



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: School Census 2019/20	Type of Change: New data item	RFC 1061
Name and team/company of RFC Originator: Kirsty Knox, EDD		
Originator Contact No: 01325 340432	Originator email address: Kirsty.knox@education.gov.uk	
Date RFC Raised: 18/12/2018	Date change required: In systems ready for the 2019/20 school census	
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: Queries.supplier@education.gov.uk		
Change Title: Eight new data items		

Data item / Rule Number: The addition of eight new data items & one codeset to capture policy requirements.

Description of change: The addition of eight new data items to capture policy requirements.

Data item nnnnnn – Exclusion Review date

Metadata Requirements:

CBDS Identifier – nnnnnn

Data Item Name – Review Date

Description – A date of a review - such as exclusion review

Type and format – CCYY-MM-DD

Code set / Valid values: Valid date on or before census date

Item level validation – None

XML Tag - <Reviewdate>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Data item nnnnnn – Exclusion Review Result

Metadata Requirements:

CBDS Identifier – nnnnnn

Data Item Name – Exclusion review result

Description – Identifies the result of an exclusion review

Type and format – A(1)

Code set / Valid values:

New codeset

Code	Exclusion review result
A	Exclusion upheld by initial governor review (confirmed)
B	Exclusion upheld by governing body after independent review panel recommended governing board to reconsider reinstatement
C	Exclusion upheld by governing body after independent review panel directed governing board to reconsider reinstatement
D	Exclusion upheld by independent review panel (confirmed)
G	Pupil accepted reinstatement after initial governor review
J	Pupil accepted offer of reinstatement after independent review panel recommended governing board to reconsider reinstatement
K	Pupil accepted offer of reinstatement after independent review panel directed governing board to reconsider reinstatement
O	Ongoing
R	Pupil declined reinstatement after initial governor review
S	Pupil declined offer of reinstatement after independent review panel recommended governing board to reconsider reinstatement
T	Pupil declined offer of reinstatement after independent review panel directed governing board to reconsider reinstatement

Item level validation – None

XML Tag - <ReviewResult>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Data item nnnnnn – Exclusion reinstatement date

Metadata Requirements:

CBDS Identifier – nnnnnn

Data Item Name – Reinstatement Date

Description – If the result of appeal is Reinstatement, the date of Reinstatement

Type and format – CCYY-MM-DD

Code set / Valid values: any valid date on or before census date

Item level validation – None

XML Tag - <ReinstatementDate>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Data item nnnnnn – SEN Expert Indicator

Metadata Requirements:

CBDS Identifier – nnnnnn

Data Item Name – SEN expert Indicator

Description – Shows where a SEN expert has been requested for an exclusion review

Type and format – A(1)

Code set / Valid values:

Y or N

Item level validation – None

XML Tag - <SENexpert>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Data item nnnnnn – Planned Learning Hours Previous Year

Metadata Requirements:

CBDS Identifier – nnnnnn

Data Item Name – Planned Learning Hours Previous Year

Description – The planned learning hours that the pupil was timetabled to be in learning activities during the previous academic year

Type and format – 9999

Code set / Valid values: 1-9999

Item level validation – None

XML Tag - <QualHrsPreviousYear>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Data item nnnnnn – Planned Employability, Enrichment and Pastoral Hours Previous Year

Metadata Requirements:

CBDS Identifier – nnnnnn

Data Item Name – Planned Employability, Enrichment and Pastoral Hours Previous Year

Description – The planned hours that the pupil is timetabled to be in employability, enrichment and pastoral activities during the academic year

Type and format – 9999

Code set / Valid values: 1-9999

Item level validation – None

XML Tag - <NonqualHrsPreviousYear>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Data item nnnnnn – Maths GCSE Highest prior attainment previous year

Metadata Requirements:

CBDS Identifier – nnnnnn

Data Item Name – Maths GCSE Highest prior attainment previous year

Description – Records the highest grade of attainment for maths GCSE for the previous year

Type and format – A(2)

Code set / Valid values: Existing codeset CS074

Item level validation – None

XML Tag - <MathsGCSEHighestPriorAttainmentPreviousYear>

Status – Active

History Notes – C

Multiplicity Notes – S (Single current occurrence)

Data item nnnnnn – English GCSE Highest prior attainment previous year

Metadata Requirements:

CBDS Identifier – nnnnnn

<p>Data Item Name – English GCSE Highest prior attainment previous year</p> <p>Description – Records the highest grade of attainment for English GCSE for the previous year</p> <p>Type and format – A(2)</p> <p>Code set / Valid values: Existing codeset CS074</p> <p>Item level validation – None</p> <p>XML Tag - <EnglishGCSEHighestPriorAttainmentPreviousYear></p> <p>Status – Active</p> <p>History Notes – C</p> <p>Multiplicity Notes – S (Single current occurrence)</p>	
<p>Reason for change (including benefits):</p> <p>To record new school census elements</p>	
<p>Impact of not doing the change:</p> <p>These elements would not be recorded</p>	
<p>ISB view of the proposed change:</p>	
<p>Data item relationship: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not known</p>	
<p>Impact assessment to be undertaken by:</p> <p>School Census Working Group</p> <p>School Census software suppliers</p>	
<p>Date consulted:</p> <p>18/12/2018</p>	<p>Response requested by:</p> <p>28/12/2018</p>
<p>Section 2 - Impact Analysis</p> <p>(To be completed by Impact Assessors)</p>	
<p>Software Suppliers' Summary of Impact Assessment: comments have been received from suppliers.</p> <p>No supplier response</p>	

DfE Internal Colleagues' Summary of Impact Assessment:

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D	Exclusion upheld by independent review panel (confirmed)
E	Pupil accepted reinstatement after initial governor review
F	Pupil accepted offer of reinstatement after independent review panel recommended governing board to reconsider reinstatement
G	Pupil accepted offer of reinstatement after independent review panel directed governing board to reconsider reinstatement
H	Pupil declined reinstatement after initial governor review
J	Pupil declined offer of reinstatement after independent review panel recommended governing board to reconsider reinstatement
K	Pupil declined offer of reinstatement after independent review panel directed governing board to reconsider reinstatement
O	Ongoing

DDU - Recommend updating the codes used to be in order rather than missing letters – as this leads to confusion. Advise against use of code I due to data entry error.

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 & Paul Hirst

Date of Review Meeting: 07/01/2019

Brief Summary of Discussion:

Agreed to accept the new data items – using the updated codeset in Impact Analysis.

Accept / Reject: Accept	Deferred to:
Type of Funding:	Fund Holder Agreement:
If Defer, provide details:	
If Accept, provide details: New data items N00650-N00657 & codeset CS105 for school census 19/20	
If Reject, provide details:	

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