



This Month's Updates

1. *Privacy Notices (formerly FPNs)*
2. *COLLECT upgrade: planned interruption of service – August 2009*
3. *Autumn School Census 2009*
4. *School Workforce Census (SWF)*
5. *Children in Need (CIN) Census*
6. *Pupil Referral Unit (PRU) Census 2010*
7. *Common Transfer Files*
8. *The information authority and local authorities*
9. *Take up of school lunches (NI 52)*
10. *Managing Information Across Partners (MIAP)*
11. *TeacherNet IMS website updates*
12. *Forthcoming events*

The Bulletin - background

This monthly bulletin is intended to keep schools, CTCs, academies and local authorities (LAs) updated on school and LA children's services data collections and to update LA contacts and other partners on key data-related developments and events. The aim of the Department is to ensure the availability and effective use of good quality data in the schools and children's sectors while reducing related burdens on schools and LAs.

The bulletin is produced by Data Services Group (DSG) of the DCSF, and is e-mailed to contacts within LAs, CTCs, academies, signatories of the Protocol on Data Sharing and Rationalisation in the Schools Sector, members of the Workforce Agreement Management Group (WAMG) and suppliers of school software. Copies are available on the IMS & School Census site located on TeacherNet at <http://www.teachernet.gov.uk/management/ims/newsinfo/Bulletin/>.

If you would like to receive an email copy of this Bulletin every month, or for any general enquiries, please email IMS.mailbox@dcsf.gsi.gov.uk with your details (including LA role, address, phone).

Updates

1. Privacy Notices (formerly FPNs)

Simon Grigor - Data Development Unit

Following the Information Commissioner's recommendation that the term 'Fair Processing Notice' be replaced by 'Privacy Notice', the DCSF is adopting this approach in its data collections from now on, and has reviewed the whole process of issuing Privacy Notices.

The new approach is that a single, short and easily understandable Privacy Notice can be provided by the LA or school at the same time as other communications. For example: a child receiving Social Care Services or a child looked after might receive their Privacy Notice as part of other information about the services they are being offered; a child receiving start-of-school-year information might be given their Privacy Notice as well.

We have provided suggested texts for Privacy Notices, and further background/guidance which can be found at <http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/>.

2. COLLECT upgrade: planned interruption of service – August 2009

Roger Edwards - Operations Unit

In view of system performance issues experienced with the Spring 2009 data collections and the recommendations made as part of the subsequent technical review, an agreed programme of upgrades to COLLECT is underway.

The first stage of the upgrade programme is concerned with reconfiguring system data storage and this will commence during August. This work has to be carried out on the 'live' system. There will be two phases; each will require the system to be 'down' for 2 working weekdays as follows:

Phase 1 - Live system closes 5pm Friday 14 August and reopens at 8am on Wednesday 19 August;

Phase 2 - Live system closes 5pm Friday 21 August and reopens at 8am on Wednesday 26 August.

We apologise for the unavailability of COLLECT during these times and any inconvenience that this will cause but the work is necessary and it is not possible to implement the upgrade while COLLECT remains in service. However, should you have any concerns or issues with the loss of service at these times, please contact the DSG Helpdesk by close of business on Monday 10 August.

3. Autumn School Census 2009

Gary Connell - Schools Data Unit (Characteristics)

At the June sub-ICES meeting, DCSF confirmed that the following changes to the registration requirements for Post 16 Pupils will be introduced for Autumn 2009 School Census:

- (i). The requirement to record all pupils who are attending a school on a regular basis, but don't have their main registration there, as S (subsidiary) rather than G (guest). Only pupils who attend a subsidiary school as a 'one off' may be recorded as G (guest). This is in line with the Pupils Registration Regulations 2006;
- (ii). The introduction of validation 2715, which will generate an error if learning aims are returned for subsidiary-registered pupils.

These, and all other changes are included in the latest version of the School Census 2009 XSLT (version 1.9) which was issued to software suppliers on 17 July 2009.

There are 4 new validation checks; 2 validation checks have been removed, and 2 validation checks have been amended.

Details of all changes will be included in the Autumn Census Early Warning Letter, due to be issued to LAs in mid August, and in strengthened guidance notes which will be made available over the summer.

Please note that, as these were late changes requested by DCSF outside normal development timescales, the DCSF cannot guarantee that all software suppliers will be able to implement these changes in time for the Autumn Census.

4. School Workforce Census (SWF)

Gill Turner - Data Development Unit
Alicia Childs - Customer Services Unit

Move to an annual collection from Autumn 2010

The Department has decided to change the SWF from a termly to an annual collection, starting in Autumn 2010. This decision has been made in response to feedback that collecting SWF data three times a year is excessive and that Spring is not the best time for the largest collection of school workforce data.

The Autumn 2009 and Spring 2010 collections will go ahead as planned. LAs who make a full SWF return (complete data for all schools and centrally employed staff) authorised by the Department will not be required to make a 618g return. Keeping this schedule in place will also help schools and LAs in their preparations for the annual collection in Autumn 2010.

The annual collection will be an amalgamation of the data items specified in the termly pilot collections. Its scope will reflect the coverage of the termly collections and will not be expanded any further for Autumn 2010.

This change has been discussed in principle with software suppliers who have agreed to implement it subject to the technical specification being issued by October 2009. We are aware that there may be some concerns about the quality of data collected on an annual rather than a termly basis, but we are urging LAs to encourage schools to maintain their data on an event driven basis throughout the year to ensure the quality of the data, to keep the burden of submitting the return to a minimum, and to enable the data to be of value to schools and LAs themselves.

LAs were informed of the change at the Data Collection Sub-ICES events on 30 June and 2 July. Emails were also sent to our SWF contacts in LAs and academies on 16 and 20 July respectively. A letter was sent in the Department's weekly email to the Directors of Children's Services on 23 July informing them of this change - see <http://www.dcsf.gov.uk/everychildmatters/publications/documents/laeSchoolWorkforceCensusdatacollectionv1/>

SWF updates on TeacherNet

- (i) The **Frequently Asked Questions (FAQs)** have been updated and now include a section on the submission of 618g by LAs in Spring 2010. If you are unsure of the circumstances in which you might have to make a 618g return, please take a look at this section of the FAQs. The updated FAQs can be viewed at <http://www.teachernet.gov.uk/management/ims/datacollections/swfcpilot/guidanceFAQs/>.
- (ii) The **2010 technical specification** has been updated, with changes to validation rules 6230 which becomes a query, and rule 4480 which has been corrected to also apply where Post = TAS. This can be viewed at <http://www.teachernet.gov.uk/management/ims/datacollections/swfcpilot/technicalspecification/>.
- (iii) A ZIP file containing the documentation used in the SWF COLLECT training provided by DCSF can be viewed at <http://www.teachernet.gov.uk/management/ims/datacollections/swfcpilot/>.

Summer 2009 evaluation reports

Short individual evaluation reports on the Summer SWF return should have been received by LA SWF contacts in mid-July - if you haven't seen a report and feel you should have, please contact the DSG Helpdesk dsg.helpdesk@dcsf.gsi.gov.uk. The report aims to provide you with information on what went well (and not so well) with your LA's Summer SWF return. The purpose of this document is not to rate how you did, or apportion blame for any "errors", but instead it is hoped that this document will help you identify areas that you may need to work on before we go live in 2010.

LA COLLECT training

There are still a few places available for some of the COLLECT training sessions we are offering to LAs. The dates and locations are as follows:

4 August – Westfield Centre, Leyland, Lancashire;

26 August – Coventry City Council, Coventry; and

27 August – National School of Government, London.

Please contact Paul James Associates on 0115 943 593 if you would like to book a place.

SWF Staging plans for Autumn 2009

You may be aware from the recent Sub-ICES meetings of the necessity to delay and schedule access to the SWF collection in Autumn 2009. The SWF collection was due to commence on 1 October but, in view of potential system performance issues at this time, this has been changed. Access will be given to ALL LAs (unsupported) during the weekend of 3-4 October, however, scheduling arrangements will be put in place on Monday 5 October. LAs will be added in tranches of 13 from 7.30 am on 5 October and at 90 minute intervals thereafter.

It is expected that all LAs will be granted access to the collection by 1.30 pm on Tuesday 6 October. Confirmation that LA access has been made available will appear on the COLLECT front screen as and when additions are made. The 'Matching and Reconciliation' facility will be turned off over the weekend of 3-4 October, on 5 October and during most of 6 October but will be available from 3.30 pm on 6 October onwards.

LA SWF contacts should have received an email from the DSG Helpdesk informing them of their allocated time; if you have not, please contact the DSG Helpdesk, dsg.helpdesk@dcf.gsi.gov.uk.

SWF Autumn Term Workshops

Provisional dates for these are Tuesday 3, Wednesday 4 and Thursday 5 November. It is anticipated that the events will be in London, the North and the Midlands. Please pencil the appropriate date in your diary and wait for confirmation and an invitation in due course. If you have any ideas for what you would like to see covered in these workshops, please contact the DSG Helpdesk, dsg.helpdesk@dcf.gsi.gov.uk.

5. Children in Need (CIN) Census

Aspa Palamidias - Data Development Unit

The CIN 2008-09 data submission period closed on its extended submission date of 17 July 2009 with a total of 142 local authorities having loaded or submitted their data by this date.

DCSF are looking at returns and are liaising with LAs regarding issues with their submissions, in order to support them in cleaning any errors. This activity is scheduled to continue until 14 August with a view to closing the database altogether on 21 August.

The CIN email updates we have been circulating since April will continue to be distributed until the scheduled close of cleaning on 21 August. We will, however, only issue updates when we have meaningful information which we deem useful to all LAs, therefore the frequency may decrease. Ten updates have gone out so far, with the aim of clarifying emerging issues. These updates are also available at

http://www.teachernet.gov.uk/management/ims/datacollections/cin/2008-09_status_updates/. Please contact the DSG Helpdesk, DSG.Helpdesk@dcf.gsi.gov.uk if you have outstanding issues.

We will then revert to communicating via the CIN Newsletter on a 'when there is something key to communicate' basis.

Evaluation 2008-09 and Readiness Monitoring 2009-10

The online survey, which we launched in June to evaluate the 2008-09 Census and to assess readiness for the 2009-10 collection, closed for submissions on 31 July. We thank all those who took the time to complete the survey and will be in touch to offer support as appropriate.

Early results from this survey were discussed at the meeting with the LA focus group and software suppliers, which took place at DCSF's Sanctuary Buildings in London on 23 July. The presentation slides and notes from that meeting can be found at

<http://www.teachernet.gov.uk/management/ims/datacollections/cin/suppliers/>.

An analysis of the full results will be presented to the CIN Project Board, which is due to meet next on 8 September, and will be published in the next issue of the CIN Newsletter.

The **Data Collection Sub-ICES** events on 30 June in Leeds and 2 July in London included an update on the CIN Census. The presentation slides can be found on TeacherNet at <http://www.teachernet.gov.uk/doc/13798/DCSI%20Post%20Conference%20Showfile%20-%20London%2002.07.09.pdf>. Lunchtime surgeries were offered to discuss specific issues prior to LAs submitting their 2008-09 returns.

CIN Conferences

We are planning to hold three conferences again in late November/early December. We expect two of these to take place in w/c 23 November 2009 with the third possibly the week after. More details of exact dates, venues and the registration process will follow in next month's bulletin and the next CIN Newsletter.

6. Pupil Referral Unit (PRU) Census 2010

Gerard Hassett & Alan Brooks - Data Development Unit

As has been announced, a pupil level PRU census is being introduced in January 2010. Concerns have been raised by Local Authorities about the burden caused by the requirement to provide Pupil Level Attendance data within this census. At the June-July sub-ICES, DCSF responded to these concerns by offering the option for School Level Attendance data to be returned if it was not possible for Pupil Level Attendance data to be provided.

This proposal seemed to meet with general approval and has also been ratified by the Star Chamber Scrutiny Board. However, it must be emphasised that this option will only be available for the 2010 PRU Census. **PRUs and LAs must record Pupil Level Attendance data from September 2009 onwards, for use in 2011 PRU Census and beyond.**

A second area of concern has been that some software suppliers will not be upgrading their MISs so as to produce a PRU 2010 census export. In response, a range of technical options for the return of data were outlined at sub-ICES. It will now be possible to return the PRU census file by:

- (i). Exporting an xml file from a MIS, where this facility is available;
- (ii). Exporting a partial xml file from a MIS and supplementing this with data manually input into COLLECT;
- (iii). Producing a predefined csv file, either manually or from an electronic system, and using a csv to xml converter to create an xml file which can be loaded to COLLECT.

It is hoped that these measures will ensure that the census can be run successfully with a minimum of disruption in 2010.

Further details will be included in the PRU guidance which will be issued shortly.

PRU updates on TeacherNet

The business specification, pupil level tables and school level tables for the 2010 PRU Census are available at <http://www.teachernet.gov.uk/management/ims/datacollections/prucensus/>.

PRU Workshops

A series of joint School Census / PRU workshops will be held in November. Provisional dates for these are 11, 12 and 13 November. It is anticipated that the events will be in London, the North and the Midlands. Please pencil the appropriate date in your diary and wait for confirmation and an invitation in due course.

7. Common Transfer Files

Rob Bauling - Data Development Unit

We are now considering options for the development of common transfer files from 2010 and would be happy to take on views from LAs and other stakeholders, particularly with respect to developing a 'family' of specific transfer files to replace / augment the use of partial CTFs. This idea was discussed with LAs at a sub-ICES meeting in March 2006 (<http://www.teachernet.gov.uk/docbank/index.cfm?id=9682>) but not actioned at that time; we now feel it may be appropriate to revive it. Please email any ideas / comments to robert.bauling@dcyf.gov.uk by close Friday 4 September 2009.

8. The *information authority* and local authorities

*Fazia Saleem - Communications and Marketing Manager
The information authority & The Data Service*

The information authority hosted its first meeting for local authority representatives with an interest in further education (FE) and training system data. The meeting took place in Coventry on Friday 24 July 2009.

The meeting was well attended with over 30 local authority representatives in attendance.

The main aim of the meeting was to give local authority representatives the opportunity to discuss their data requirements and concerns ahead of the machinery of government changes, which will see local authorities taking on responsibility for the administration of funding arrangements for 16-19 provision. The group was also updated on MIAP, Framework for Excellence and the work of *the information authority*.

The key discussions of the meeting were around:

- Understanding of relationships between the various organisations and local authorities;
- Preparation for the Machinery of Government changes from April 2010;
- Comparing various approaches to the new process.

The meeting also provided an opportunity for colleagues from various local authorities to network and discuss the implications of the forthcoming changes.

Copies of the presentations and minutes from the meeting will soon be available at: <http://www.theia.org.uk/meetings-events/advisory-stakeholder/localauthorities.htm>

Interested in attending?

If you are interested in attending, or would like to be kept informed of the group's work, please email cst@theia.org.uk or call 024 7682 3597.

9. Take up of school lunches (NI 52)

Ellen Lever - Research Assistant, School Food Trust

Thank you very much to all those involved in collecting and collating NI 52 data for the 2009 SFT/LACA Annual Survey.

National and LA level NI 52 take up figures for 2008-2009 are now available on the Trust's website at www.schoolfoodtrust.org.uk/documents/NI52statisticalrelease2008-2009. A full survey report will be available in late September 2009.

More information on NI 52 and guidance on collecting take up data is available on the Trust's website at www.schoolfoodtrust.org.uk/calculatingtakeup and any queries should be directed to info@sft.gsi.gov.uk.

10. Managing Information Across Partners (MIAP)

Lucinda Ward - Marketing and Communications Manager, MIAP

Latest Figures

4,422 organisations have now signed up to be Learner Registration Bodies (LRBs)

6,722,020 people have been issued with a Unique Learner Number (ULN)

2,136,910 Personal Learning Records have been created

Personal Learning Record Pilot

The trials phase of the Personal Learning Record pilot is now complete, and very useful feedback has been received from the learners and Learner Registration Body (LRB) users involved.

In its current format, a Personal Learning Record displays information provided by the Learning and Skills Council (LSC), in partnership with other educational organisations which the learner has agreed can collect and share information on their behalf. Only school and further education learning and achievement records starting from 2007/08 academic year are stored. For example, GCSEs, A/S levels, NVQs, Apprenticeships and other further education course information is available. Higher education information like degrees is not.

Currently there is a time lag before the data appears of up to 4 months. This is clearly a disadvantage to those institutions which recruit in September and which therefore need more timely information, limiting the usefulness of the system. Reducing this delay will be a priority.

The pilot group were given access to their records and asked to provide feedback. One typical learner comment sums up the potential benefit to learners:

"I think that the learner record is a very good idea because it allows you to look over all your life time achievements through an educational basis. I also think that this is very useful for all people over 16 to have as it will be a simple but effective way of remembering all the grades and qualifications you have achieved ready for employment or enrolment. I am very happy to have my grades available to me at the touch of a button."

The benefits to providers have also been recognised, for example one said

"[It] will give one central point of access for learner data - especially helpful in evidencing GCSE results for use as key skills concessions (if MIAP is confirmed as an approved source by LSC)"

and another commented

"Excellent idea; it will save me hours of wasted time chasing up school certificates".

The majority of learners and LRB users found the Personal Learning Record straightforward to use. Some useful suggestions for improving functionality will now be considered by the MIAP Change Control Board.

A key aim of the Personal Learning Record is to improve the flow of information about learners from schools to other education providers and ultimately employers, leading to more effective data sharing and better decision making. Members of the pilot recommended that a larger national pilot should be carried out before a full roll out is undertaken.

The Personal Learning Record will be presented within Skills Accounts and will be trialed with learners over the coming 2009/10 academic year. It has been confirmed that learner records from MIAP and QCF will be integrated by September 2010.

A full report on the results of the pilot will be available at www.miap.gov.uk shortly and all comments will be welcome.

11. TeacherNet IMS website updates

- (i) Presentations from the Data Collection Sub-ICES events held on 30 June and 2 July are available at <http://www.teachernet.gov.uk/management/ims/newsinfo/subgroupsworkshopseyothers/dcsi/>.

- (ii) The business specification, pupil level tables and census guidance notes for the 2010 Alternative Provision (AP) Census are available at <http://www.teachernet.gov.uk/management/ims/datacollections/apcensus/>.
- (iii) The business specification, pupil/child level tables and establishment level tables for the 2010 Early Years (EY) Census are available at <http://www.teachernet.gov.uk/management/ims/datacollections/eycensus/>.
- (iv) Pages for the 2008 Early Years and Alternative Provision Censuses have been moved to the archive. These can be found at <http://www.teachernet.gov.uk/management/ims/newsinfo/archive/arcdatacoll/>.

12. Forthcoming events

School Workforce Census (SWF) workshops

Provisional dates for these are Tuesday 3, Wednesday 4 and Thursday 5 November. It is anticipated that the events will be in London, the North and the Midlands. Further details will follow.

School Census 2010 (SC10) and Pupil Referral Unit (PRU) Census joint workshops

A series of joint School Census / PRU workshops will be held in November. Provisional dates for these are 11, 12 and 13 November. It is anticipated that the events will be in London, the North and the Midlands. Further details will follow.

ICES Conference 30

The 30th ICES Conference will be on **Thursday 19 November 2009** at the Business Design Centre, Islington, **London N1 0QH**. Further details will be published nearer the date.

Children in Need (CIN) Census conferences

We expect two of these to take place in w/c 23 November 2009 with the third possibly the week after. Further details will follow.

Data Collection Sub-ICES (DCSIs) conferences

We expect these events to take place on 1 and 3 December 2009 in London, and the North. Further details will follow.