



Education & Skills
Funding Agency

Paper

2023/24 ILR Freeze Schedule

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Publication intent OFFICIAL

1. Background and introduction

This document specifies when data ‘freezes/snapshots’ will be published by the Education and Skills Funding Agency (ESFA) for the 2023/24 academic year, running from 1 August 2023 to 31 July 2024. It does not cover information relating to any other academic year. Freezes for the 2022/23 academic year will continue until November 2023.

2. Purpose

The ILR timescales are mainly based on returns from providers being submitted on the 4th working day of the month. Providers are expected to make monthly returns with the data being used for specific reasons. The finalised return timetable document is called ‘ILR Specification 2023 to 2024 appendix A, data collection timetable’ and is published on the GOV.UK Website, under:

<https://guidance.submit-learner-data.service.gov.uk/23-24/ilr/appendices>

Provider returns are referred to as: ‘Return Number - R01’ etc. To differentiate, the freeze identifiers will be referred to as ‘Snapshots’ and named SN01 to SN14.

3. Freeze Timescales

The ‘Snapshots’ are based on the ILR Data Collection Timetable, location: <https://guidance.submit-learner-data.service.gov.uk/23-24/ilr/appendices>

Scroll to appendix A, data collection timetable.

Please note: All dates are best endeavours and are subject to server availability. Data is available on the non QA dates for internal use only.

A	B	C	D	E	F	G
Snapshot/ Return Servers delivered to	Return date	Freeze extract date	Freeze publication (non QA) MIPub	Available on servers (non QA) DWH A&M ILR Extract ESFA	Quality Assurance date	Available in BI products (QA)
SN01 (R01)*	06/09/2023	13/09/2023	21/09/2023	26/09/2023	26/09/2023	27/09/2023
SN02 (R02)	05/10/2023	09/10/2023	12/10/2023	13/10/2023	17/10/2023	18/10/2023
SN03 (R03)	06/11/2023	08/11/2023	13/11/2023	14/11/2023	16/11/2023	17/11/2023
SN04 (R04)**	06/12/2023	08/12/2023	13/12/2023	14/12/2023	18/12/2023	19/12/2023
SN05 (R05)	05/01/2024	09/01/2024	12/01/2024	15/01/2024	17/01/2024	18/01/2024
SN06 (R06)**	06/02/2024	08/02/2024	13/02/2024	14/02/2024	16/02/2024	19/02/2024
SN07 (R07)	06/03/2024	08/03/2024	13/03/2024	14/03/2024	18/03/2024	19/03/2024
SN08 (R08)	05/04/2024	09/04/2024	12/04/2024	15/04/2024	17/04/2024	18/04/2024
SN09 (R09)	07/05/2024	09/05/2024	14/05/2024	15/05/2024	17/05/2024	20/05/2024
SN10 (R10)**	06/06/2024	10/06/2024	13/06/2024	14/06/2024	18/06/2024	19/06/2024
SN11 (R11)	04/07/2024	08/07/2024	11/07/2024	12/07/2024	16/07/2024	17/07/2024
SN12 (R12)	06/08/2024	08/08/2024	13/08/2024	14/08/2024	16/08/2024	19/08/2024
SN13 (R13)**	16/09/2024	18/09/2024	24/09/2024	25/09/2024	27/09/2024	30/09/2024
SN14 (R14)**	17/10/2024	23/10/2024	28/10/2024	29/10/2024	31/10/2024	01/11/2024

*SN01 is the first return of an academic year and considered to be a test file. Timescales have been compared to previous years but dates are still subject to change.

** Reference dates are: 01/11/2023 for SN04, 01/01/2024 for SN06, 01/05/2024 for SN10 and 31/07/2024 for SN13 & SN14 - see ILR data collection timetable for full details

2023/24 timescales are:

	Column	Details
Freeze extract date	C	+2 working days after the Return date (column B) Except SN01 which is +5 working days and SN14 which is +4 working days
Freeze publication (non QA) - MIPub	D	+3 working days after the Freeze extract date (column C) Except SN01 which is +6 working days and SN13 which is +4 working days
Available on servers (non QA) – DWH, A&M ILR Extract & ESFA	E	+1 working day after the Freeze publication date (column D) as there is a dependency on overnight extraction Except SN01 which is +3 working days
Quality Assurance date	F	+3 working days after the Freeze publication date (column D)
Available in BI products (QA)	G	+1 working day after the Quality Assurance date (column F) as there is a dependency on overnight extraction

Quality Assurance

The ILR datasets will go through a quality assurance process which includes known issues. These are errors or problems with the calculation of derived variables, systematic incorrect recording of data by providers, and other data quality issues.

The ESFA will aim to issue quality assured ILR datasets no later than 3 business days after the freeze publication date.

Data supplied without Quality Assurance is provided internally for purposes of initial inspection and early modelling/reporting of the data, and should be used with caution. The data, or any analysis on the data, should not be shared externally until Quality Assurance of the data is complete. If any analysis on the results is shared internally prior to the Quality Assurance, then the analysis should be accompanied by wording to this effect.

Change Requests

Once this specification is signed-off, should any change(s) be agreed, they will be implemented to an agreed timescale as dictated by the ESFA Data Science Team resource constraints and business priority.

Additional Information

Further information regarding the ILR specification can be obtained from the GOV.UK website at the following link: <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

Contact

The ESFA, Data Science Team are responsible for this specification and this document can be found under: <https://www.gov.uk/government/publications/sfa-ilr-standard-file-specifications-and-reference-data>

For changes to this specification, please contact the ESFA, Data Science Team through the ESFA Service Desk by using the [online enquiry form](#).

Appendix A: Glossary of Terms

Term	Description
Snapshot / Return	Used as an identifier for each freeze. Each freeze will be known as SN01 to SN14.
Return date	Providers are expected to make monthly returns with the data being used for specific reasons as agreed. Full details can be found under: https://guidance.submit-learner-data.service.gov.uk/23-24/ilr/appendices it is called 'ILR Specification 2023 to 2024 appendix A - data collection timetable'.
Reference date	Used in conjunction with the above, the Reference dates act as a timeliness date for 16-19 (excluding apprenticeships) & Community

Term	Description
	learning funding models. Providers should submit complete and accurate data by the dates specified to ensure their data is captured in the relevant returns. Full details can be found under: https://guidance.submit-learner-data.service.gov.uk/23-24/ilr/appendices it is called 'ILR Specification 2023 to 2024 appendix A - data collection timetable'.
Freeze extract date	The date the extraction of data begins from the ESFA database systems. Freezes are used as a consistent basis for analysis and production of management information.
Freeze publication (non QA) – MIPub	The date the ESFA Data Science Team will release the data to the Publication server. The ESFA Data Science Team aim to complete the freeze process within 3 working days. Data should then be available on the Publication server on the day shown in this field. The data is supplied for initial inspection and for early modelling/reporting of the data, and is supplied at the customer's own risk.
Available on servers (non QA) – DWH, A&M, ILR Extract & ESFA	See above. After publication to the Publication Server, the data is transferred overnight by the ESFA Data Science Team to the DWH, A&M, ILR Extract and other ESFA servers. The data is supplied for initial inspection and for early modelling/reporting of the data, and is supplied at the customer's own risk.
Quality Assurance date	The date that the ESFA Data Science Team will assure the quality of the data. It is aimed to complete this within 3 working days of the Freeze publication to MIPub as shown in column D in section 3. Data should then be available to the business on the dates shown.
Available in BI products (QA)	After publication to the DWH, ILR Extract and other ESFA servers and after the Quality Assurance date, the data is transferred by the ESFA Data Science Team to BI products for consumption.