SEN2 person level 2025

Technical Specification

Version v1.2

October 2024

Contents

Version History

Version number	Update	Author, team and date
V0-1	Main changes are: Dates and general roll forward Minor amendments for clarity Paragraph 1.6; Main changes amended to include the addition of 5 new data items listed below, as detailed in CBDS RFC 1263. These will be collected on a voluntary basis in 2025, moving to a mandatory collection in 2026: - \<DSCO\> - \<RequestSource\> - \<ReviewDraft\> - \<PhaseTransferDueDate\> - \<PhaseTransferFinalDate\> Paragraph 2; amended to include new requirement for \<DSCO\>. Paragraph 2.2; amended to include new requirement for \<RequestSource\>. Paragraph 2.5; amended to include new requirements for \<ReviewDraft\>, \<PhaseTransferDueDate\> and \<PhaseTransferFinalDate\>. Paragraph 3.2.1; Header structure amended to reflect the changes above. Paragraph 3.2.2; XML structure amended to reflect the changes above. Validation rules: please see Annex A (version history and rules).	COG; August 2023. December 2023 DISD; November 2023

V1-0	This is the baselined version of the specification	Simon Summers; COG; December 2023
V1-1	Two lines referring to <ReviewComplete> removed from 2.5 – these were included in error in V1-0.	Simon Summers; COG; February 2024
V1-2	Clarifications throughout to ensure consistency with SEN2 collection 2025 survey guide. Main changes as follows: • Clarified guidance around collection scope, paragraph 1.1 • Option 5 ('Other') listed for code set CS124, in line with CBDS, in paragraph 2.2 • Clarified guidance relating to tribunals and mediation requests, paragraph 2.2 • Notification of changes to CBDS (RFC 1299) applied to <N00710> (Residential settings – plan) and <N00718> (Residential settings – current). Guidance around placement in residential settings has been clarified, reflecting the changes to CBDS, paragraphs 2.4 and 2.5 • Clarified guidance around new requirements <ReviewDraft>, <PhaseTransferDueDate> and <PhaseTransferFinalDate>, paragraph 2.5 • Confirmation of update to SEN Type Code Set (CS071) amended via RFC 1267 to include DS (Down Syndrome), paragraphs 1.6, 2.5.	Simon Summers. COG; September 2024

Assumptions made in creating this specification:

A1	Each local authority will provide a single file containing all data.
A2	The collection will use COLLECT (Collections On-line for Learning,

	Education, Children and Teachers) as the data collection mechanism
A3	The Department for Education (DfE) will only accept submissions in XML format

Definitions

EHC: Education, health and care plan, issued by a local authority. All EHC plans should be included in the data return.

MIS: Within this document the term MIS (management information system) is used in a generic sense as the source system, or systems, where the data are normally maintained and from where they are exported by the local authority. This may be the local authority's SEN or EHC plan electronic case management system.

Person: The child or young person for whom there is an EHC plan or request for a needs assessment.

1. Introduction

SEN2 collects data about children and young people who the local authority is responsible for under section 24 of the [Children and Families Act 2014](#). Local authorities must return their information on SEN2 in relation to every EHC plan maintained by the authority.

1.1 Purpose, scope and audience

This specification describes the person level SEN2 data collection. This data collection covers all local authorities in England and provides the only complete source of information on education, health and care plans (EHC plans).

The data collected is expected to cover all active EHC plans as at census day, plans active during the calendar year but ceased prior to census day, requests and assessments handled by local authorities in the calendar year and up until census day, and current ongoing requests and assessments for EHC plans.

The data consists of person level information for those children and young people in scope and information about their requests for assessment, assessment process and their EHC plan if a decision to issue is reached. A local authority may continue to maintain an EHC plan for a young person until the end of the academic year during which the young person attains the age of 25.

The collection covers those children and young people with an EHC plan only. This collection should not be used to return information on school pupils on SEN Support.

This document has been developed to support Department for Education (DfE) developers, local authorities and suppliers of local authority management information systems. It should be read in conjunction with:

- Common basic data set [CBDS](#) - a database comprising all levels, all data items and all code-sets within one spreadsheet. This spreadsheet makes use of filters and hyperlinks to navigate around. The filters make it possible to view extracts of the CBDS for use in specific collections, including the SEN2 person level 2025 collection. All the items relating to this specification can be found by filtering on the column headed SEN2 2025 of the data definitions worksheet in the next version.
- Local authority guide
- Validation rules (Annex A)
- [Unique Pupil Number (UPN) Guidance](#)

1.2 Coverage and Timings

This document specifies requirements for the 2025 SEN2 person level data collection.

The 2025 person level collection is a statutory collection. Local authorities are requested to return all the specified data attributes for the 2024 calendar year and census date. Key dates are:

- The 2025 collection period will open on 16 January 2025 and the closing date will be 14 March 2025. Further cleaning of data may occur following the submission date.
- The collection has a 'census date' of the third Thursday in January. Unless otherwise stated, the terms 'census date' and 'census day' in this document refer to 16 January 2025.
- The 'collection year' is the calendar year preceding the census date. For the 2025 collection, the collection year is from 1 January 2024 to 31 December 2024 inclusive.
- Person level records and data collected within the collection year are to be included within the census return for census day.

1.3 Summary of cases to be included

The following cases are expected to be included.

Active EHC plans

- <StartDate> is populated and <CeaseDate> is not populated

Activity in the calendar year

- <ReceivedDate> is in calendar year, or
- <RequestOutcomeDate> is in calendar year, or
- <AssessmentOutcomeDate> is in calendar year, or
- <StartDate> is in calendar year, or
- <CeaseDate> is in calendar year

1.3.1 Active plans

Data should be returned for all EHC plans that are active at census date and any plans that were active during the collection year but have ceased. Modules 1 to 5 inclusive are expected to be completed.

1.3.2 Recently ceased plans

Data should be returned for all EHC plans that have ceased in the calendar year. Modules 1 to 5 are expected to be completed.

1.3.3 Work completed in calendar year, decision not to issue following assessment

Data should be returned for all assessments where a decision not to issue a plan has been reached. Modules 1 to 3 are expected to be completed. (Modules 4 and 5 may be completed in cases where the decision was later changed for any reason, including during mediation or over-turned at tribunal.)

Note: Completed assessments where a plan was issued are expected to be returned in active plans and ceased plans where applicable.

1.3.4 Work completed in calendar year, decision not to assess

Data should be returned for all requests to assess where a decision to not assess was reached during the calendar year. Module 1 and module 2 are expected to be completed. (Modules 3 to 5 may be completed in cases where the decision was later changed for any reason, including during mediation or at tribunal.)

1.3.5 Ongoing work – issuing stage

Data should be returned for all assessments where a decision to issue a plan has been reached but the plan has not yet been finalised by census day (including where the decision to issue a plan is ongoing from a previous calendar year). Modules 1 and 2 are expected to be complete. 'Assessment outcome - Decision to issue EHC plan' is expected to be complete as a minimum from module 3.

1.3.6 Ongoing work – assessment stage

Data should be returned for all ongoing assessments at the end of the calendar year, that is, following a decision to assess an outcome has not been reached by census day (including where the assessment outcome is ongoing from a previous calendar year). Modules 1 and 2 are expected to be complete. 'Assessment outcome - Decision to issue EHC plan' is expected to be complete as a minimum from module 3.

1.3.7 Ongoing work – request stage

Data should be returned for all ongoing requests to assess that have yet to reach a decision on whether to assess by census day (including where the request to assess is ongoing from a previous calendar year). Module 1 is expected to be complete. Request outcome is expected to be complete as a minimum from module 2.

1.3.8 Placements

This active plans module should be completed for all active EHC plans on the census day and any plans that were active during the collection year but have ceased.

Logical Model

Note that it is possible for a Decision not to assess to lead to a decision on whether to issue a plan if the original decision is reconsidered, as it is also possible for a Decision not to issue a plan to lead to an EHC active plan if the original decision is reconsidered - however these are not shown on the model.

```
                    ┌──────────────────────────┐
                    │  Make a request for       │
                    │  assessment for an EHC plan│
                    │                            │
                    │  (ReceivedDate recorded)   │
                    └──────────────────────────┘
          ┌──────────────────┼──────────────────────┐
┌───────────────────┐ ┌──────────────────────┐ ┌──────────────────────────┐
│ Request is ongoing │ │ Decision made to assess│ │ Decision not to assess (1.3.4)│
│ (1.3.7)            │ │                        │ │                           │
│                    │ │ (RequestOutcomeDate    │ │ (RequestOutcomeDate recorded)│
│                    │ │ recorded)              │ │                           │
└───────────────────┘ └──────────────────────┘ └──────────────────────────┘
         ┌──────────────────┼──────────────────────┐
┌───────────────────┐ ┌──────────────────────┐ ┌──────────────────────────┐
│ Assessment is      │ │ Decision to issue a plan (1.3.5)│ │ Decision not to issue (1.3.3)│
│ ongoing (1.3.6)    │ │                        │ │                           │
│                    │ │ (AssessmentOutcomeDate │ │ (AssessmentOutcomeDate    │
│                    │ │ recorded)              │ │ recorded)                 │
└───────────────────┘ └──────────────────────┘ └──────────────────────────┘
                              │
                    ┌──────────────────────┐
                    │ EHC plan active (1.3.1)│
                    │                        │
                    │ (StartDate recorded)   │
                    └──────────────────────┘
                              │
                    ┌──────────────────────┐
                    │ Placements             │
                    │                        │
                    │ Active EHC plans data recorded│
                    │ (1.3.8)                │
                    └──────────────────────┘
                              │
                    ┌──────────────────────┐
                    │ EHC plan ceased (1.3.2)│
                    │                        │
                    │                        │
                    │ (CeaseDate recorded)   │
                    └──────────────────────┘
```

1.4 Data standards

It is the long-term strategy of DfE to adopt the e-GIF standards to support the transfer of data across other public sector bodies and government departments. This specification has been developed with those standards in mind; where deviations occur explanation notes have been provided.

1.5 Data privacy

1.5.1 Data protection and data sharing

Data from which it is possible to identify children, parents and staff (in any medium, including within a MIS) is personal data.

The UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) put in place certain safeguards regarding the use of personal data by organisations, including DfE local authorities and schools. Both give rights to those (known as data subjects) about whom data is processed, such as children, their parents / carers and staff. This includes (amongst other information that the department is obliged to provide) the right to know:

- the types of data being held

- why it is being held

- to whom it may be communicated

As data processors and controllers in their own right, it is important that providers process all data (not just that collected for the purposes of the SEN2 data collection) in accordance with the full requirements of the UK GDPR. Further information on the UK GDPR can be found in the Information Commissioner's Office (ICO) overview of the UK General Data Protection Regulation (GDPR).

1.5.2 Legal duties under the UK General Data Protection Regulation and Data Protection Act 2018: privacy notices

Being transparent and providing accessible information to individuals about how you will process their personal data is a key element of UK GDPR and the DPA 2018. The most common way to provide such information is through a privacy notice. Please see the Information Commissioner's Office (ICO) website for further guidance on privacy notices.

DfE provides suggested wording for privacy notices that local authorities may wish to use. However, where the suggested wording is used, the local authority **must review and amend** the wording to reflect local business needs and circumstances. This is especially important, as the local authority will process data that is not solely for use within departmental data collections.

It is recommended that the privacy notice is made available to data subjects via the internet as well as handed out in paper form or placed on an accessible noticeboard. Privacy notices do not need to be issued on an annual basis as long as new children,

parents and staff are made aware of the notices and they are readily available electronically or in paper format.

1.5.3 Legal duties under the UK General Data Protection Regulation and Data Protection Act 2018: data security

Providers and local authorities have a (legal) duty under the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 to ensure that any personal data they process is handled and stored securely. Further information on data security is available from the [Information Commissioner's Office](#).

Where personal data is not properly safeguarded, it could compromise the safety of individuals and damage your reputation. Your responsibility as a data controller extends to those who have access to your data beyond your organisation where they are working on your behalf; for example, where external IT suppliers can remotely access your information. The [Guide to data protection](#) page provides further guidance and advice.

It is vital that all staff with access to personal data understand the importance of:

- protecting personal data

- being familiar with your security policy

- putting security procedures into practice

As such, you should provide appropriate initial and refresher training for your staff.

1.6 Main changes

1.6.1 New requirement – Designated Social Care Officer (DSCO) role - <DSCO>

From the 2025 collection onwards, local authorities should record if the local authority has a Designated Social Care Officer (DSCO) in place on census day. This data item is voluntary in 2025 and will become mandatory in 2026

The CBDS code set for this new data item is CS123 and is as follows:

Y = Yes

N = No

R = Recruitment in Progress

1.6.2 New requirement – Source of request for an EHC needs assessment - <RequestSource>

From the 2025 collection onwards, local authorities should record the high level category for source of referral for each new request for an EHC needs assessment. This data item is voluntary in 2025 and will become mandatory in 2026.

The CBDS code set for this new data item is CS124 and is as follows:

1 - Young person or parent

2 - School or other education setting

3 - Health care professionals

4 - Social care professionals

5 - Other

(Where a large number of cases are recorded as 'other', the local authority will be prompted for further information in COLLECT)

1.6.3 New requirement – Annual Review issue of any draft amended EHC plan date - <ReviewDraft>

From the 2025 collection onwards, local authorities should record the date when the local authority wrote to the parent or young person with the draft of an amended EHC plan, where the decision following a review meeting is to amend. This data item is voluntary in 2025 and will become mandatory in 2026.

1.6.4 New requirement – Phase transfer review - due date - <PhaseTransferDueDate>

From the 2025 collection onwards, local authorities should record the deadline that the next phase transfer review is due to be complete. This data item is voluntary in 2025 and will become mandatory in 2026.

1.6.5 New requirement – Phase transfer review - issue of final plan date - <PhaseTransferFinalDate>

From the 2025 collection onwards, local authorities should record the date when the final EHC plan was issued following the last phase transfer review if it was during the collection year. This data item is voluntary in 2025 and will become mandatory in 2026.

Please also see the version history section of this specification.

1.6.6 Notification of CBDS code set change

The SEN Type Code Set (CS071) has been amended via RFC 1267 to include DS (Down Syndrome).

1.6.7 Notification of CBDS changes & clarified guidance around placement in residential settings

The valid values descriptions for <N00710> (Residential settings – plan) and <N00718> (Residential settings – current) have been updated. These changed are detailed in CBDS RFC 1299.

New valid value description for both data items

A – Up to 38 weeks

B – Between 39 and 52 weeks

New description for N00718: "Indicates if the child or young person is currently in residential settings for over 38 weeks"

These changes to CBDS have been reflected in clarified guidance in this specification around placement in residential settings, paragraphs 2.4 and 2.5

2 Structure and guidance

The collection consists of five modules: person details, requests for EHC needs assessment, EHC needs assessments, named plans and placements.

Data recorded in modules 2 to 5 must correspond to a single person recorded in module 1 (Person details).

LA level return details

This summary contains any information at the local authority level that is to be collected.

This contains questions about whether the local authority has a designated medical officer (DMO), designated clinical officer (DCO) and a designated social care officer (DSCO) in place on census day. The designated social care officer data item is a new requirement from 2025. It will be a voluntary item in 2025, moving to mandatory in 2026.

The CBDS code set for this new data item is CS123 and is as follows:

Y = Yes

N = No

R = Recruitment in Progress

Data is not returned at a person level, but rather within the XML message header.

2.1 Module 1: Person details

Module description: Information required in order to identify the person and to provide basic demographic information. Standard identifiers are also included to enable further matching to data collections and the National Pupil Database (NPD).

The latest available information should be returned, for example ethnicity which was unknown during the initial request may be declared during the needs assessment or a ULN may be assigned during the collection year.

Module composition: Includes identifiers and demographic information including post code, date of birth, ethnicity (based on CBDS N00177) and sex (N00783). UPN (unique pupil number) and ULN (unique learner number) should be provided where possible.

Where the child is under 6 years old the UPN is not required (but should be provided if available). However, children of compulsory school age are expected to have a UPN. Young people above school age may not have a known UPN if they have never attended a state-funded school or further education setting in England.

UPN unknown allows local authorities to include a reason for a missing UPN or ULN within the return preventing queries after the data has been submitted. This specification includes validation that will raise a query for every instance of both a missing UPN and ULN for a child or young person unless a UPN unknown reason is provided. Therefore, UPN unknown should not be completed if a UPN or ULN has been returned.

Cases to include:

This module should be completed for each person for which an initial request for an EHC needs assessment is made, or an assessment is made, or the EHC plan was active at some point in the collection year, or for which an EHC plan is held at the census date. The same person should not be included more than once in this section. Revisions to this section may be required when the person's details change.

2.2 Module 2: Requests for EHC needs assessment

Module description: This module should be completed for all initial requests for assessment for an EHC plan, regardless of outcome, including requests which do not proceed to the assessment stage. This allows DfE to monitor the number of new initial requests for assessment received by local authorities. Repeated requests for assessment corresponding to the same person should be recorded separately.

For all current and ceased EHC plans that started prior to the collection year, the only data required in this module is to record the decision to assess (assessment request outcome) as 'H - Historical - Decision to issue was made before latest collection period'.

Module composition: This module contains information for all the initial requests for assessment that are:

Received in the collection year, or

Received before the collection year where the outcome of the request, outcome of the assessment or EHC plan start date is in the collection year, or any of these is still pending

New requirement for 2025: From 2025, the high level source of the request for an EHC needs assessment <RequestSource> should be recorded. This item is voluntary for 2025 moving to mandatory in 2026. The CBDS code set for this new data item is CS124 and is as follows:

1 - Young person or parent

2 - School or other education setting

3 - Health care professionals

4 - Social care professionals

5 - Other

Where a large number of cases are recorded as 'other', the local authority will be prompted for further information in COLLECT.

The date the request is received should be recorded. The outcome of the request should be recorded. This includes an option to specify that a decision has not been reached by census day.

The date that the requestor was informed of the outcome of the local authority's decision to assess should be recorded for all cases excluding historical decisions. An error will be recorded whenever a date is recorded without an outcome, or where an applicable outcome is recorded without a date.

The use of mediation and tribunal should also be recorded in relation to the decision to assess. A query will be raised where tribunal occurs without mediation. This is a valid entry but requires a comment at return level confirming the number of cases where a mediation meeting did not take place and a tribunal subsequently occurred. Tribunals and mediation requests relating to decisions following review meetings should be included. Tribunals and mediation requests that started in the previous year but were processed during the census year should also be included.

If the request for assessment was made while in 'relevant youth accommodation', this should also be recorded. 'Relevant youth accommodation' refers to a Young Offender Institution, Secure Training Centre, Secure Children's Home or Secure College.

Cases to include: A person can make multiple requests for assessment in the year. This should include requests for assessment where the decision on whether to assess has yet to be reached by census day. A validation is included to flag an error where multiple open requests are specified for the same person.

If the initial request for assessment is refused, no information relating to that request is required in subsequent modules unless that decision is changed by the local authority for any reason, including during mediation or at tribunal. The initial refusal record should not be changed.

Requests information is not required where it is for a plan which started prior to the collection period – apart from recording the 'H (historical)' outcome code. Requests information (other than the outcome) is also not required if a decision is yet to be made (code A) or the request is withdrawn or ceased before decision to assess was made (code W).

If the initial request for assessment is refused, no information is required in subsequent modules unless that decision is changed by the local authority for any reason, including during mediation or at tribunal.

Once a decision to assess has been reached, data in this section is not expected to be subject to revision by the local authority. Repeated requests for assessment corresponding to the same person should be recorded separately.

2.3 Module 3: EHC needs assessments

Module Description: This module should be completed for all cases where an initial request for assessment is agreed, regardless of assessment outcome, including those where a decision is made to not issue a plan.

This allows the department to continue to monitor the number of assessments carried out by local authorities. Repeated assessments corresponding to the same person should be recorded separately.

For all current and ceased EHC plans that started prior to the collection year, the only data required in this module is to record the decision to issue an EHC plan as 'H - Historical - Decision to issue was made before latest collection period'. The decision is also only required if a decision is yet to be made (code A) or the request is withdrawn or ceased before decision whether to issue was made (code W).

Module composition: This module contains information for all assessments that are completed in the collection year or ongoing at the census date.

This section collects information on the decision on whether to issue a plan (<NamedPlan>), including the date at which a plan (<NamedPlan>) was issued or the date at which the person was notified of decision not to issue a plan.

When a person transfers to another local authority before the assessment is completed, this can be recorded and no further information is required in this module.

If a 20-week exception applies to the assessment, this should be recorded. The reason for the exception is not required. Annex D of the collection guide provides further details on the exceptions applicable.

The use of mediation and tribunal must also be recorded. This should be recorded specifically in relation to the decision to issue a plan (<NamedPlan>). A query will be raised where a tribunal occurs without mediation. This is a valid entry but a comment should be provided at return level confirming the number of cases where a mediation meeting did not take place and tribunal subsequently occurred.

Cases to include: A person may have multiple assessments and multiple decisions on whether to issue an EHC plan (<NamedPlan>) within a collection year. All assessments should be recorded separately. A validation is in place to flag an error when multiple assessments are recorded for a single person where no decision has been reached.

Each assessment is expected to have details of the initial request recorded in module 2. This is to ensure that the 20-week timeliness measure can still be calculated. If a child or young person transfers into the local authority's area during the assessment process before an EHC plan has been issued there is no right of transfer of decisions made by the originating local authority. As good practice the exporting local authority may (with the consent of the individual) decide to share information with the importing local authority and the importing local authority may draw on the advice and information provided in making its decisions. But the importing local authority must make its own decisions on whether to assess and whether to issue a plan.

Where a person with an existing EHC plan transfers into the local authority's area the assessment should be recorded as historical by the importing local authority, even if the EHC plan start date is within the collection year.

Assessment information is not required where it is for a plan which started prior to the collection period (that is, the plan is not new in the collection period) – apart from recording the 'H (historical)' outcome code.

Where a decision is reached to not issue a plan (<NamedPlan>), the decision outcome, date and information on mediation and tribunal are required only. No further information is required in subsequent modules unless that decision is changed by the local authority for any reason, including during mediation or at tribunal. The initial refusal record should not be changed.

2.4 Module 4: Named plan

Module description: <NamedPlan> collects information on the content of the EHC plan. It should be completed for all existing active EHC plans (including those made prior to the collection year) and any plans that ceased during the collection year.

Module composition:

The establishment(s) named on any plans which were active during the collection year (including any that have ceased) (<NamedPlan>) should be recorded. This should be the URN of the establishment if available, or the UKPRN if available, or another establishment type. Where Other is recorded from the list of establishment types a free text field is provided to allow the establishments concerned to be recorded.

A secondary establishment can be recorded. Only two options are available. In the event that more than two establishments are named on the plan (<NamedPlan>), the two that will be attended most in a typical week or term should be recorded.

Where a person's placement is for the purpose of attending a SEN Unit or resourced provision, this should be specified. For these purposes, a SEN unit or resourced provision is one approved by the local authority. For further details see Annex B of the collection guide.

Where a residential setting is named on a plan, please record whether the placement is for up to 38 weeks or 39-52 weeks.

If the plan (<NamedPlan>) specifies participation in work-based learning activity then this must be recorded. It is expected that work-based learning will be in conjunction with an education setting. This should therefore also be recorded in the establishment type.

Information on take up of personal budgets must be recorded, including whether organised arrangements are in place and the use of any direct payments (education, health, social care, combination).

Case to include: It is possible that multiple plans may be recorded for a single person: for example, if an EHC plan has previously ceased and a further plan has later been issued following a new needs assessment. Changes may occur to this section from one year to the next for the same person, for example where an establishment named on the EHC plan is changed.

2.4.1 Ceased plans

The ceased plans section forms part of the <NamedPlan> module and collects information on when and why an EHC plan (<NamedPlan>) has ceased. Reasons are provided for selection.

For any EHC plans that have ceased up to census day, the date that the plan was ceased and reason for cessation are to be recorded. Cessation date will be used in producing the caseload as at the census date. After a plan ceases if a new EHC plan is later requested for the same person, this should be recorded as a new request for assessment.

Module Composition: This module should be completed for any EHC plans (<NamedPlan>) that have ceased. The date that the plan (<NamedPlan>) ceased and reason for cessation are to be recorded.

Local authorities must continue to maintain the EHC plan (<NamedPlan>) until the time has passed for bringing an appeal or, when an appeal has been registered, until it has been concluded. The date should reflect this appeal period and not correspond to the date a decision to cease was reached.

For those young people reaching age 25, it is expected that the plan (<NamedPlan>) will cease in July following their 25th birthday. A query will be raised at a record level where any plans (<NamedPlan>) are still active beyond July following the young person's 25th birthday.

Where the reason for cessation is recorded as 'other', a query will be raised to request more information.

Cases to include: This module is expected to be completed once per active EHC plan (<NamedPlan>) only, when the plan (<NamedPlan>) has ceased or transferred to another local authority during the census year.

Once completed, this section is not expected to be subject to revision by the local authority. If a new EHC plan is (<NamedPlan>) requested subsequently for the same person, this should be recorded as a new request for assessment.

2.5 Module 5: Placements

Module description: This module must be completed for all active EHC plans on the census day and any plans that were active during the collection year but have ceased. This module should be completed for all placements in the collection year for each person each year. This information will be used to produce the breakdown of the caseload as at the census date. This module records details of the latest placement of the individual, including start date, and any other placements the individual may have had during the collection period. This module also includes the annual review meeting date and annual review outcome. From the 2025 collection onwards, the annual review meeting date and annual review outcome are compulsory. Three new requirements have been added to this module in 2025. These are to record the date when the local authority wrote to the parent or young person with a draft of any amended EHC plan, to record the

date that the next phase transfer is due, and to record the date, during the collection period, that the final plan was issued following the last phase transfer review. These three new requirements are voluntary in 2025, becoming mandatory in 2026.

Module composition: If the active EHC plan has been imported from another local authority, the 3-digit code (based on CBDS N00216) of the exporting local authority must be provided.

The establishment(s) attended must be recorded. Where a secondary establishment is also attended, this must be recorded also. There are options to record provision without a URN or UKPRN or where the child or young person is not currently in education, which must be reported if applicable. A start date for the placement is required.

A secondary establishment type must be recorded where applicable. Up to two placements may be recorded for each person. If more than two placements are attended then please record the two that are typically attended most in an average week or term as applicable.

Placement rank must be recorded as follows: 1 – Primary placement; 2 – Secondary placement.

Any further placements in the collection period should also be recorded. It is not expected that multiple open placements with the same rank will overlap.

For placements, where a person is attending a SEN Unit or resourced provision associated to one of the establishments specified, this should also be recorded. For these purposes, a SEN unit or resourced provision is one that has been approved by the local authority. For further details see Annex B of the collection guide.

Where a person is in a residential setting, please record whether this is for up to 38 weeks or 39-52 weeks. Please note: this data item has been moved from <ActivePlans> into the <PlacementDetail> module in the XML structure.

If the young person is participating in work-based learning activity then this must be recorded. Please note: this data item has been moved from <ActivePlans> into the <PlacementDetail> module in the XML structure. It is expected that work-based learning will be in conjunction with an education setting.

The primary and, if applicable, secondary type of need identified must be returned. Where multiple types of need are identified, this should be the types of need ranked 1 and 2. The types of need are consistent with the types of need specified in the CBDS.

Please note that the Sen Type Code Set (CS071) has been updated via RFC 1267 to include DS (Down Syndrome),

Local authorities should record the annual review meeting date (<ReviewMeeting>). This is the date when the last EHC plan review meeting occurred, whether or not it was during the collection year. These review meetings are those conducted following the relevant statutory processes and include: annual review meetings, whether scheduled or because it has been necessary to conduct an early review of the EHC plan; review meetings

following a transfer into the local authority; review meetings held where the child or young person is approaching a change of setting as part of a transfer between phases of education or it is proposed that a young person transfers from one post-16 institution to another. If there has been no review meeting at any point, such as with a recently issued plan, then leave item blank.

The date that the person was informed of the outcome of the review meeting (<LastReview>) must also be recorded. If a review meeting has taken place but the person has yet to be informed of the outcome leave blank. If a review has not occurred since the plan was made, no data should be returned.

NEW REQUIREMENT: From the 2025 collection onwards, where the decision is to amend the plan, the date when the local authority wrote to the person with the draft of an amended plan should be recorded (<ReviewDraft>).

NEW REQUIREMENT: From the 2025 collection onwards, the date that the next phase transfer review is due to be completed should be recorded (<PhaseTransferDueDate>).

NEW REQUIREMENT: From the 2025 collection onwards, if the last phase transfer review was during the collection period, then the date which the final EHC plan was issued should be recorded. If the final plan has yet to be issued, this item is not required. <PhaseTransferFinalDate>).

These three new requirements are voluntary for 2025, moving to mandatory in 2026.

Cases to include: This module must be completed for all persons with an active EHC plan on census day and for any plans that were active during the collection year but have ceased. This includes all plans where a decision to issue a plan was made, with a plan start date and no plan cease date. Plans where a notice to cease has been issued, but the time available for bringing an appeal has yet to expire must be included. Where an appeal has been lodged but has yet to reach an outcome, the plans must also be included.

3 Local authority data returns

3.1 Data return formats

A person level SEN2 submission from a local authority should be provided in an XML file structure as defined below.

3.2 XML schema

An XML submission will be a single message consisting of

- A header
- A series of repeated nodes containing data on one or more children or young people with a request for an EHC plan.

3.2.1 Header details

A standard XML message header is required for each return. The data items should be populated according to the guidance in Section 2. This includes the data items for LA summary, designated clinical officer (DCO), designated medical officer (DMO) and designated social care officer (DSCO).

The layout is as follows:

CDBS reference	
-	<Header>
-	<CollectionDetails>
N00600	<Collection>SEN2</Collection>
N00602	<Year>2025</Year>
N00603	<ReferenceDate>2025-01-16</ReferenceDate>
-	</CollectionDetails>
-	<Source>
N00604	<SourceLevel>L</SourceLevel>
N00216	<LEA>999</LEA>
N00605	<SoftwareCode>Supplier Reference</SoftwareCode>
N00607	<Release>1.4 2023-06-06</Release>
N00606	<SerialNo>001</SerialNo>
N00609	<DateTime>2025-02-01 11:10:51</DateTime>
N00692	<DMO>Y</DMO>
N00693	<DCO>Y</DCO>
N00794	<DSCO>Y</DSCO>
-	</Source>
-	</Header>

3.2.2 Person XML message structure

CDBS reference		Cardinality (Note: item level elements occur only once unless otherwise stated)
-	<Persons>	Each <Message> group contains one and only one <Persons> group
-	<Person>	Record returned for all persons for which the local authority has been responsible for a request for assessment, assessment or an active EHC plan in the collection year
N00003	<Surname>FamilyName</Surname>	
N00004	<Forename>Firstname</Forename>	
N00066	<PersonBirthDate>2002-01-01</PersonBirthDate>	
N00783	<Sex></Sex>	CS119
N00177	<Ethnicity></Ethnicity>	CS080
N00037	<PostCode>AA11AA</PostCode>	
N00001	<UPN>X1234567898765</UPN>	
N00011	<UniqueLearnerNumber>1234567890</UniqueLearnerNumber>	
N00135	<UPNunknown></UPNunknown>	Where <UPN> or <UniqueLearnerNumber> are present, <UPNunknown> is not required
-	<Requests>	Each <Person> group contains 1..n <Requests> groups

N00694	<ReceivedDate></ReceivedDate>	
N00795	<RequestSource></RequestSource >	Code Set: CS124
N00695	<RYA></RYA>	
N00696	<RequestOutcomeDate></RequestOutcomeDate>	
N00697	<RequestOutcome></RequestOutcome>	Code set CS116
N00698	<RequestMediation></RequestMediation>	
N00699	<RequestTribunal></RequestTribunal>	
N00700	<Exported></Exported>	Code set CS003
-	<Assessment>	Each <Requests> group contains 0..1 <Assessment> groups
N00701	<AssessmentOutcome></AssessmentOutcome>	Code set CS109
N00702	<AssessmentOutcomeDate></AssessmentOutcomeDate>	
N00703	<AssessmentMediation></AssessmentMediation>	
N00704	<AssessmentTribunal></AssessmentTribunal>	
N00705	<OtherMediation></OtherMediation>	
N00706	<OtherTribunal></OtherTribunal>	
N00707	<Week20></Week20>	
-	<NamedPlan>	Each <Assessment> group contains 0..1 <NamedPlan> groups
N00028	<StartDate></StartDate>	
-	<PlanDetail>	Each <NamedPlan> group contains 1..2 <PlanDetail> groups
N00278	<URN></URN>	
N00530	<UKPRN></UKPRN>	Where <URN> is present, <UKPRN> is not required

N00708	`<SENSetting></SENSetting>`	Where `<URN>` or `<UKPRN>` are present, `<SENSetting>` is not required. Code set CS110
N00775	`<SENSettingOther></SENSettingOther>`	Free text field
N00709	`<PlacementRank></PlacementRank>`	
N00022	`<SENunitIndicator></SENunitIndicator>`	
N00023	`<ResourcedProvisionIndicator></ResourcedProvisionIndicator>`	
-	`</PlanDetail>`	
N00710	`<PlanRes></PlanRes>`	
N00711	`<PlanWBP></PlanWBP>`	Code set CS111
N00712	`<PB></PB>`	
N00713	`<OA></OA>`	
N00714	`<DP></DP>`	Code set CS112
N00715	`<CeaseDate></CeaseDate>`	
N00716	`<CeaseReason></CeaseReason>`	Code set CS113
-	`</NamedPlan>`	
-	`</Assessment>`	
-	`<ActivePlans>`	Each `<Requests>` group contains 0..1 `<ActivePlans>` groups
N00717	`<TransferLA></TransferLA>`	Code set CS003
-	`<PlacementDetail>`	Each `<ActivePlans>` group contains 1..n `<PlacementDetail>` groups
N00278	`<URN></URN>`	
N00530	`<UKPRN></UKPRN>`	Where `<URN>` is present, `<UKPRN>` is not required

N00708	<SENSetting></SENSetting>	Where <URN> or <UKPRN> are present, <SENSetting> is not required. Code set CS110
N00775	<SENSettingOther></SENSettingOther>	Free text field
N00709	<PlacementRank></PlacementRank>	
N00018	<EntryDate></EntryDate>	
N00019	<LeavingDate></LeavingDate>	
N00022	<SENunitIndicator></SENunitIndicator>	
N00023	<ResourcedProvisionIndicator></ResourcedProvisionIndicator>	
N00718	<Res></Res>	
N00719	<WBP></WBP>	Code set CS111
-	</PlacementDetail>	
-	<SENneed>	Each <ActivePlans> group contains 1..2 <SENneed> groups
N00166	<SENtype></SENtype>	
N00024	<SENtypeRank></SENtypeRank>	
-	</SENneed>	
N00785	<ReviewMeeting>	
N00786	<ReviewOutcome>	Code set CS121
N00796	<ReviewDraft>	
N00797	<PhaseTransferDueDate>	
N00798	<PhaseTransferFinalDate>	
N00720	<LastReview></LastReview>	
-	</ActivePlans>	
-	</Requests>	
-	</Person>	
-	</Persons>	

3.3 Special notes for XML returns

The standard XML entity references should be used for the following special characters:

Character	Entity reference
Ampersand (&)	&
Left Angle Bracket (<)	<
Right Angle Bracket (>)	>
Single Quote/Apostrophe (')	'
Double Quotes (")	"

For special characters such as é use a character reference such as &#233. This produces a generic XML file which can be viewed as such in a suitable browser. Details of all such characters are found within the XML standard documentation; see for example Extensible markup language (XML) 1.0 (fifth edition) section 2.

There is no naming convention for the XML file. However, we recommend that the name should be meaningful to a user attempting to locate the file. Spaces in the file name are not a problem. The file extension should be .xml.

3.4 Re-submission guidance

When re-submissions are required the serial number in the header must be incremented by the provider's software. We have also assumed that the whole file will be re-submitted. Note that a re-submission will delete and replace all the data contained in the previous submission.

4. Validation checks

An Excel workbook (Annex A) specifies validation rules that are applied to the data by DfE using the COLLECT system. They should also be applied, as far as possible, by local authorities prior to loading the data onto the COLLECT system and any issues resolved.

Those data items included in the tables but not appearing in the validation rules - that is, those not shown in the validation rules as "must be present" - should be supplied where relevant (such as: SEN unit indicator).

The workbook also shows which validations are 'errors' and which ones are 'queries':

- an 'error' is a failed validation check that must be corrected before the return is submitted. There may be rare scenarios where a few 'errors' can be incorrectly triggered. The department will assess these scenarios on a case by case basis and, where appropriate, allow the 'error' to be 'OK-able' in COLLECT

- a 'query' is one which must be investigated, and potentially corrected, as it identifies data that would usually be invalid. 'Queries' may be accepted with appropriate notepad entries. The department will accept notes at return level only.

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