



Department
for Education

Education Data Division - Request for Change Form for CBDS

Section 1 - Details of Change (To be completed by the RFC Originator / CBDS Administrator)		
Project / Service: Common Transfer File 18	Type of Change: New data items for Service Children	RFC 1002
Name and team/company of RFC Originator: Gerard Hassett, EDD, DDU		
Originator Contact No: 02073407921	Originator email address: Gerard.Hassett@Education.gov.uk	
Date RFC Raised: 17 January 2018	Date change required: 1 February 2018	
Priority: 2	1 = Top - Ministerial or legislative requirement 2 = High - Senior official customer requirement or clear net benefit / efficiency saving to EDD, department or MIS suppliers 3 = Medium - Customer requirement, marginal net benefit 4 = Low - Nice to have, net cost, does not affect functionality, cosmetic change	
EDD Contact: Gerard Hassett		
Change Title: New data items for Service Children		

Data item / Rule Number:

5 new data items

Description of change:

5 new data items to be added to CBDS for use in CTF 18.

Item 1: Moving Schools Concern

Metadata Requirements:

Data Item Name – Concerns about moving school

Description – Does the school have any concerns about the child's response to moving school

Type and format – 4 (A)

Code set / Valid values –

'None' = No concerns

'Acad' = Concerns relating to academic impact

'Emot' = Concerns relating to emotional impact

'Both' = Concerns relating to both academic and emotional impact

Item level validation – None

XML Tag - <MoveConcern>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Item 2: Deployment Concern

Metadata Requirements:

Data Item Name – Concerns about parents' deployment

Description – Does the school have any concerns about the child's response to parental deployment

Type and format – 4 (A)

Code set / Valid values –

'None' = No concerns

'Acad' = Concerns relating to academic impact

'Emot' = Concerns relating to emotional impact

'Both' = Concerns relating to both academic and emotional impact

Item level validation – None

XML Tag - <DeployConcern>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Item 3: Separation Concern

Metadata Requirements:

Data Item Name – Concerns about parental separation

Description – Does the school have any concerns about the child's response to parental separation - for example if the parent is away from home for an extended period due to work

Type and format – 4 (A)

Code set / Valid values –

'None' = No concerns

'Acad' = Concerns relating to academic impact

'Emot' = Concerns relating to emotional impact

'Both' = Concerns relating to both academic and emotional impact

Item level validation – None

XML Tag - <SepConcern>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Item 4: Concern Details

Metadata Requirements:

Data Item Name – Details of school concerns

Description – Details of attainment gaps and support provided by the school, including what the school found effective in helping the child to settle well and succeed. May include name or job title of person with more details

Type and format – 500 (A)

Code set / Valid values – 500 character free text

Item level validation – None

XML Tag - <ConcernDetails>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Item 5 Date of Assessment

Metadata Requirements:

Data Item Name – Date of assessment

Description – Date that the assessment of <MoveConcern>, <DeployConcern>, <SepConcern> or <ConcernDetails> was last updated

Type and format – CCYY-MM-DD

Code set / Valid values – CCYY-MM-DD

Item level validation – None

XML Tag - <DateOfAssessment>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Reason for change (including benefits):

As part of the Department for Education's commitment to supporting the Armed Forces Covenant, the department wishes to assist schools in dealing with the particular needs of service children and the stresses they may be under. The 'Moving Schools Concern', 'Deployment Concern' and 'Separation Concern' fields are in place to allow schools to transmit their concerns about pupils when they move school and the free text box in 'Concern Details' will allow the transmission of more detail and of contact details for the person best able to provide more information. The date of assessment flag will allow this information to be dated and allow the school to know how recent the assessment is.

Impact of not doing the change:

Not implementing the change would make it harder for schools to fulfil their obligations to service children. It would make it more difficult for schools to spot children who are under stress and might result in Service Children receiving poorer service that would otherwise be the case.

ISB view of the proposed change:

Funding availability:

Impact assessment to be undertaken by:

Core software suppliers
Working Group
ISB

Date consulted:

23 January 2018

Response requested by:

6 February 2018

Section 2 - Impact Analysis

(To be completed by Impact Assessors)

Software Suppliers' Summary of Impact Assessment:

I still have reservations with regards to the subjective nature of the items; however, it is clear that the MOD have taken on board our previous concerns and they have amended the original terminology and removed the most controversial element (originally item d) - in which case I am happy to accept their proposal.

It will be interesting to see whether this is a successful means of collecting the required data (as an alternative to the PIP). Generally, the CTF is generated by office staff and so I will be curious to see how many take the opportunity to liaise with the class teachers to fill out Item 4.

DfE Internal Colleagues' Summary of Impact Assessment:

n/a

Alternative Solutions / Workarounds (if appropriate):

Estimated Cost of Change:

Impact Assessed by (name):

Date:

Section 3 - Outcome / Decision

(To be completed CBDS administrator)

Review Meeting: CBDS administrator review

Attendees: Kirsty Knox, Gerard Hassett, Gary Connell

Date of Review Meeting: 07/02/2018

Brief Summary of Discussion:

Happy to approve. In light of the discussions which took place at the core suppliers meetings in November and January, and the feedback received to this RFC, we are happy to approve the changes as proposed in the RFC.

Accept / Reject:

Accept

Deferred to:

n/a

Type of Funding: n/a	Fund Holder Agreement: n/a
If Defer, provide details n/a	
If Accept, provide details: 5 x new data items created along with codeset (linking to 3 items). Creation of 5 x new data items for service child data items within CTF 18 N00628, N00629, N00630, N00631, N00632 Creation of codeset CS103	
If Reject, provide details:	

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