



Department  
for Education

## Data Operations - request for change form for CBDS

### RFC 1245

### SEN2 new data items and removal of one data item

#### Type of change

Amendment to SEN2 data items and related code sets

#### Name and team/company of RFC Originator:

Nicky Berryman, DOT

Contact: [Queries.SUPPLIER@education.gov.uk](mailto:Queries.SUPPLIER@education.gov.uk)

#### Date RFC raised

17 May 2023

#### Date change required

As soon as possible

#### Priority

2

#### Priority ratings

**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

## Section 1 – details of change

### Data item / rule number

1 New data item – annual review meeting date

2 New data item – annual review decision

3 Remove data item – attendance pattern

### Description of change

<b>New data item 1</b>	N00785
Other Information	Voluntary for the 2024 collection
Data item name	Annual review meeting date
Description	The date when the last EHC plan review meeting occurred.
Type and format	CCYY-MM-DD
Code set/valid values	Any valid date
Item level validation	Rules 1089 and 1090
XML tag	<ReviewMeeting>
Status	Active
History notes	C
Multiplicity Notes	S

<b>New data item 2</b>	N00786
Other Information	Voluntary for the 2024 collection
Data item name	Annual review decision
Description	The annual review decision following the latest review meeting
Type and format	A(1)
Code set/valid values	A – amend the EHC plan C – cease the EHC plan M – maintain the EHC plan
Item level validation	Rule 1094
XML tag	<ReviewOutcome>
Status	Active
History notes	C
Multiplicity Notes	S

3 Remove the attendance pattern data item: from 2024 onwards, attendance pattern (CBDS ref N00721; XML - <AttendancePattern>) will no longer be collected for SEN2. SEN2 is the only collection that has collected this data item so it is proposed it is removed from CBDS. Validation rule 1059 has been deleted from the SEN2 collection rules.

## Reason for change (including benefits)

The Children and Families Act 2014 and the SEND Regulations 2014 include, in relation to reviews of EHC plans, that local authorities must:

- (a) confirm a decision as to whether to maintain, cease or amend an EHC plan within four weeks of an annual review meeting,
- (b) where amended, issue a draft plan within four weeks of an annual review meeting,
- (c) complete an annual review within a year,
- (d) issue amended plans following transfer reviews by the relevant date in March or February.

Consistent, comparable evidence on the extent to which local authorities are meeting those obligations, and key areas for improvement does not exist.

A [national consultation on reviews of EHC plans](#) closed in August 2022. The consultation set out proposals for changing the statutory duty over when any proposals for amending an EHC plan following an annual review must be issued. We will be responding fully to the consultation in due course. One of the themes in many of the responses was that improvements were needed to the annual and phase transfer review systems, including better compliance with the various duties over timings set out in the legislation. There were also calls for greater accountability in relation to local authorities' timeliness in meeting their various statutory duties over annual and phase transfer reviews.

In light of the current evidence gap and what consultation responses have said to us we are keen to phase in an expansion of the data available on annual and phase transfer reviews through the SEN2 collection to evidence and support improvements to that part of the EHC plan system.

Ministers have also made this area one of their key priority policy areas requiring more data to inform decisions.

Following discussions with Local Authorities and internal colleagues, we are proposing to remove the 'attendance pattern' data item as the benefits of collecting the data were not commensurate with the burdens of providing and collecting the data.

## Impact of not doing the change

The opportunity to deliver the benefits described above would be lost.

## Impact assessment to be undertaken by

DfE working group (and CBDS impact assessment group)

## Date consulted

17 May 2023

## Response requested by

31 May 2023

## **Section 2 – impact analysis**

### **Software suppliers' summary of impact assessment**

No Comments

### **DfE internal colleagues' summary of impact assessment**

No comments

### **Alternative Solutions / Workarounds (if appropriate)**

N/A

### **Impact Assessed by (name)**

Nicola Berryman

### **Date**

1 June 2023

## **Section 3 - outcome / decision**

### **Date of review meeting**

N/A

### **Attendees**

N/A

### **Brief Summary of Discussion**

N/A

### **Accept**

### **If accept, provide details**

No objecting comments received.

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