



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: School Census 2018/2019	Type of Change: Addition to codeset	RFC 1025
Name and team/company of RFC Originator: Melanie Armstrong, DDU, EDD		
Originator Contact No: N/A	Originator email address: Melanie.armstrong@education.gov.uk	
Date RFC Raised: 09/04/2018	Date change required: For 2018/19 School Census	
Priority: 3	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: Kirsty Knox		
Change Title: Addition to intake type codeset		
Data item / Rule Number: Data item N00218 <Intake> - Codeset: CS025		

Description of change:

Change to data item N00218 <Intake>, where changing associated codeset CS025, to include code HOSP for hospital schools.

Code	Description
COMP	Comprehensive
SEL1	Selective (grammar)
SEL2	Secondary modern
SEL3	Selective (technical)
SEL4	Religious school
SPEC	Special
HOSP	Hospital special

Reason for change (including benefits):

There are now a number of academy hospital special schools. In the recent census, we have identified that schools are recording the school's characteristics incorrectly to bypass error 1970 in relation to boarder indicator being invalid. To ensure schools record accurate data we would recommend introducing a new 'intake type' to accommodate all hospital special schools

Impact of not doing the change:

Inaccurate data will be returned which is published as part of national statistics

ISB view of the proposed change:

n/a

Data item relationship: Yes No Not known

Impact assessment to be undertaken by:

School Census suppliers

Working group

Date consulted:

9 April 2018

Response requested by:

16 April 2018

Section 2 - Impact Analysis

(To be completed by Impact Assessors)

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

Suppliers content with the change

DfE Internal Colleagues' Summary of Impact Assessment:

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, Phil Dent & Gary Connell

Date of Review Meeting: 17/4/2018

Brief Summary of Discussion:

Reviewed proposal. Agreed to proceed with change.

Accept / Reject:

Accept

Deferred to:

Type of Funding:

Fund Holder Agreement:

If Defer, provide details:

If Accept, provide details:

Updated codeset CS025 to include new code HOSP

If Reject, provide details: