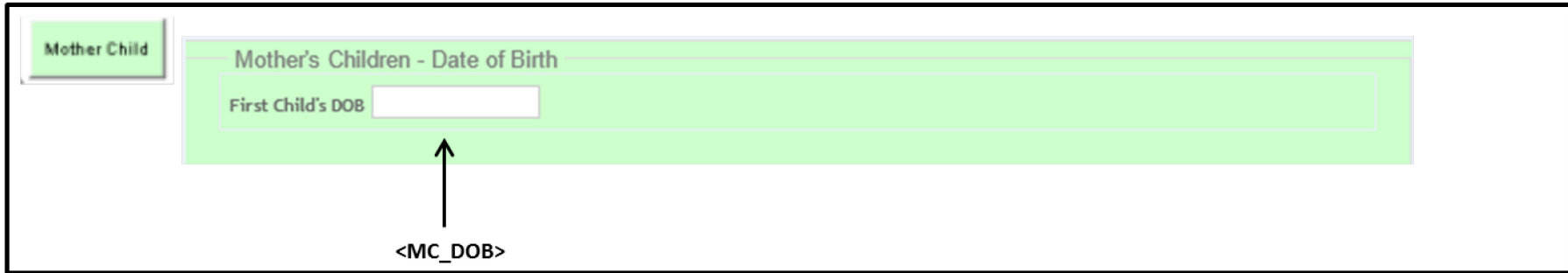
Single Child Record for Child ID:				
Header				
DOB	LA Code	Sex	Ethnicity	UPN
Uasc	Uasc Date			

Additional Data

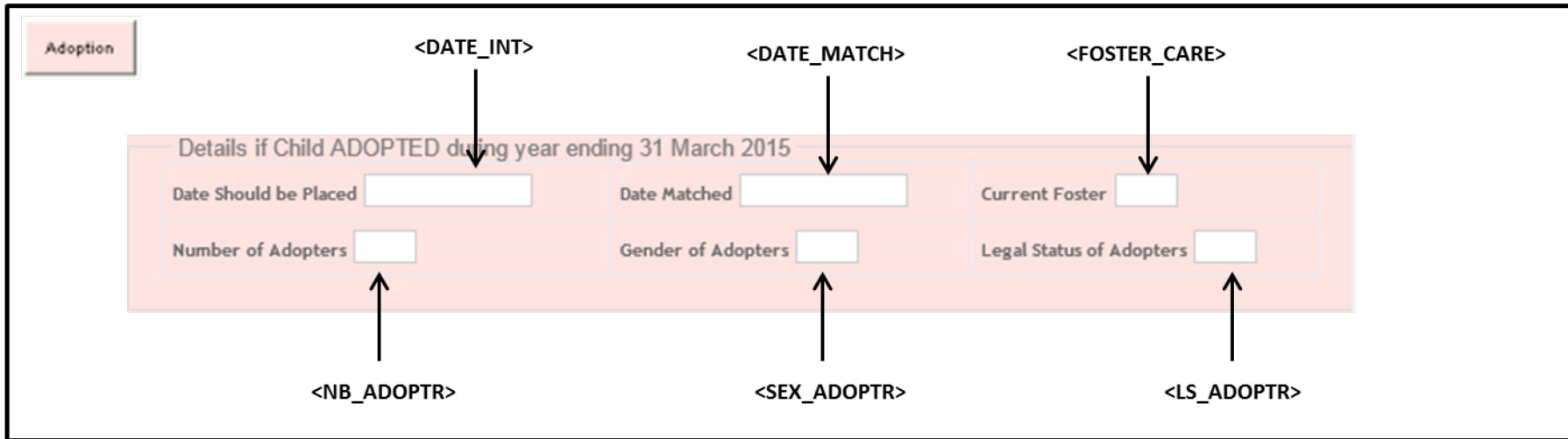
The screenshot shows a form titled "Additional Data" with a single field labeled "Mother". An arrow points from the label "<MOTHER>" to the "Mother" field.

Additional Data
Mother

Mother Child



Adoption



Should be Placed for Adoption

Should be Placed for Adoption

Details of Should be Placed for Adoption during year ending 31 March 2015

Date should be placed <input type="text"/>	Date should not be placed <input type="text"/>	Reason should not be placed <input type="text"/>
--	--	--

<DATE_PLACED> <DATE_PLACED_CEASED> <REASON_PLACED_CEASED>

The diagram shows a form titled 'Should be Placed for Adoption' with a sub-section 'Details of Should be Placed for Adoption during year ending 31 March 2015'. This section contains three input fields: 'Date should be placed', 'Date should not be placed', and 'Reason should not be placed'. Arrows point from the labels '<DATE_PLACED>', '<DATE_PLACED_CEASED>', and '<REASON_PLACED_CEASED>' below to their respective input fields.

Previous Permanence

Previous Permanence

Details of breakdown of adoption and previous permanence

Previous Permanence Option <input type="text"/>	LA Where Previous Permanence was arranged <input type="text"/>	Date of Order <input type="text"/>
---	--	------------------------------------

<PREV_PERM> <LA_PERM> <DATE_PERM>

The diagram shows a form titled 'Previous Permanence' with a sub-section 'Details of breakdown of adoption and previous permanence'. This section contains three input fields: 'Previous Permanence Option', 'LA Where Previous Permanence was arranged', and 'Date of Order'. Arrows point from the labels '<PREV_PERM>', '<LA_PERM>', and '<DATE_PERM>' below to their respective input fields.

Missing/Away from Care

Missing/Away from Care

Missing from care information

No Missing from care information for this child

Missing Code

Start Date

End Date

Add Missing from Care

<MISSING>

<MIS_START>

<MIS_END>

Care Leaver

Care Leaver

Details if young person who at 1 April 2012 was 16 years old and looked after, and who has since left care

LA in Touch

Activity at Leaving Care

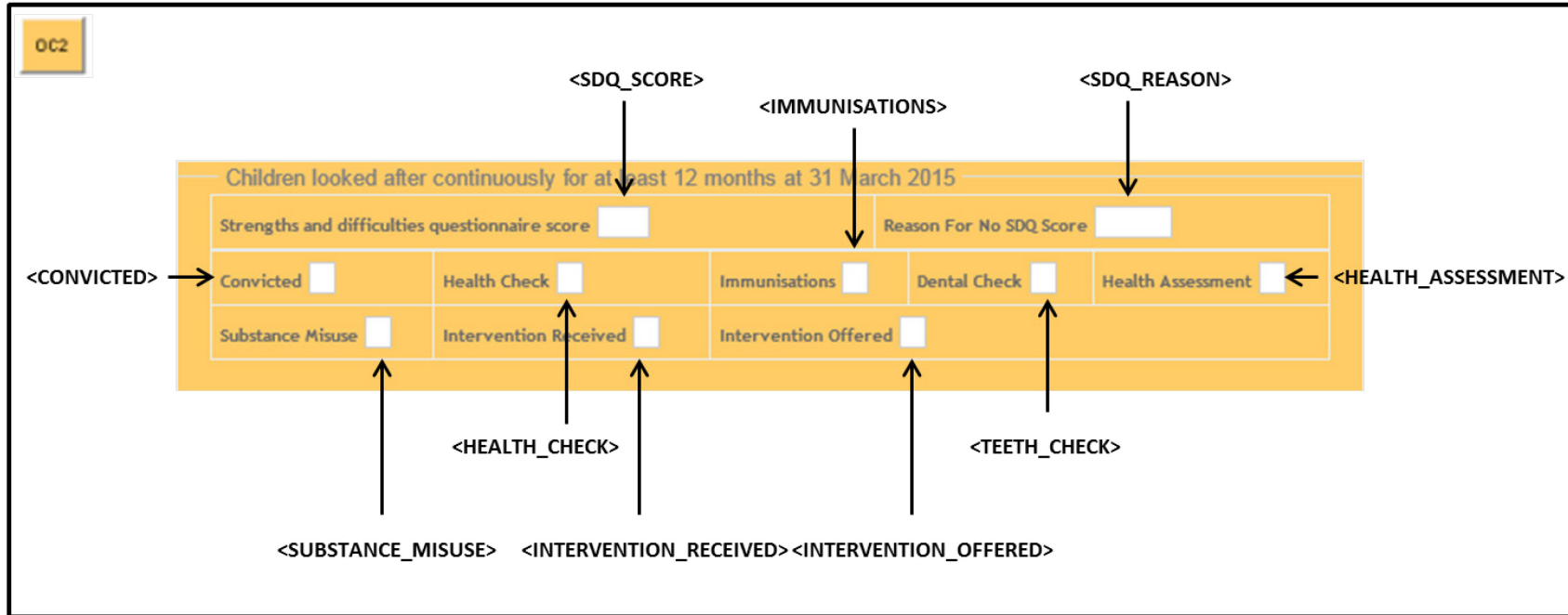
Accom at Leaving Care

<IN_TOUCH>

<ACTIV>

<ACCOM>

OC2



Review

The image shows a screenshot of a web form titled "Review". The form is contained within a yellow-bordered box. At the top left of the form is a small yellow tab labeled "Review". Below the tab, the form has a header "Review" and a message "No Reviews for this child". The form contains two input fields: "Review Date" and "Method of participation". Below these fields is a button labeled "Add Review". Two arrows point from text labels below the form to the "Add Review" button and the "Method of participation" field. The label "<REVIEW>" points to the "Add Review" button, and the label "<REVIEW_CODE>" points to the "Method of participation" field.

Review

No Reviews for this child

Review Date

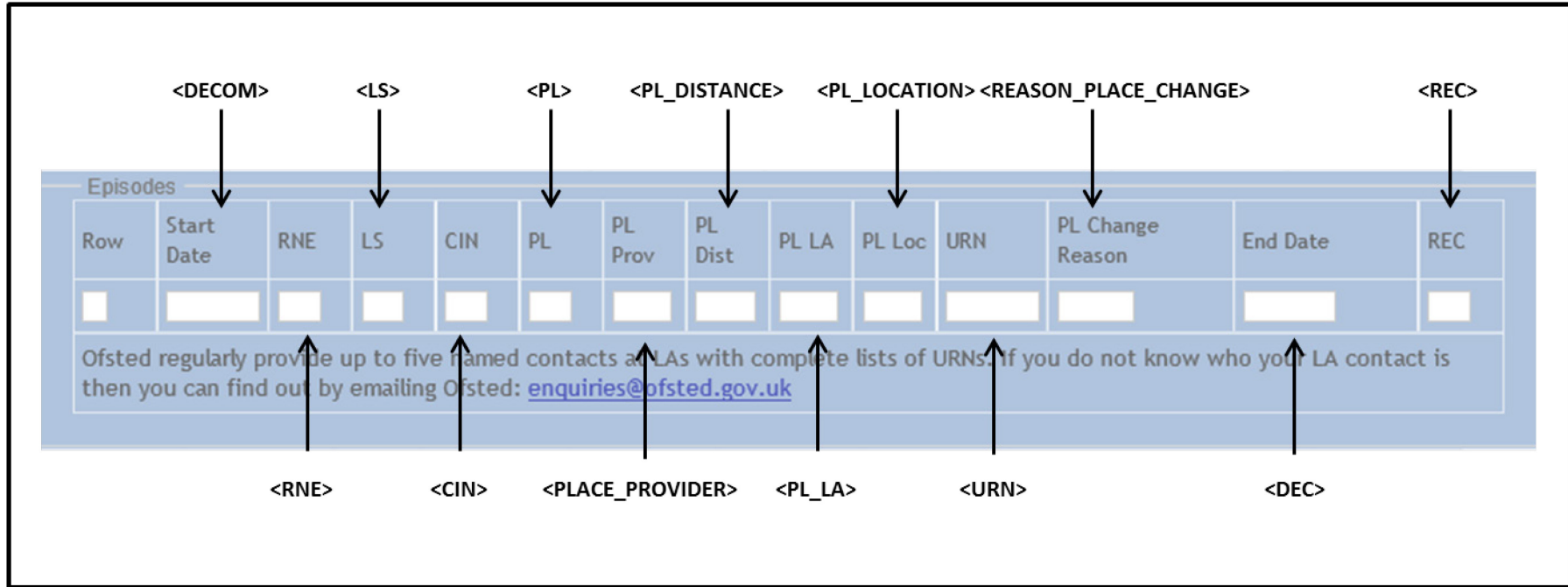
Method of participation

Add Review

<REVIEW>

<REVIEW_CODE>

Episode





Department
for Education

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