Department for Education

Children looked after by local authorities in England

Technical specification to the 2025 to 2026 data collection - version 1.0

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Version history

Version number	Changes
1.0	First release of document Aligned to 2024 to 2025 document version 1.1. New placement codes Z11 to Z14 added, removal of Z1 and an increase of placement type from A(2) to A(3)

This document is version 1.0.

1. Overview of formats for loading data

Local authorities will have two options for preparing the children looked after data in a suitable electronic format which can be directly loaded into the system:

- one XML file; or
- ten separate CSV files.

The social worker episodes data for children looked after on 31 March can be added either as an additional csv file or an additional XML file. The main children looked after data header file must be loaded before any social worker episode file can be loaded.

1.1 XML format

The file ‘CLA.xsd’ is the XML schema and sets out the required layout for a children looked after XML file and the file ‘CLA_SW.xsd’ is the XML schema for the social worker episodes data XML file.

The schemas will be made available on our website and we will write to local authorities and software suppliers to let them know when this happens.

1.1.1 List of XML tags

For a list of required XML tags refer to the XML schema.

1.1.2 Blank tags

The requirement for blank tags was relaxed in 2009 to 2010 in order to reduce the file size. The attribute ‘minOccurs’ has been added to the tag to identify whether or not the element is required. The default is 1 (mandatory), but where ‘minOccurs’ = 0 this means that the element is optional. If a tag has been identified as optional and you do not have any data for it, then you have two options which depend on the specification of the minimum length attribute, ‘mi Length’:

- if ‘minLength’ is 0 or unspecified, then you can leave the tag blank;
- if ‘minLength’ is greater than zero, then the tag cannot be left blank and must be deleted.

1.1.3 Using XML

Whilst XML files can be created using a standard commercial package designed for the purpose, XML files for loading children looked after data are best prepared as a direct data output from your own system. DfE does not recommend preparing an XML file by direct input from a keyboard. If local authorities are obliged to key in every record individually, they would be far better advised to enter their data directly onto the system input screens, rather than

manually creating an XML file as an interim step prior to data loading. Please note that there should be no blank lines in your XML file as this may cause problems when uploading the file to the system.

1.2 CSV format

The CSV format involves the preparation of ten files in comma separated variable (CSV) file format for the main CLA return and one CSV file for the social worker episodes data. Column headers have been included in each file, to allow data to be checked easily.

The following points, common to all files, should be followed closely:

- a comma will be used to separate each data item from the next data item;
- if quotes are used to enclose data items, they must be double quotes (like "…"), not single quotes (like '…');
- a null data item (like 'DEC' or 'REC') must still be delimited by commas;
- dates (like 'DOB') need to be in 'DD/MM/YYYY' format (like 24/12/2012);
- leading zeros in date fields should be entered in the following format 03/01/2013;
- each record ends with a carriage return control code (with the next record beginning on a new line).

The child identifier data item like 'CHILD_LA_CODE' is present in all files to enable the various files to be linked on the system. When the files are downloaded, the system will check that for every record in the header file there is at least one record for the child on the episodes file. If care leaver records are in the header file, these are not to be included in the episodes file. In this case, the system will generate a warning message but this does not interfere with the loading or validation process. Conversely, the system will check that every record on the episodes file has a corresponding record on the header file.

1.2.1 Description of the CSV files

1.2.1.1 SSDA903 load

The 'SSDA903' load must be done first and comprises of three files:

1. Header file:

The first row in the header file will be a header row, as follows:

CHILD,SEX,DOB,ETHNIC,UPN,MOTHER,MC_DOB

Each of the subsequent rows will contain the data items for each looked after child during the year ending 31 March, including those looked after under a series of short-term placements. Care leaver ('OC3') records can also be included; if not then they have to be entered manually. These data items will be in the above order.

2. Episodes file:

The first row in the episodes file will be a header row, as follows:

> CHILD,DECOM,RNE,LS,CIN,PLACE,PLACE_PROVIDER,DEC,REC,REASON_PLACE_CHANGE,HOME_POST,PL_POST,URN

Each of the subsequent rows will begin with the relevant child code followed by the data items for a particular episode. All episodes for children looked after during the year ending 31 March should be included, each one on a separate row. These data items will be in the above order.

3. 'UASC' file

To be completed in respect of children who are unaccompanied asylum-seeking children ('UASC') only. The first row in the file will be a header row, as follows:

> CHILD,SEX,DOB,DUC

Each of the subsequent rows will begin with the relevant child code followed by the three key unaccompanied asylum-seeking children (UASC) data items for each child. These data items must be in the above order.

1.2.1.2 Outcomes ('OC2') load

This comprises of the 'OC2' file. To be completed in respect of children who were looked after at 31 March and had been looked after continuously for at least the previous twelve months only. The first row in the 'OC2' file will be a header row, as follows:

> CHILD,DOB,SDQ_SCORE,SDQ_REASON,CONVICTED,HEALTH_CHECK,IMMUNISATIONS,TEETH_CHECK,HEALTH_ASSESSMENT,SUBSTANCE_MISUSE,INTERVENTION_RECEIVED,INTERVENTION_OFFERED

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child who has been looked after for at least twelve months continuously at 31 March. These data items will be in the above order.

1.2.1.3 Adoption ('AD1') load

This comprises of the 'AD1' file. To be completed in respect of children adopted from care during the year only. The first row in the 'AD1' file will be a header record, as follows:

CHILD,DOB,DATE_INT,DATE_MATCH,FOSTER_CARE,NB_ADOPTR,SEX_ADOPTR,LS_ADOPTR

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child adopted from care during the year. These data items will be in the above order.

1.2.1.4 Should be placed for adoption load

This comprises of the should be placed for adoption file. To be completed in respect of children for whom the decision is made, either during the current year, or in a previous year where the decision is still valid, that the child should be placed for adoption or for whom the decision is made during the year that the child should no longer be placed for adoption. The first row in the should be placed for adoption file will be a header row, as follows:

CHILD,DOB,DATE_PLACED,DATE_PLACED_CEASED,REASON_PLACED_CEASED

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child for whom the decision is made that the child should be placed for adoption/should no longer be placed for adoption during the year. These data items will be in the above order.

1.2.1.5 Care leavers ('OC3') load

This comprises of the 'OC3' file. To be completed for all young people who are eligible for care leaver support and whose 17th to 25th birthday falls within the collection period. For the 2025 to 2026 collection, this therefore covers young people whose date of birth fell between 1 April 2000 and 31 March 2009. The first row in the 'OC3' file will be a header row, as follows:

CHILD,DOB,IN_TOUCH,ACTIV,ACCOM

Each of the subsequent rows will begin with the relevant child code followed by the data items for each former looked after child for whom data are required. These data items will be in the above order.

1.2.1.6 Reviews load

This comprises of the reviews file. To be completed for all children looked after for at least 20 working days. The first row in the reviews file will be a header row, as follows:

CHILD,DOB,REVIEW,REVIEW_CODE

Note that each review date for a particular child needs to be recorded on a separate row. 'REVIEW_CODE' should be completed for all reviews held in this year.

1.2.1.7 Previous permanence load

This should be completed for each child who has started to be looked after at any point during the year. The first row in the previous permanence file will be a header file, as follows:

CHILD,DOB,PREV_PERM,LA_PERM,DATE_PERM

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child for whom data are required. These data items will be in the above order.

1.2.1.8 Missing load

This should be completed for each child who was missing or away from placement without authorisation during the year. The first row in the missing file will be a header file, as follows:

CHILD,DOB,MISSING,MIS_START,MIS_END

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child for whom data are required. These data items will be in the above order.

1.2.1.9 Children's social worker episodes load

This should be completed for each child who was looked after on 31 March in the year. The first row in the children's social worker episodes file will be a header file, as follows:

CHILD,DOB,SW_ID, SW_DECOM, SW_DEC, SW_REASON

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child for whom data are required. These data items will be in the above order.

1.2.2 Loading sequence for files

If using the CSV option, the header, episodes and 'UASC' files must be loaded first. These three files all load simultaneously. By selecting the child id, the system will then find and load the others.

On loading, the system will check that for every record in the header file, there is at least one record for the child on the episodes file. Failure to pass this check will bring the loading procedure to a halt. If the warning message refers to care leavers, then it can be ignored.

The 'OC3', 'OC'2, 'AD1', should be placed for adoption, previous permanence, missing and reviews files can then be loaded in any order. On loading each file, the system will check that for each child there is already a record on the system, either created by the current years header file, or by a 'SSDA903' file submitted in an earlier year. Failure to find an existing record, or if there is a mismatch with the date of birth, will result in the loading procedure coming to a halt.

The social worker file can be uploaded to the SW Portal once the header, episodes and UASC files have been loaded in the CLA portal.

If using the XML option, the main CLA XML file must be loaded into the CLA portal first, before the SW XML is loaded into the SW Portal.

2. Data dictionary

This data dictionary contains the elements that are returned by local authorities or are derived based on returned items. For each item the following information is displayed:

Table 1: Description of the contents of the data dictionary columns

Item id	A unique reference for the item
Group	The group/module to which the item belongs. The groups reflect the modules within the XML structure (not the business breakdown as provided in the collection guide for the local authorities)
Data item name	The name which the item is known by
XML tag	The XML name for the item which is used in the technical description of checks
Description	A description of the data item
Format	The data item type and size
Code set	Whether the data item has a defined set of valid values, if so the name of the code set (code sets are shown in section 3)

Table 2: List of data items

Item id	Group name	Data item name	XML tag	Description	Format	Code set
1CLA	Header	Local authority number	LA_CODE	The local authority reference number The calculated value is derived from who the return has been loaded or entered for	A(3)	
2CLA	Header	Motherhood status	MOTHER	Indicates whether or not the looked after girl is a mother	A(1)	Mother
3CLA	Header	Date of birth of mother's child	MC_DOB	Date of birth of the first child	DD/MM/YYYY	-
4CLA	Header	Child identifier	CHILDID	Unique ID for each child (like 'CHILD_LA_CODE')	A(20)	-

Item id	Group name	Data item name	XML tag	Description	Format	Code set
5CLA	Header	Unique pupil number (UPN)	UPN	A unique pupil number (UPN) is allocated to each pupil in maintained schools in England. It is an identifier for use in the educational context during a child's school career only and subject to data protection restrictions	A(13) or A(3)	- or Unknown UPN
6CLA	Header	Sex	SEX	The sex of the child	A(1)	Sex
7CLA	Header	Date of birth	DOB	The date of birth of the child	DD/MM/YYYY	-
8CLA	Header	Ethnic origin code	ETHNIC	The ethnicity of the child	A(4)	Ethnicity
9CLA	UASC	Unaccompanied asylum-seeking status	UASC	Indicates if a child has been an unaccompanied asylum-seeking child at any time during the year	A(1)	UASC
10CLA	UASC	Date unaccompanied asylum-seeking status ceased	DUC	Indicates the date the unaccompanied asylum-seeking status ended	DD/MM/YYYY	-
11CLA	Adoption	Child adopted by former foster parents	FOSTER_CARE	Indicates whether or not the child is adopted by their former foster carer(s)	A(1)	Foster care

Item id	Group name	Data item name	XML tag	Description	Format	Code set
12CLA	Adoption	Number of adopters	NB_ADOPTR	The number of person(s) adopting the looked after child	A(1)	Number of adopters
13CLA	Adoption	Sex of adopters	SEX_ADOPTR	The sex of the person(s) adopting the child	A(2)	Adopter sex
14CLA	Adoption	Legal status of adopters	LS_ADOPTR	The legal status of the adopter(s)	A(2)	Adopter legal status
15CLA	Adoption	Date of decision child should be placed for adoption	DATE_INT	The date which the local authority formally decides that a child should be placed for adoption	DD/MM/YYYY	-
16CLA	Adoption	Date of decision child should be placed for adoption with particular prospective adopters	DATE_MATCH	The date on which the local authority formally decides that the child should be placed for adoption with the particular prospective adopter(s)	DD/MM/YYYY	-
17CLA	Adoption placement	Date of decision that the child should be placed for adoption	DATE_PLACED	The date that the local authority formally decides that a child should be placed for adoption	DD/MM/YYYY	
18CLA	Adoption placement	Date of decision that the child should no longer be placed for adoption	DATE_PLACED_CEASED	The date that the local authority formally decides that a child should no longer be placed for adoption	DD/MM/YYYY	

Item id	Group name	Data item name	XML tag	Description	Format	Code set
19CLA	Adoption placement	Reason placement ceased	REASON_PLACED_CEASED	The reason why the child should no longer be placed for adoption	A(3)	Reason placement ceased
20CLA	Review	Date of each statutory review	REVIEW	The date of each statutory review	DD/MM/YYYY	
21CLA	Review	Method of participation of each review	REVIEW_CODE	The method of participation in each statutory review	A(3)	Method of participation
22CLA	Permanence	Previous permanence option	PREV_PERM	For any child who starts to be looked after from 1 April 2013 onward, have they previously ceased to be looked after due to adoption, a special guardianship or residence order	A(2)	Previous permanence
23CLA	Permanence	Local authority where permanence option arranged	LA_PERM	The local authority code where the previous permanence option was arranged	A(3)	Valid local authority code
24CLA	Permanence	The date of the order for the previous permanence option	DATE_PERM	The date the order for the previous permanence order was granted	DD/MM/YYYY	
25CLA	Missing	Missing	MISSING	The status of the child's missing or away from placement without authorisation	A(1)	Missing

Item id	Group name	Data item name	XML tag	Description	Format	Code set
26CLA	Missing	Missing incident start date	MIS_START	The date the missing incident or period of being away from placement without authorisation started	DD/MM/YYYY	
27CLA	Missing	Missing incident end date	MIS_END	The date the missing incident or period of being away from placement without authorisation ended	DD/MM/YYYY	
28CLA	OC2	Child convicted during year	CONVICTED	Indicates whether or not the child has offended in the year ending 31 March	A(1)	Conviction check
29CLA	OC2	Health surveillance checks up-to-date	HEALTH_CHECK	Indicates whether or not a child's health surveillance or health promotion checks were up-to-date on 31 March	A(1)	Health check
30CLA	OC2	Immunisations up-to-date	IMMUNISATIONS	Indicates whether or not a child's immunisations were up-to-date on 31 March	A(1)	Immunisation check
31CLA	OC2	Teeth checked by a dentist	TEETH_CHECK	Indicates whether or not a child had their teeth checked by a dentist in the year ending 31 March	A(1)	Teeth check
32CLA	OC2	Annual health assessment	HEALTH_ASSESSMENT	Indicates whether or not a child received their annual health assessment during the year ending 31 March	A(1)	Health assessment

Item id	Group name	Data item name	XML tag	Description	Format	Code set
33CLA	OC2	Child identified as having a substance misuse problem	SUBSTANCE_MISUSE	Indicates whether or not a child was identified as having a substance misuse problem during the year ending 31 March	A(1)	Substance misuse check
34CLA	OC2	Child received an intervention for substance misuse problem	INTERVENTION_RECEIVED	Indicates whether or not a child received an intervention for their substance misuse problem	A(1)	Intervention received
35CLA	OC2	Child offered an intervention for substance misuse problem	INTERVENTION_OFFERED	Indicates whether or not a child was offered an intervention for their substance misuse problem	A(1)	Intervention offered
36CLA	OC2	Strengths and difficulties questionnaire score	SDQ_SCORE	This is a single score from the strengths and difficulties questionnaire (SDQ)	0 to 40, or blank	
37CLA	OC2	Reason for not submitting strengths and difficulties questionnaire score	SDQ_REASON	Reason why it was not possible to submit a strengths and difficulties questionnaire (SDQ) score	A(4)	Strengths and difficulties questionnaire reason

Item id	Group name	Data item name	XML tag	Description	Format	Code set
38CLA	OC3	Local authority in touch	IN_TOUCH	Indicates if the local authority was in touch with the young person i) on, or near, his/her 17th, 18th, 19th, 20th or 21st birthday, or ii) if the young person was in touch with the LA at some point during the year and the child was aged 22, 23, 24 or 25 years during the year	A(4)	In touch
39CLA	OC3	Activity	ACTIV	Reflects the young person's main activity status	A(2)	Activity
40CLA	OC3	Accommodation	ACCOM	Type and suitability of accommodation young person is living in	A(2)	Accommodation

Item id	Group name	Data item name	XML tag	Description	Format	Code set
41CLA	Episode	Local authority of placement	PL_LA	The local authority where the looked after child is placed Derived from postcodes but can be manually overridden	A(3)	Placement local authority
42CLA	Episode	Placement location	PL_LOCATION	Indicates if the child is being looked after inside or outside the local authority boundary responsible for the child's care Derived from 'LA of placement' and placement postcode	A(3)	Placement location
43CLA	Episode	Distance	PL_DISTANCE	The distance between the home postcode and the placement postcode Derived from home and placement postcodes but can be manual overwritten	nnn.nn	-
44CLA	Episode	Date episode commenced	DECOM	The date the episode of care began	DD/MM/YYYY	
45CLA	Episode	Reason for new episode of care	RNE	The reason why a new episode of care starts	A(1)	Care reason
46CLA	Episode	Legal status	LS	The legal status underlying being looked after	A(2)	Legal status

Item id	Group name	Data item name	XML tag	Description	Format	Code set
47CLA	Episode	Category of need code	CIN	The main reason why a child is being provided with children's social care services	A(2)	Category of need
48CLA	Episode	Home post code	HOME_POST	The postcode of the address where the child was living when they were first taken into care	Valid postcode format	
49CLA	Episode	Placement postcode	PL_POST	The postcode of the location where the child is placed	Valid postcode format	
50CLA	Episode	Placement unique reference number	URN	Placement unique reference number (URN)	SC999999, or 999999 for secure training centres or 7 digits for new providers	
51CLA	Episode	Placement type	PL	Indicates, in a broad sense where the child is living	A(3)	Placement type
52CLA	Episode	Placement provider	PLACE_PROVIDER	Information on the party providing the placement for the child	A(3)	Placement provider
53CLA	Episode	Date episode ceased	DEC	The date the episode of care ended	DD/MM/YYYY	
54CLA	Episode	Reason episode ceased	REC	The reason why an episode of care ended	A(3)	Reason episode ceased

Item id	Group name	Data item name	XML tag	Description	Format	Code set
55CLA	Episode	Reason for placement change	REASON_PLACE_CHANGE	The reason why the placement changed	A(6)	Reason placement changed
56CLA	SW_Episodes	Social worker ID	SW_ID	Social worker England number (formerly HCPC) or other LA-unique identifier	A(12)	
57CLA	SW_Episodes	Date social worker episode started	SW_DECOM	Date the social worker became the primary social worker	DD/MM/YYYY	
58CLA	SW_Episodes	Date social worker episode ceased	SW_DEC	Date the social worker ceased to be the primary social worker	DD/MM/YYYY	
59CLA	SW_Episodes	Social worker reason for change	SW_REASON	Reason for social worker change	A(6)	Social worker reason for change

3. Data dictionary code sets

Table 3: Sex code set

Code	Description
M	Male
F	Female
U	Unknown

Table 4: Ethnicity code set

Code	Description
ABAN	Bangladeshi
AIND	Indian
AOTH	Any other Asian background
APKN	Pakistani
BAFR	African
BCRB	Caribbean
BOTH	Any other Black background
CHNE	Chinese
MOTH	Any other mixed background
MWAS	White and Asian
MWBA	White and Black African
MWBC	White and Black Caribbean
NOBT	Information not yet obtained
OOTH	Any other ethnic group
REFU	Refused
WBRI	White British
WIRI	White Irish
WIRT	Traveller of Irish heritage
WOTH	Any other White background
WROM	Gypsy/Roma

Table 5: Unknown UPN code set

Code	Description
UN1	Child looked after is not of school age and has not yet been assigned a unique pupil number (UPN)
UN2	Child looked after has never attended a maintained school in England (for example, some unaccompanied asylum-seeking children (UASC))
UN3	Child looked after is educated outside England
UN4	Child is newly looked after (from one week before the end of the collection period) and the unique pupil number (UPN) was not yet known at the time of the looked after children data collection return
UN5	Sources collating unique pupil numbers (UPNs) reflect discrepancy(ies) for the child's name and/or surname and/or date of birth therefore preventing reliable matching (for example duplicated unique pupil numbers (UPNs))

Table 6: Mother flag code set

Code	Description
0	Female child is not a mother
1	Female child is a mother

Table 7: Legal status code set

Code	Description
C1	Interim care order
C2	Full care order
E1	Placement order granted
J1	Remanded to local authority accommodation or to youth detention accommodation
J2	Placed in local authority accommodation under the Police and Criminal Evidence Act 1984, including secure accommodation. However this would not necessarily be accommodation where the child would be detained
J3	Sentenced to the Youth Rehabilitation Order (Criminal Justice and Immigration Act 2008, as amended by Legal Aid, Sentencing and Punishment of Offenders Act (LASPOA) 2012, with residence or intensive fostering requirement)
L1	Under police protection and in local authority accommodation
L2	Emergency protection order (EPO)
L3	Under child assessment order and in local authority accommodation
V2	Single period of accommodation under section 20 (Children Act 1989)
V3	Accommodated under an agreed series of short-term breaks, when individual episodes of care are recorded
V4	Accommodated under an agreed series of short-term breaks, when agreements are recorded (NOT individual episodes of care)

Table 8: Category of need code set

Code	Description
N1	Abuse or neglect - child in need as a result of, or at risk of, abuse or neglect
N2	Child's disability - child and their family whose main need for children's social care services arises out of the child's disabilities, illness or intrinsic condition
N3	Parental illness or disability - child whose main need for children's social care services arises because the capacity of their parent(s) or carer(s) to care for them is impaired by disability, illness, mental illness or addictions
N4	Family in acute stress - child whose needs arise from living in a family going through a temporary crisis such that parenting capacity is diminished and some of the child's needs are not being adequately met
N5	Family dysfunction - child whose needs arise mainly out of their living with family where the parenting capacity is chronically inadequate
N6	Socially unacceptable behaviour - child and family whose need for children's social care services arises primarily out of their behaviour impacting detrimentally on the community
N7	Low income - child, either living in a family or independently, whose need for children's social care services arises mainly from being dependent on an income below the standard state entitlements
N8	Absent parenting - child whose need for children's social care services arises mainly from having no parent(s) available to provide for them. A child whose parent(s) decide it is in the best interest for the child to be adopted would be included in this category

Table 9: LA of placement code set

Any valid local authority code or one of the following:

Code	Description
CON	Child placed in confidential placement
NIR	Child placed in Northern Ireland
NUK	Child placed outside the UK
SCO	Child placed in Scotland
WAL	Child placed in Wales

Table 10: Location of placement (inside/outside LA) code set

Code	Description
IN	Inside the local authority boundary
OUT	Outside the local authority boundary

Table 11: Placement type code set

Code	Description
A3	Placed for adoption with parental/guardian consent with current foster carer(s) (under section 19 of the Adoption and Children Act 2002)
A4	Placed for adoption with parental/guardian consent not with current foster carer(s) (under Section 19 of the Adoption and Children Act 2002)
A5	Placed for adoption with placement order with current foster carer(s) (under Section 21 of the Adoption and Children Act 2002)
A6	Placed for adoption with placement order not with current foster carer(s) (under Section 21 of the Adoption and Children Act 2002)
K1	Secure children's homes
K2	Children's homes subject to children's homes regulations
K3	Registered supported accommodation
P1	Placed with own parent(s) or other person(s) with parental responsibility
P3	Residential employment
R1	Residential care home
R2	National Health Service (NHS)/health trust or other establishment providing medical or nursing care
R3	Family centre or mother and baby unit
R5	Young offender institution
S1	All residential schools, except where dual-registered as a school and children's home
T0	All types of temporary move
T1	Temporary periods in hospital
T2	Temporary absences of the child on holiday

Code	Description
T3	Temporary accommodation whilst normal foster carer(s) is/are on holiday
T4	Temporary accommodation of seven days or less, for any reason, not covered by codes T1 to T3
U1	Foster placement with relative(s) or friend(s) - long term fostering
U2	Fostering placement with relative(s) or friend(s) who is/are also an approved adopter(s) – fostering for adoption/concurrent planning
U3	Fostering placement with relative(s) or friend(s) who is/are not long-term or fostering for adoption/concurrent planning
U4	Foster placement with other foster carer(s) - long term fostering
U5	Foster placement with other foster carer(s) who is/are also an approved adopter(s) – fostering for adoption/concurrent planning
U6	Foster placement with other foster carer(s) - not long term or fostering for adoption/concurrent planning
Z11	By courts under Section 38(6) with a relative or other non-assessed person
Z12	Unregistered carer/provider: awaiting alternative placement
Z13	Unregistered carer/provider: best interests
Z14	Other placement – please provide detail at sign off

Table 12: Placement provider code set

Code	Description
PR0	Parent(s) or other person(s) with parental responsibility
PR1	Own provision (by the local authority) including a regional adoption agency where the child's responsible local authority is the host authority
PR2	Other local authority provision, including a regional adoption agency where another local authority is the host authority
PR3	Other public provision (for example, by a primary care trust)
PR4	Private provision
PR5	Voluntary/third sector provision

Table 13: Reason episode ceased code set

Code	Description
E11	Adopted – application for an adoption order unopposed
E12	Adopted – consent dispensed with by the court
E13	Left care to live with parent(s), relative(s) or other person(s) with no parental responsibility
E14	Accommodation on remand ended
E15	Age assessment determined child is aged 18 or over and E5, E6 and E7 do not apply such as an unaccompanied asylum seeking child (UASC) whose age has been disputed
E16	Child has moved abroad
E17	Aged 18 (or over) and remained with current carers (inc under staying put arrangements)
E2	Died
E3	Care taken over by another local authority in the UK
E41	Residence order (or, from 22 April 2014, a child arrangement order which sets out with whom the child is to live) granted
E45	Special guardianship order made to former foster carer(s), who was/are a relative(s) or friend(s)
E46	Special guardianship order made to former foster carer(s), other than relative(s) or friend(s)
E47	Special guardianship order made to carer(s), other than former foster carer(s), who is/are a relative(s) or friend(s)
E48	Special guardianship order made to carer(s), other than former foster carer(s) and relative(s) or friend(s)
E4A	Returned home to live with parent(s), relative(s) or other person(s) with parental responsibility as part of the care planning process (not under a special guardianship order or residence order or, from 22 April 2014, a child arrangement order)
E4B	Returned home to live with parent(s), relative(s) or other person(s) with parental responsibility which was not part of the current care planning process (not under a special guardianship order or residence order or, from 22 April 2014, a child arrangement order)
E5	Moved into independent living arrangement and no longer looked after: supportive accommodation providing formalised advice/support arrangements (like most hostels, young men's Christian association, foyers, staying close and care leavers projects). Includes both children leaving care before and at age 18

Code	Description
E6	Moved into independent living arrangement and no longer looked after: accommodation providing no formalised advice/support arrangements (like a bedsit, own flat or living with friend(s)). Includes both children leaving care before and at age 18
E7	Transferred to residential care funded by adult social care services
E8	Period of being looked after ceased for any other reason (where none of the other reasons apply)
E9	Sentenced to custody
X1	Episode ceases, and new episode begins on the same day, for any reason

Table 14: Reason placement changed code set

Code	Description
ALLEG	Allegation (section 47 (S47))
APPRR	Approval removed
CARPL	Change to/implementation of care plan
CHILD	Child requests placement end
CLOSE	Resignation/closure of provision
CREQB	Carer(s) requests placement end due to child's behaviour
CREQO	Carer(s) requests placement end other than due to child's behaviour
CUSTOD	Custody arrangement
LAREQ	Responsible area/local authority requests placement end
OTHER	Other
PLACE	Change in the status of a placement only
STAND	Standards of care concern

Table 15: Reason for new episode of care code set

Code	Description
B	Change of both legal status and placement and carer(s) at the same time
L	Change of legal status only
P	Change of placement and carer(s) only
S	Started to be looked after
T	Change of placement (but same carer(s)) only
U	Change of legal status and placement (but same carer(s)) at the same time

Table 16: Method of participation code set

Code	Description
PN0	Child aged under 4 at the time of the review
PN1	Child physically attends and speaks for him or herself - attendance
PN2	Child physically attends and an advocate speaks on his or her behalf - attendance views represented by advocate or independent reviewing officer (IRO)
PN3	Child attends and conveys his or her view symbolically (non-verbally) - attendance symbols
PN4	Child physically attends but does not speak for him or herself, does not convey his or her view symbolically (non-verbally) and does not ask an advocate to speak for him or her - attendance without contribution
PN5	Child does not attend physically but briefs an advocate to speak for him or her - views represented by advocate or independent reviewing officer (IRO) through texting, written format, phone, audio/video, viewpoint
PN6	Child does not attend but conveys his or her feelings to the review by a facilitative medium - texting the chair, written format, phone, audio, video, viewpoint
PN7	Child does not attend nor are his or her views conveyed to the review

Table 17: UASC status code set

Code	Description
0	Child was not an unaccompanied asylum seeking child (UASC) at any time during the year
1	Child was an unaccompanied asylum seeking child (UASC) at some time during the year

Table 18: Whether the child was adopted by former foster carer code set

Code	Description
0	Child not adopted by former foster carer(s)
1	Child adopted by former foster carer(s)

Table 19: Number of adopters code set

Code	Description
1	Child has been adopted by 1 person
2	Child has been adopted by 2 people

Table 20: Sex of adopters code set

Code	Description
F1	The single adopter is female
FF	The adopting couple are both females
M1	The single adopter is male
MF	The adopting couple are male and female
MM	The adopting couple are both males

Table 21: Legal status of adopters code set

Code	Description
L0	Single adopter
L11	Different sex married couple
L12	Same sex married couple
L2	Civil partnership couple
L3	Different sex unmarried couple
L4	Same sex couple not married or in a civil partnership

Table 22: Reason why the child should no longer be placed for adoption code set

Code	Description
RD1	The child's needs changed subsequent to the decision
RD2	The court did not make a placement order
RD3	Prospective adopter(s) cannot be found
RD4	Any other reason

Table 23: Previous permanence code set

Code	Description
P1	Adoption
P2	Special guardianship order (SGO)
P3	Residence order (RO) or child arrangements order (CAO) which sets out with whom the child is to live
P4	Unknown
Z1	Child has not previously had a permanence option

Table 24: LA of previous permanence code set

Any valid local authority code or one of the following:

Code	Description
NIR	Northern Ireland
NUK	Outside of the UK
SCO	Scotland
WAL	Wales
999	Information not available

Table 25: Missing code set

Code	Description
A	Away from placement without authorisation
M	Missing from care

Table 26: Whether the child has been convicted or subject to a youth caution code set

Code	Description
0	Child has not been convicted or subject to a youth caution (including youth conditional caution) during the year
1	Child has been convicted or subject to a youth caution (including youth conditional caution) during the year

Table 27: Whether the child's health surveillance or health promotion checks were up to date code set

Code	Description
0	Child’s health surveillance or health promotion checks were not up to date
1	Child’s health surveillance or health promotion checks were up to date

Table 28: Immunisations up to date code set

Code	Description
0	Child's immunisations were not up to date
1	Child's immunisations were up to date

Table 29: Whether teeth checks are up to date code set

Code	Description
0	Child did not have their teeth checked by a dentist
1	Child did have their teeth checked by a dentist

Table 30: Whether annual health assessments are up to date code set

Code	Description
0	Child did not have their annual health assessment
1	Child had their annual health assessment

Table 31: Whether child has been identified as having a substance misuse problem code set

Code	Description
0	Child was not identified as having a substance misuse problem
1	Child was identified as having a substance misuse problem

Table 32: Whether the child received an intervention for their substance misuse problem code set

Code	Description
0	Child did not receive an intervention for their substance misuse problem
1	Child received an intervention for their substance misuse problem

Table 33: Whether the child was offered an intervention for their substance misuse problem code set

Code	Description
0	Child was not offered an intervention for their substance misuse problem
1	Child was offered an intervention for their substance misuse problem but refused it

Table 34: Reason for no SDQ score code set

Code	Description
SDQ1	No form returned as child was aged under 4 or over 17 at date of latest assessment
SDQ2	Carer(s) refused to complete and return questionnaire
SDQ3	Not possible to complete the questionnaire due to severity of the child's disability
SDQ4	Other
SDQ5	Child or young person refuses to allow a strengths and difficulties questionnaire (SDQ) to be completed

Table 35: Whether the LA is in touch with the care leaver code set

Code	Description
YES	Yes
NO	No
DIED	Died after leaving care
REFU	Young person refuses contact
NREQ	Young person no longer requires childrens social care services
RHOM	Young person returned to live with parent(s) or someone with parental responsibility for a continuous period of 6 months or more

Table 36: Activity of care leaver code set

Code	Description
0	Not in touch
F1	Young person engaged full time in higher education (for example, studies beyond A level)
F2	Young person engaged full time in education other than higher education
F4	Young person engaged full time in an apprenticeship
F5	Young person engaged full time in training or employment (not including an apprenticeship)
G4	Young person not in education, employment or training because of illness or disability
G5	Young person not in education, employment or training: other circumstances
G6	Young person not in education, employment or training due to pregnancy or parenting
P1	Young person engaged part time in higher education (for example, studies beyond A level)
P2	Young person engaged part time in education other than higher education
P4	Young person engaged part-time in an apprenticeship
P5	Young person engaged part time in training or employment (not including an apprenticeship)

Table 37: Accommodation of care leavers code set

Code	Description
B1	With parent(s) or relative(s) - accommodation is considered suitable
B2	With parent(s) or relative(s) - accommodation is considered unsuitable
C1	Community home or other form of residential care such as a National Health Service (NHS) establishment - accommodation is considered suitable
C2	Community home or other form of residential care such as a National Health Service (NHS) establishment - accommodation is considered unsuitable
D1	Semi-independent, transitional accommodation (like a supported hostel or trainer flats); self-contained accommodation with specialist personal assistance support (for example, for young people with disabilities, pregnant young women and single parents); and self-contained accommodation with floating support - accommodation is considered suitable
D2	Semi-independent, transitional accommodation (like a supported hostel or trainer flats); self-contained accommodation with specialist personal assistance support (for example, for young people with disabilities, pregnant young women and single parents); and self-contained accommodation with floating support - accommodation is considered unsuitable
E1	Supported lodgings (accommodation, usually in a family home, where an adult(s) in the host family provide formal advice and support) - accommodation is considered suitable
E2	Supported lodgings (accommodation, usually in a family home, where an adult(s) in the host family provide formal advice and support) - accommodation is considered unsuitable
G1	Gone abroad - accommodation is considered suitable
G2	Gone abroad - accommodation is considered unsuitable
H1	Deported - accommodation is considered suitable
H2	Deported - accommodation is considered unsuitable
K1	Ordinary lodgings, without formal support - accommodation is considered suitable
K2	Ordinary lodgings, without formal support - accommodation is considered unsuitable
R1	Residence not known - accommodation is considered suitable
R2	Residence not known - accommodation is considered unsuitable
S2	No fixed abode/homeless - accommodation is considered unsuitable

Code	Description
T1	Foyers and similar supported accommodation which combines the accommodation with opportunities for education, training or employment - accommodation is considered suitable
T2	Foyers and similar supported accommodation which combines the accommodation with opportunities for education, training or employment - accommodation is considered unsuitable
U1	Independent living, like independent tenancy of flat, house or bedsit, including local authority or housing association tenancy, or accommodation provided by a college or university. Includes flat sharing - accommodation is considered suitable
U2	Independent living, like independent tenancy of flat, house or bedsit, including local authority or housing association tenancy, or accommodation provided by a college or university. Includes flat sharing - accommodation is considered unsuitable
V1	Emergency accommodation (like a night shelter, direct access or emergency hostel or hotel) - accommodation is considered suitable
V2	Emergency accommodation (like a night shelter, direct access or emergency hostel or hotel) - accommodation is considered unsuitable
W1	Bed and breakfast - accommodation is considered suitable
W2	Bed and breakfast - accommodation is considered unsuitable
X2	In custody - accommodation is considered unsuitable
Y1	Other accommodation - accommodation is considered suitable
Y2	Other accommodation - accommodation is considered unsuitable
Z1	With former foster carer(s) - where the young person has been fostered and on turning 18 continues to remain with the same carer(s) who had fostered them immediately prior to their reaching legal adulthood, and where the plan for their care involves their remaining with this former foster family for the future - accommodation is considered suitable
Z2	With former foster carer(s) - where the young person had been fostered and on turning 18 continues to remain with the same carer(s) who had fostered them immediately prior to their reaching legal adulthood, and where the plan for their care involves their remaining with this former foster family for the future - accommodation is considered unsuitable
0	Not in touch

Table 38: Reason for change in social worker code set

Code	Description
MANAGE	Managing caseloads
FCONTA	First contact or rereferral
LEFTRL	Previous social worker left role
ORGRST	New social worker assigned following organisational restructure
TSPROC	New social worker assigned following child transfer due to standard process
ABSENC	Absence cover or return from absence
CHCHAN	Child requested change from previous social worker
PCCHAN	Parent/carer requested change from previous social worker
SWDIED	Previous social worker died
OTHERS	Other reason

Annex A – XML tag to screen field mapping

Table 39: Table of XML tag to screen field names

XML tag	Screen field name	Screen
CHILDID	Child id	Header
LA_CODE	Local authority code	Header
UPN	UPN	Header
SEX	Sex	Header
DOB	DOB	Header
ETHNIC	Ethnicity	Header
UASC	UASC	Header
DUC	UASC date	Header
DATE_INT	Date should be placed	Details if child adopted
DATE_MATCH	Date matched	Details if child adopted
FOSTER_CARE	Current foster	Details if child adopted
NB_ADOPTR	Number of adopters	Details if child adopted
SEX_ADOPTR	Sex of adopters	Details if child adopted
LS_ADOPTR	Legal status of adopters	Details if child adopted
IN_TOUCH	Local authority in touch	Details if young person who was 16 years old and looked after and has since left care
ACTIV	Activity at leaving care	Details if young person who was 16 years old and looked after and has since left care
ACCOM	Accom at leaving care	Details if young person who was 16 years old and looked after and has since left care
MOTHER	Mother	Additional data
MC_DOB	First child's DOB	Mother's children – date of birth
DECOM	Start date	Episodes
RNE	RNE	Episodes
LS	LS	Episodes

XML tag	Screen field name	Screen
CIN	CIN	Episodes
HOME_POST	Home postcode	Episodes
PL_POST	Placement postcode	Episodes
URN	URN	Episodes
PL_LA	PL LA	Episodes
PL_LOCATION	PL loc	Episodes
PL_DISTANCE	PL dist	Episodes
PL	PL	Episodes
PLACE_PROVIDER	PL prov	Episodes
DEC	End date	Episodes
REC	REC	Episodes
REASON_PLACE_CHANGE	PL change reason	Episodes
REVIEW	Review date	Review
REVIEW_CODE	Method of participation	Review
DATE_PLACED	Date should be placed	Details of should be placed for adoption
DATE_PLACED_CEASED	Date should not be placed	Details of should be placed for adoption
REASON_PLACED_CEASED	Reason should not be placed	Details of should be placed for adoption
PREV_PERM	Previous permanence option	Details of breakdown of adoption and previous permanence
LA_PERM	Local authority where previous permanence was arranged	Details of breakdown of adoption and previous permanence
DATE_PERM	Date of order	Details of breakdown of adoption and previous permanence
MISSING	Missing code	Missing from care information
MIS_START	Start date	Missing from care information
MIS_END	End date	Missing from care information
CONVICTED	Convicted	Children looked after continuously for at least 12 months
HEALTH_CHECK	Health check	Children looked after continuously for at least 12 months

XML tag	Screen field name	Screen
IMMUNISATIONS	Immunisations	Children looked after continuously for at least 12 months
TEETH_CHECK	Dental check	Children looked after continuously for at least 12 months
HEALTH_ASSESSMENT	Health assessment	Children looked after continuously for at least 12 months
SUBSTANCE_MISUSE	Substance misuse	Children looked after continuously for at least 12 months
INTERVENTION_RECEIVED	Intervention received	Children looked after continuously for at least 12 months
INTERVENTION_OFFERED	Intervention offered	Children looked after continuously for at least 12 months
SDQ_SCORE	Strengths and difficulties questionnaire score	Children looked after continuously for at least 12 months
SDQ_REASON	Reason for no strengths and difficulties questionnaire score	Children looked after continuously for at least 12 months
SW_ID	Social worker ID	Social worker
SW_DECOM	Social worker episode start date	Social worker
SW_DEC	Social worker episode end date	Social worker
SW_REASON	Reason for social worker change	Social worker

Annex B – screen mapping

Figure 1: Screen print of header information and XML tags for the data items

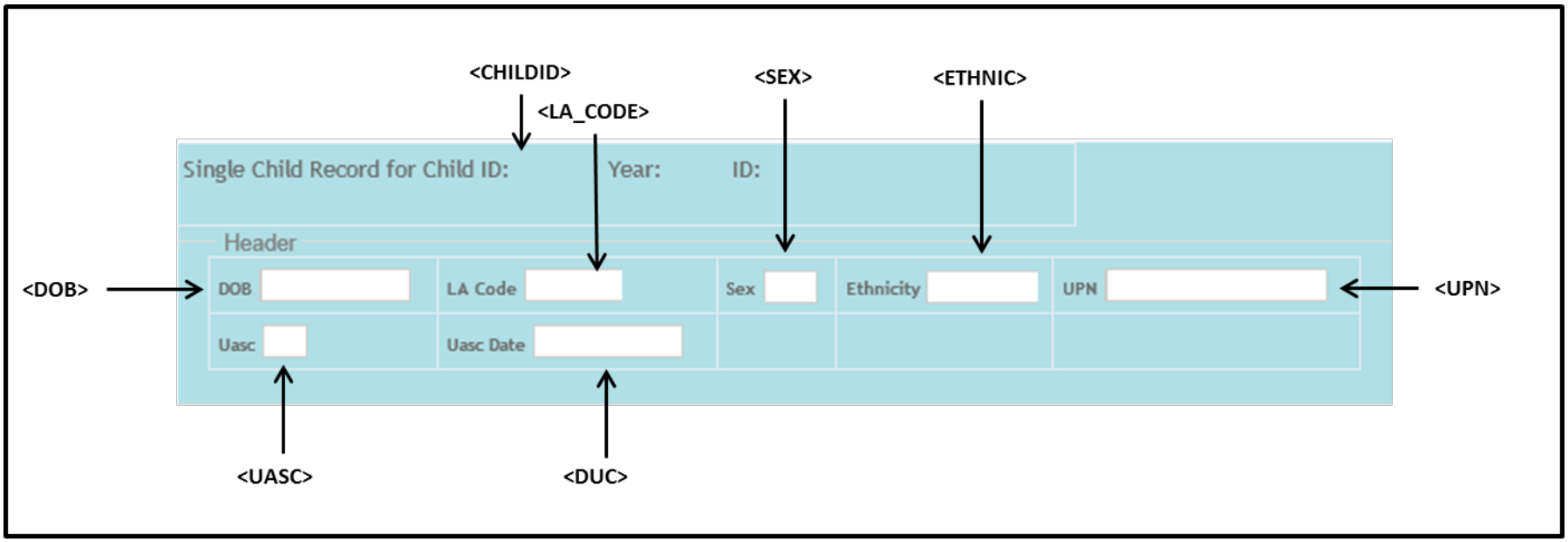


Figure 2: Screen print of additional mother information and XML tag for the data item

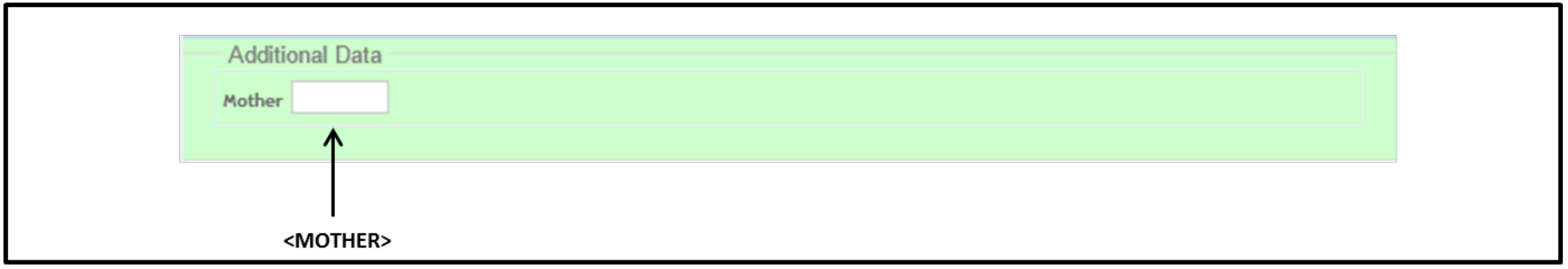


Figure 3: Screen print of date of first child information and XML tag for the data item

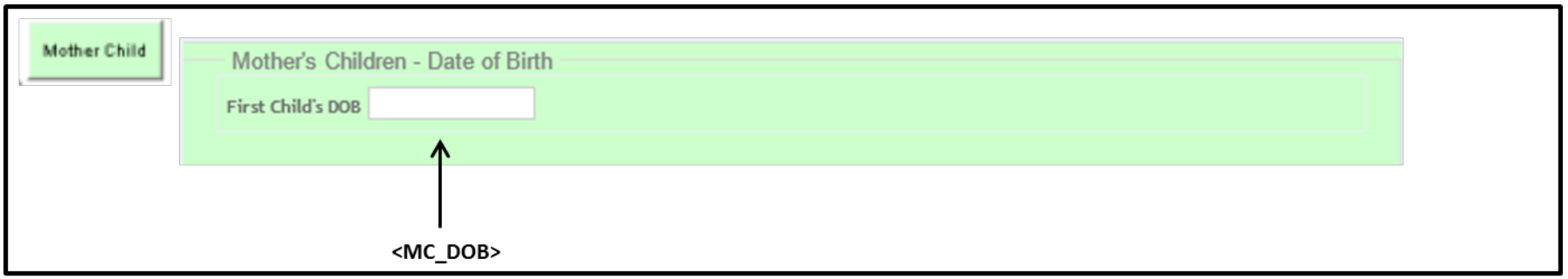


Figure 4: Screen print of adoption information and XML tags for the data items

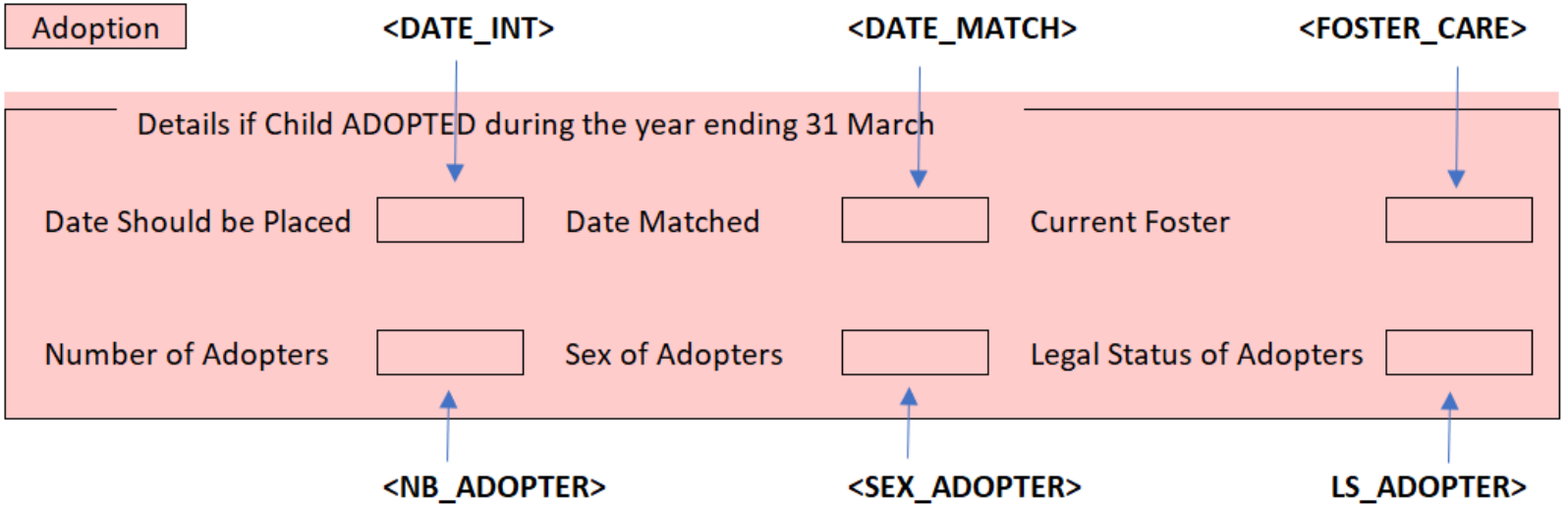


Figure 5: Screen print of should be placed for adoption information and XML tags for the data items

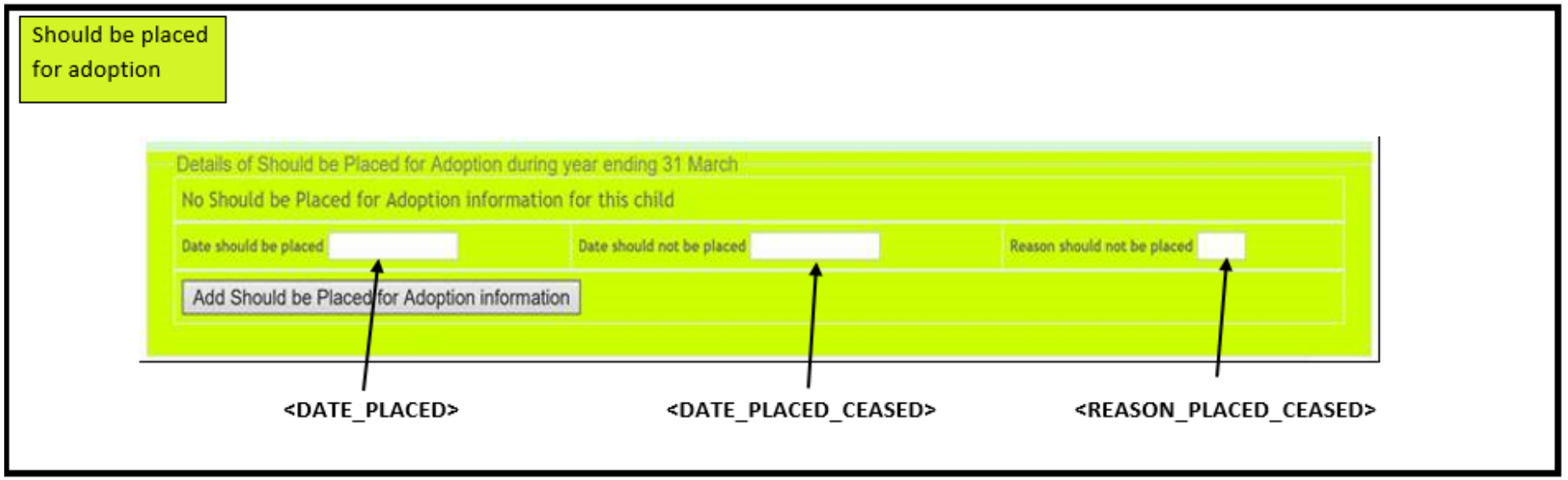


Figure 6: Screen print of previous permanence information and XML tags for the data items

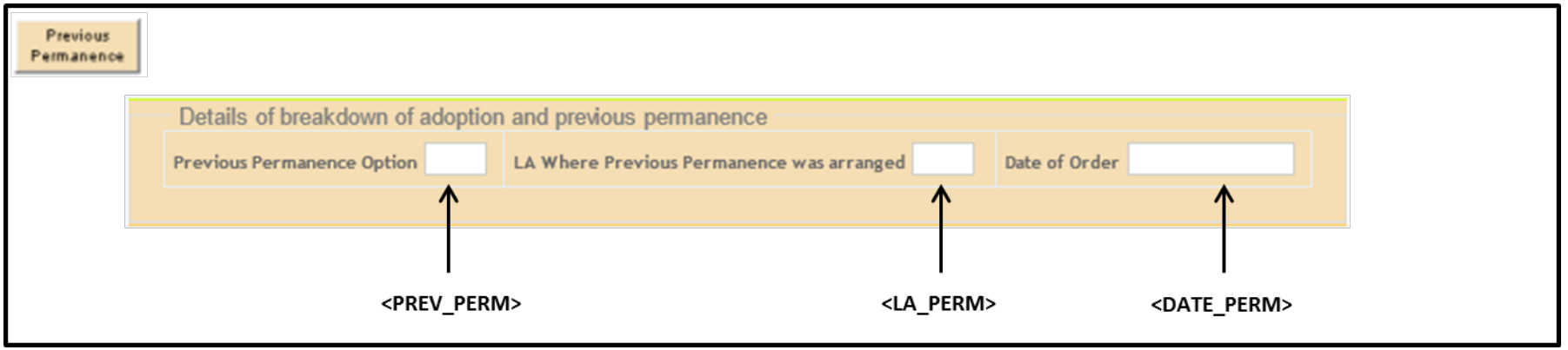


Figure 7: Screen print of missing or away from placement without authorisation information and XML tags for the data items

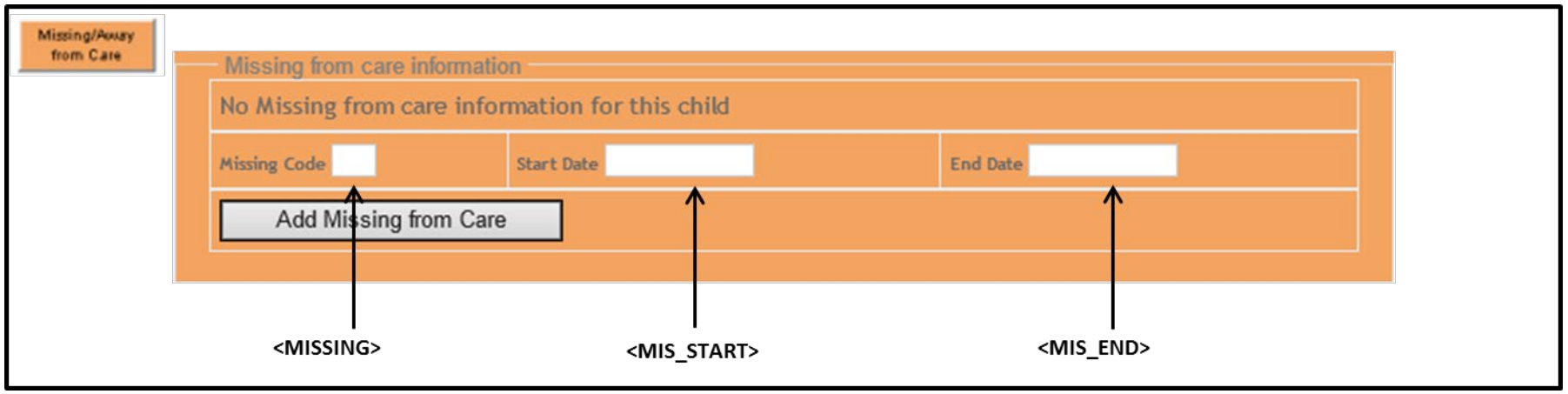


Figure 8: Screen print of care leaver information and XML tags for the data items

Note: Text in the screen print below will be updated to reflect 17-25 year olds, rather than 17-21 year olds once the system is developed.

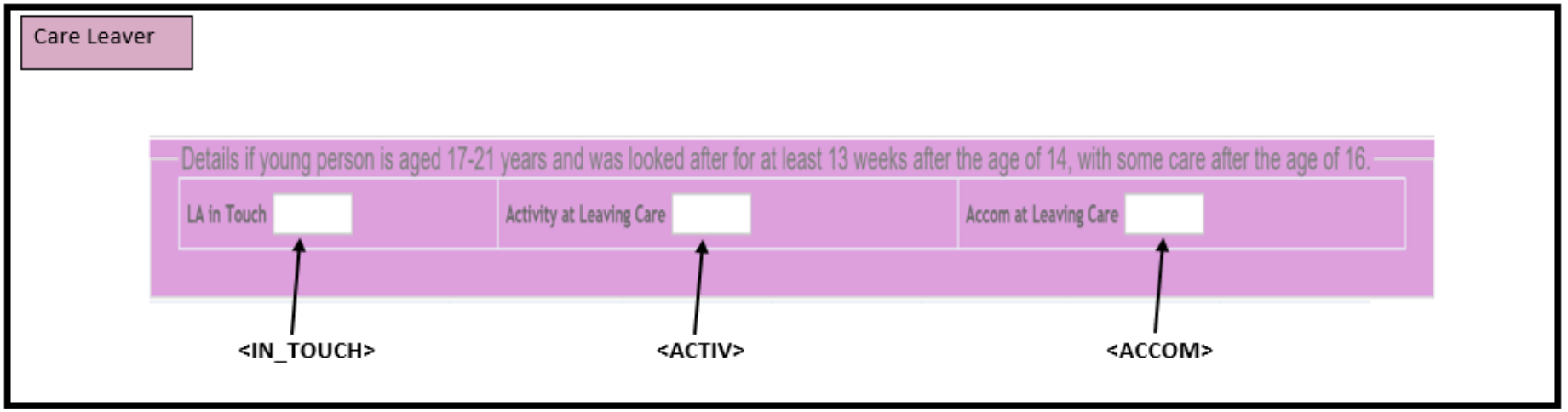


Figure 9: Screen print of OC2 information and XML tags for the data items

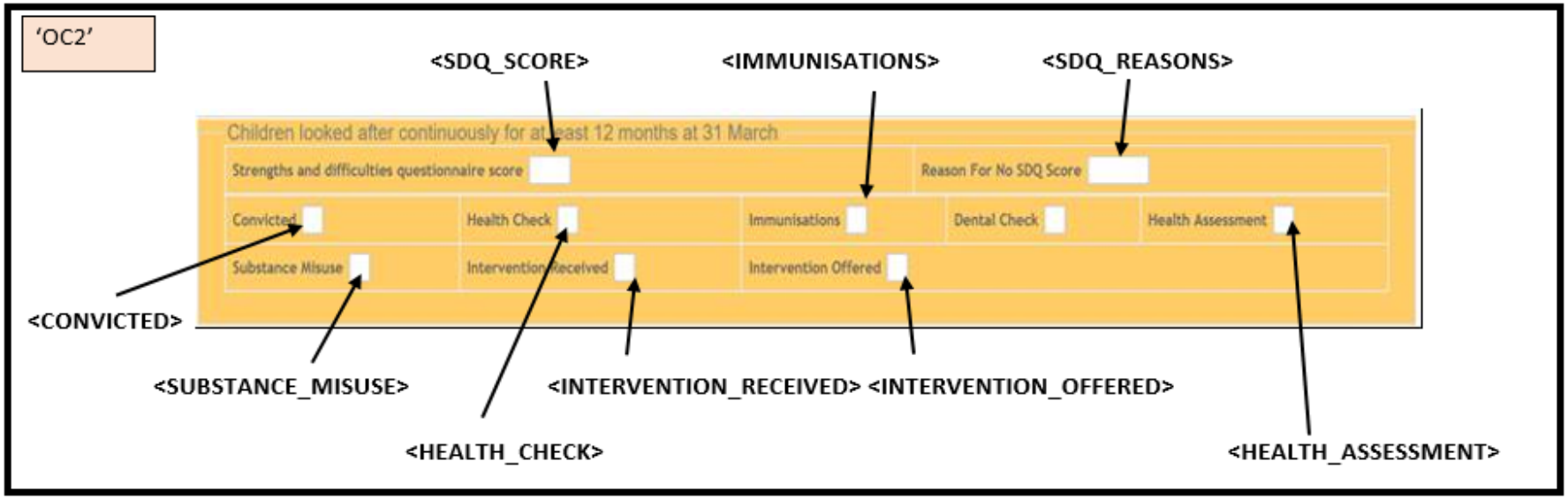


Figure 10: Screen print of review information and XML tags for the data items

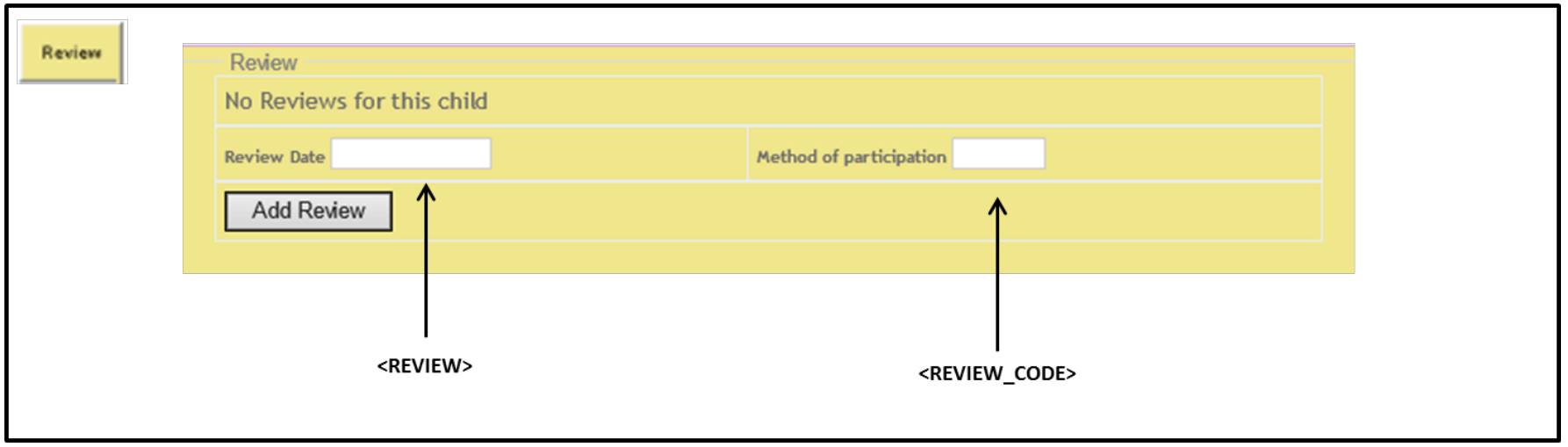
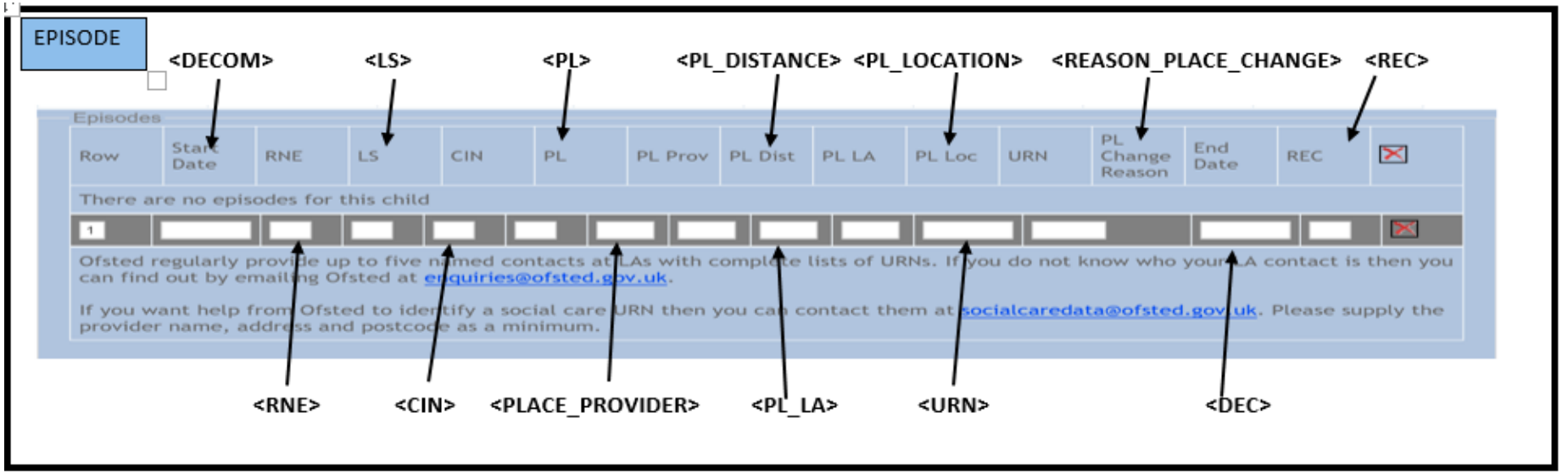


Figure 11: Screen print of episodes information and XML tags for the data items



Department for Education

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