



Department
for Education

Sharing daily pupil attendance data

**Guidance for schools, academy trusts,
local authorities and management
information system (MIS) suppliers.**

April 2024

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Summary

This document specifies the daily attendance data to be submitted and the method for submission to the department during the 2024 to 2025 academic year.

Who this publication is for

This guidance is for:

- schools
- academy trusts
- local authorities
- management information system (MIS) suppliers.

Version History

The version history shows when the version was released. The change history is contained within the Annex A Errata at the end of the document.

Version	Date
1.0	April 2024 (published date)
1.1	May 2024

This specification should be read in conjunction with the Excel workbook giving the current version of the common basic data set ([CBDS](#))

Introduction

This document specifies the data to be submitted and the method for submission to the department during the 2024 to 2025 academic year.

[The Education \(Information About Individual Pupils\) \(England\) \(Amendment\) Regulations 2024](#) sets out the information that schools must provide the department on request, effective from 18 August 2024.

Sharing daily attendance data not only ensures schools and academy trusts meet this statutory duty, but also:

- gives schools, local authorities and academy trusts access to more up-to-date pupil-level attendance data
- helps schools, academy trusts, governing bodies and local authorities meet the new expectations set out in [working together to improve school attendance](#)
- requires no additional cost
- will not add to school or academy trust's workload
- enables easy identification of pupils requiring support and facilitates greater working together
- enables trends to be identified across pupil groups, schools, local areas, and nationally enabling efforts and strategies to be targeted

Overall, this initiative will create a more responsive, efficient and modern data ecosystem, which can scale to meet the needs of schools, academy trusts, LAs, policy makers and operational teams over the long term. By doing this, we will enable more timely operational delivery support and better outcomes for children and young adults, while minimising the burden on schools, local authorities and academy trusts.

The department publishes fortnightly attendance data which can be viewed here: [Pupil attendance in schools](#).

Schools, academy trusts and local authorities can access their data via the secure Monitor your school attendance tools. Find out [how to access your data](#).

Coverage

All:

- Schools maintained by a local authority
- Special schools which are not maintained by a local authority and are not an academy school
- Academy schools
- Alternative provision Academy

This guidance does not apply to nursery schools.

Who is this guidance for?

This guidance is for:

- Schools
- Academy trusts
- Management Information System (MIS) suppliers
- Local authorities

Schools in England are required to provide the information specified in this document to DfE.

Statutory requirement, data sharing and data subject rights

The submission of school attendance data, including named pupil records, is a statutory requirement on schools under the following legislation:

- [Section 537A of the Education Act 1996 \(as amended\)](#)
- [Education \(Information About Individual Pupils\) \(England\) Regulations 2013 \(the 2013 Regulations\) \(as amended\)](#)
- [Section 99 of the Childcare Act 2006 \(CA 2006\) \(as amended\)](#)
- [The Childcare \(Provision of Information About Young Children\) \(England\) Regulations 2009 \(2009 Regulations\) \(as amended\)](#)

A statutory requirement:

- means that schools do not need to obtain parental or pupil consent to the provision of information
- ensures schools are protected from legal challenge that they are breaching a duty of confidence to pupils

- helps to ensure that returns are completed by schools
- means that all pupil data collection elements are mandatory unless specifically stated to be voluntary

Data protection and data sharing

The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018) provides certain safeguards regarding the use of personal data by organisations, including:

- the department
- local authorities
- schools

The UK GDPR and DPA 2018 details the rights of those (known as) data subjects about whom data is held, such as:

- pupils
- parents
- teachers

This includes (amongst other information that we are obliged to provide):

- the right to know the types of data being held
- why it is being held, and
- to whom it may be communicated

For the purposes of data protection legislation, the terms 'process', 'processed' or 'processing' apply to any activity involving the personal data, such as:

- collecting
- storing
- sharing
- destroying

How this data will be used

All data we are collecting is subject to a [privacy notice](#) (PDF, 219 KB, 4 pages). No information that identifies a child will be shared publicly. We will use this data to identify national, regional and local trends, and patterns in school attendance.

We will share our analysis with members of the Attendance Action Alliances. We will not share school-identifiable-level data with the national Attendance Action Alliance, but we may share it with local Attendance Action Alliances. Read our [data collection principles](#) (PDF, 130 KB, 3 pages) to find out more.

A [data protection impact assessment \(DPIA\)](#) (PDF, 216 KB, 21 pages) is available for this collection.

How to send your attendance data

Schools with Management Information System (MIS) suppliers

Schools can share daily attendance data with DfE by giving approval for [Wonde](#) to access their MIS.

If your school already uses Wonde's secure portal

Wonde will ask you via its portal to agree to share your attendance data. Once you agree, it will connect with your MIS to extract and securely transfer the data to us automatically each day.

If your school does not currently use Wonde's secure portal

You will be contacted by Wonde's team to help you install the secure portal. If you have not been contacted by them, first check your junk folder, then email support@wonde.com.

There will be no costs involved and it will enable you to share your attendance data with us.

Wonde can extract data from these MIS suppliers:

- SIMs
- Arbor
- Bromcom
- ScholarPack
- Integris
- IRIS iSAMs
- SchoolBase
- PupilAsset (Horizons)

- SchoolPod
- Compass
- SOS (XP-Trust)
- Facility

It is noted that this list is correct at the time of publishing, however it could be subject to change if new management information systems become available.

Alternative method

The easiest way to meet the statutory duty to share data with the Department is via Wonde's automated solution. For the very small number of schools without an MIS, there is an alternative method to sharing the data. This method aims to enable schools to fulfil their attendance reporting obligations.

Steps involved:

- 1) Schools will be required to download an [Excel Template](#) and use it to record pupil attendance twice daily: in the morning and afternoon - locally.
- 2) Schools will submit their attendance data weekly to the DfE through a secure portal. This weekly process includes converting the populated Excel template into CSV format using the built-in capability, creating a standardised file for seamless data transmission.
- 3) Schools will need to log into a DfE secure portal using their DfE sign-in credentials. Here, they can upload the CSV file for the respective week. Upon successful submission, the portal will generate a unique submission reference number, serving as confirmation and acknowledgment of the completed attendance data submission.

We will provide further details of the alternative method before the start of the 2024 to 2025 academic year.

Data items included in the regulations

Overall description and scope

This section lists the data items that schools need to share with DfE. Their corresponding CBDS identifiers are included for reference.

A description and Code Set / Valid Values for the data items can be found in the common basic data set ([CBDS](#)) database.

Data Item	CBDS Identifier
Unique Pupil Number (UPN)	(N00001)
Pupil's Former UPN	(N00002)
Surname	(N00003)
Forename	(N00004)
Middle name(s)	(N00005)
Pupil Preferred Forename	(N00009)
Pupil Preferred Surname	(N00010)
Sex	(N00783)
Date of birth	(N00006)
Child Ethnicity	(N00177)
First Language	(N00015)
Postcode	(N00037)
SEN Provision	(N00209)
Pupil SEN Type ranking	(N00024)
Pupil SEN Type code	(N00166)
EHC Plan	Derived from SEN Provision (N00209)

FSM Eligibility	Derived from FSM Eligibility Start Date and FSM Eligibility End Date (N00142); (N00143)
In Care Indicator	(N00013)
Previously looked after	Derived from In Care Indicator (N00013)
Year group	(N00182)
Attendance Codes	(N00157)
Date of entry	(N00018)
Date of Leaving	(N00019)

The fields listed below are not included in the regulation but will be collected on a voluntary basis:

Data Item	CBDS Identifier
Children in Need indicator	(N00773)
Child protection plan indicator	(N00774)

Issues that can affect data accuracy

This section address issues that can affect the accuracy of data being collected and explains how you can help improve the accuracy of reporting for these data items.

We regularly undertake data quality checks to ensure that information submitted by schools meets the expectations of the data schemas. It is accepted that attendance registers can change, therefore, DfE will ingest retrospective changes made by schools to MIS records. Whenever you make a change to the data in your MIS, DfE will refresh the data ingested from Wonde and any changes will be reflected in the data we hold and in your secure reports.

Making sure we have accurate information for pupil 'Admission Date', 'Leaving Date' and pupil sessions, helps us to accurately calculate the attendance of pupils currently enrolled at the school.

Making sure you have the correct number of pupils on roll

DfE encourages using 'Admission Date' and 'Leaving Date' fields (equivalent to CBDS identifiers: N00018, N00019) in the following way:

- When a pupil is enrolled in the school, 'Admission Date' should be recorded. The 'Leaving Date' should only be recorded when the pupil has left the school.
- 'Leaving Date' should not be recorded when pupils move from one year group to another within the same school.

Making sure you have the correct data recorded for mid-year leavers

When a pupil leaves partway through the academic year, it is important to enter an accurate Leaving Date for that pupil. Sessions recorded for pupils after their Leaving Date will impact the accuracy of attendance reported. As there are instances where schools have sessions recoded after a pupil's leaving date, the department has added a new filter to your [Monitor your school attendance](#) reports, to help you to view, filter and exclude mid-year leaver data for your school, in the current and previous academic year.

You can use the new filter in your attendance reports to compare the mid-year leaver data the department holds against the information that you have in your MIS.

If you have a mid-year leaver with incorrect sessions:

- You should update incorrect sessions for mid-year leavers in your MIS with absence code 'z'. This will show that the pupil is no longer on roll for those sessions. This should only be done if a mid-year leaver has been marked as absent or present in sessions after their leaving date, and this has been done incorrectly.

If you have a mid-year leaver who has not left the school:

- You will need to check your MIS to see if the pupil has a leaving date recorded against them. If this has been added incorrectly, you can update or remove their leaving date in your MIS.

The Monitor your school attendance reports are automatically updated daily based on the information in your MIS. Therefore, once updates have been made in your MIS, it will be automatically updated in dashboards the next day.

Annex A: Errata

The errata lists all changes to the document from the baselined version (Version 1.0) onwards.

Version	Changes made	Date
1.0	Baseline version	April 2024
1.1	The following data items and CBDS identifiers were added to the list of data items included in the regulations: Surname (N00003) Forename (N00004) Middle name(s) (N00005)	May 2024



Department
for Education

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