



## **Universal Primary Free School Meals: 1 September 2022**

The development of universal primary free school meals data and educational software solutions for the 2022/2023 academic year

## **Specification for software suppliers**

**Date of issue:** 25 July 2022

**Version:** 1.2

<b>Audience</b>	Software suppliers of school management information systems.
<b>Overview</b>	This document is provided by the <a href="#">Welsh Government</a> as a specification to support the above audience in developing their educational software systems to ensure that schools in Wales can use and process the data required to manage schools effectively.
<b>Action required</b>	For schools in Wales to be able to function efficiently, the Welsh Government recommends that software suppliers of school management information systems and partner software suppliers, such as cashless catering software suppliers and data aggregator suppliers, that have customers in Wales take full consideration of this specification document when developing their systems.
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<b>Additional copies</b>	This document can be accessed from the <a href="#">SDF pages of DEWi</a> .
<b>Related documents</b>	The latest version of <b>Modular CBDS</b> should be used in conjunction with this specification and can be found in the SDF area of the <a href="#">DEWi (Data Exchange Wales Initiative)</a> website.

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# 1. Change log

## Version 0.1

Released 17 May 2022

Issue 1	<b>Specification needed for the introduction of the UPFSM policy from 1 September 2022</b>
	Following the <a href="#">Ministerial Written Statement</a> issued on 17 December 2021, the Welsh Government are introducing a new universal primary free school meals policy. Further information on the policy can be found at the above linked written statement.

## Version 1.0

Released 16 June 2022

Issue 2	<b>Annex A has been added</b>
	Annex A has been added to the document to be used as a summary of queries received from suppliers and our responses to them.
Issue 3	<b>UPFSM Exemption has been renamed</b>
	The UPFSM <b>exemption</b> data element and terminology has been changed to UPFSM <b>exception</b> throughout the document, where appropriate.

## Version 1.1

Released 7 July 2022

Issue 4	<b>Minor change to the UPFSM Eligible data element</b>
	Following discussions with software suppliers, it has been concluded that it would be best to implement the <b>&lt;UPFSMeligible&gt;</b> data element as a field that is editable on a block fill basis at school level by your group. In addition, the Reception year group should be defaulted to a value of <b>1</b> (for true) for all schools and Years 1 and above should be defaulted to <b>0</b> (for false).

## Version 1.2

Released 25 July 2022

Issue 5	<b>Specification updated to include Nursery groups that were not previously included within previous iterations of this document</b>
	Following recent discussions with local authorities in Wales, we now understand that some intend to phase in Nursery from September 2022 due to their local decision on how to implement the policy. This is a change to the Welsh Government's previous

	<p>understanding of local authorities' implementation timetables and, as a result, our discussions with suppliers. This does mean that some local authorities will be hopeful that software suppliers can enable them to phase in Nursery from September 2022, as we as Reception, and even Year 1 and Year 2 for some local authorities.</p> <p>To clarify, all registered nursery age pupils attending a maintained school for at least two full sessions, on any one day per week, i.e. attending on a full time basis on that day, will be eligible for a free school meal on that day. They will not be eligible for a meal on days where they only attend for one full session, i.e. attending on a part time basis on that day.</p>
Issue 6	<p><b>Minor change to address typographical errors</b></p> <p>UPFSM was incorrectly being referred to as <b>UPSFM</b> within the data element for <b>&lt;UPFSMeligible&gt;</b>.</p> <p>Typo correction to School Meal Eligibility 1 Boolean 1 Universal Primary Free School Meal Exception 1.</p>
Issue 7	<p><b>Additional queries have been appended to the annex at the end of the document to respond to any generic queries received from suppliers</b></p> <p>Following the receipt of several queries from suppliers, these have been responded to by appending them to the annex at the end of the document, as has been done in previous version of this document. The new queries and responses start at 5.15.</p>

## 2. Introduction

This brief specification describes the content of the universal primary free school meals (UPFSM) educational software systems solution for Wales. It applies to all maintained settings and should be introduced from **1 September 2022**.

There is no intention, at present, for the Welsh Government to collect this data and this solution is developed moreso to ensure consistency of processes and usage with the introduction of the Welsh Government's UPFSM policy.

Developing a solution in line with this specification will ensure the data is implemented, recorded, and used consistently across Wales, which will future proof the policy should there be a future requirement to collect the data, for examples, as a part of the Pupil Level Annual School Census (PLASC).

### 2.1 Key principles

The below solution is required to be implemented at an individual learner level.

For management information system (MIS) software suppliers, the data should be implemented consistently in line with this specification.

Partner software suppliers, such as cashless catering and data aggregator software, should configure their software to take account of the below solution consistently so that all relevant data elements are factored into solutions.

The below data items will be defined in the relevant Common Basic Data Set (CBDS) documentation for Wales, to be updated once a feasible solution is agreed.

### 2.2 Purpose of the free school meals data requirements

#### Eligibility for free school meals

In Wales, the existing eligibility for free school meals (eFSM) data element is recorded based on the learner's eFSM under the current eligibility criteria, e.g. that the applicant is in receipt of Universal Credit and are earning below an income threshold of £7,400 per annum or are in receipt of certain legacy benefits during the period in which Universal Credit is being rolled out.

The eFSM data element is used for a multitude of policy and financing purposes, such as calculating Pupil Development Grant (PDG) and local government settlement finances. Therefore, the integrity of the eFSM **must** be retained to ensure that it is only recording the eligibility of the individual learner for free school meals based on the current eligibility criteria (following application and processing the applicant's details through the [Eligibility Checking System \(ECS\)](#)).

## Transitionally protected for free school meals

From 1 April 2019, when the Universal Credit rollout began in Wales, the Welsh Government introduced a new transitional protection (TP) policy to protect those learners that were previously eFSM from falling off the *eligibility cliff*. The policy is intended to protect all learners that have been eFSM under the current eligibility criteria for any period of time between 1 April 2019 and 31 December 2023, often referred to as the *Universal Credit rollout period*. The policy applies to learners for a finite period of time.

A new data element was introduced from 1 April 2019 to record the TP status of learners at an individual level. This was to allow local authorities to re-check the eFSM status of learners at regular intervals, ensuring the integrity of the eFSM can be retained, whilst also allowing the recording of the TP status of learners to enable, at a school level, process to be as burden-free as possible in ensuring learners who are protected are provided with their free school meal.

The collecting of the TP status separate to the eFSM status not only retains the integrity of the eFSM data, but it also allows the Welsh Government to monitor and evaluate the TP policy in terms of eligibility and costs.

## Universal eligibility for primary free school meals

The new UPFSM policy aims to provide all primary and full-time nursery learners with a universal FSM offer. All registered nursery age pupils attending a maintained school for a full day, on any one day per week, will be eligible for a free school meal (this requires attending at least 1 full day). This means that all learners within the primary phase of education or attending nursery on a full-time/full day basis in maintained settings in Wales will be offered a free school meal. This will be independent of the eFSM and TP status data elements.

The solution, on a software system level, requires the recording of the UPFSM status of learners.

However, with it being possible that some parents/guardians and/or learners may choose to not take up or refuse the offer, the software also needs to record this personal choice as to whether the learner wishes to be marked as excepted from taking the free school meals but will remain as eligible for the UPFSM offer.

Nursery eligibility example:

**Monday** - morning plus lunch = **not eligible** for UPFSM on that day

**Tuesday** - morning and afternoon plus lunch = **eligible** for UPFSM on that day

**Wednesday** - morning and afternoon plus lunch = **eligible** for UPFSM on that day

**Thursday** - morning plus lunch = **not eligible** for UPFSM on that day

**Friday** - lunch plus afternoon = **not eligible** for UPFSM on that day



## 2.3 New items added

The UPFSM solution aims to introduce two new data items into MIS software as detailed below.

### Universal primary free school meals eligibility

This will be a new data element to record the UPFSM eligibility of learners. This will be a data element that should be developed into MIS software and **should** be editable by schools for the 2022/2023 academic year. This data element should default to a value of **1** (*for true*) for the Reception year group in all schools from 1 September 2022, and a value of **0** (*for false*) for all other year groups.

### Universal primary free school meals exception

This will be a new data element to record any exception to the new UPFSM eligibility data element above. This will be a data element that should be developed into MIS software and **should** be editable by schools. It should default to **0** (*for false*), in which case the UPFSM eligibility status would carry through to partner software suppliers.

This data element should be editable by schools so that they can change the value to **1** (*for true*), which should then intervene the UPFSM eligibility status when transferred to partner software suppliers.

This data element will be changed to **1** (for true) where there are any exceptions to the UPFSM eligibility. Examples of this scenario is, where there may be policy exceptions that may make the individual excepted from UPFSM, and/or where the parent(s)/guardian(s) and/or learner choose to not take up the offer, thereby opting to pay for their meals or providing their own lunch instead, rather than have their child's meal provided at a cost to the school/local authority.

At present, there is no specific policy exceptions, but this may be reviewed in the future.

### 3. Summary of data fields to be returned

The data elements below will be defined in the latest version of [Modular\\_CBDS\\_2223.1.n.xls](#), which will be available from the SDF area of the DEWi website. The latest version available at the time of writing is [Modular\\_CBDS\\_2223.0.4.xls](#), being a draft release in preparation for the 2022/2023 academic year.

For completeness, the module and current FSM related data elements are detailed below for context of where the UPFSM data element should sit.

#### 3.1 Individual pupil level data

##### Pupil characteristics

Field name	Field length	XML tag	Field type	Sample data
Pupil Free School Meal Eligibility	1	<FSMEligible>	Boolean	0
Pupil Free School Meal Transitional Protection Eligibility	1	<FSMTransitionalProtection>	Boolean	0
Universal Primary Free School Meal Eligibility	1	<UPFSMEligible>	Boolean	1
Universal Primary Free School Meal Exception	1	<UPFSMexception>	Boolean	0

## 4. User requirements

A number of default values are recommended, and auto and block fill requirements are requested in order to minimise bureaucratic and administrative burdens in the process of producing accurate UPFSM data.

### 4.1 Mandatory/optional items

Both new data elements should be marked as **M** (mandatory).

### 4.2 Default values

Where the recommended default values are applied to items they should function as follows:

- **<Pupil><NAWPupilCharacteristics><UPFSMEligible>** should be defaulted to **1** (for true) for all **Reception** year groups in all maintained settings in Wales;
- **<Pupil><NAWPupilCharacteristics><UPFSMEligible>** should be defaulted to **0** (for false) for all **other year groups** in all maintained settings in Wales;
- **Pupil><NAWPupilCharacteristics><UPFSMEligible>** **should** be editable for the 2022/23 academic year; and
- **<Pupil><NAWPupilCharacteristics><UPFSMexception>** should be defaulted to **0** (for false) and **should** be editable.

### 4.3 Block entry

Due to the rollout and phasing of the policy, it may be beneficial to enable block entry facilities, e.g., if rolled out initially to Reception only, it may be beneficial to enable schools to block fill the data elements for the year groups being phased in, such as Year 1 and Year 2 at a point determined by the school/local authority during the 2022/2023 academic year.

In addition, for future intakes, depending on how software solutions are implemented there may need to be consideration on whether block entries are required at the beginning of the academic year to reduce burdens, e.g., to block fill or automatically populate the entire new Reception year group cohort as **<UPFSMEligible>=1** and **<UPFSMexception>=0**. This should allow schools to choose a selection of pupils (e.g., a year group, registration group or class) and specify a value to be applied to all. It should also allow the **<UPFSMexception>** data to be edited on an individual basis. The following fields may benefit from this facility, though this is dependent on how MIS software suppliers develop and implement the solution:

- **<UPFSMEligible>**
- **<UPFSMexception>**

## 4.4 Miscellaneous

### Boolean values

The set of allowed values is **1** (where true) and **0** (where false).

## 5. Annex A: Additional information and clarification

This annex is intended to provide responses to queries asked by suppliers in previous discussions and reviews of previous versions of the documentation.

### 5.1 Catering systems

Partner software suppliers and cashless catering systems will need to take account of the below data elements as part of their algorithm in determining whether each individual learner should be entitled to a free school meal:

- **<FSMEligible>**  
This data element records the learner's eligibility under the regular current criteria, as determined by the Eligibility Checking System (ECS) following an application for free school meals by the parent/guardian;
- **<FSMtransitionalProtection>**  
This data element records the learner's eligibility under the Welsh Government's transitional protection policy, which in effect is that any learner that becomes **<FSMEligible>=1** (for true) for any period of time between 1 April 2019 and 31 December 2023 (often referred to as the Universal Credit rollout period) should have a **1** (for true) value recorded against this data element. Therefore, if **<FSMEligible>=1** this data element cannot have a **0** (for false) value until after 31 December 2023;
- **<UPFSMEligible>**  
This data element records the learner's eligibility under the Welsh Government's universal primary offer for free school meals. This policy is being rolled out from 1 September 2022;
- **<UPFSMexception>**  
This data element records whether the learner has an exception applied against the universal primary offer for free school meals, e.g. if the parent notifies the school/local authority that they do not wish to take up the offer or where the learner falls under an exception within the policy.

The below matrix shows when a learner should be entitled to a free meal or not, where **1** means true and **0** means false:

FSM Eligible	FSM Trans. Prot.	UPFSM Eligible	UPFSM Except.	Entitled?	Note
0	0	0	0	No	Learner is not eligible under any criteria
1	1	0	0	Yes	The learner is eligible under the regular

					criteria, and is therefore also transitionally protected
1	1	1	0	Yes	As above, as well as being within a year group where the universal primary offer is rolled out
1	1	1	1	Yes	As above, and although the learner has an exception status that overrides their eligibility for the universal primary offer, the learner is still eligible under the regular criteria and transitionally protected
0	1	0	0	Yes	Despite having fallen out of the regular eligibility criteria, likely due to change in circumstance for the applicant, the learner is still transitionally protected until 31 December 2023 and then on until the end of their current phase of education
0	1	1	0	Yes	As above, as well as being eligible due to being within a year group where the universal primary offer is rolled out
0	1	1	1	Yes	Despite having an exception status that overrides their eligibility under the universal primary offer, the learner is still transitionally protected until 31 December 2023 and then on until the end of their current phase of education
0	0	1	0	Yes	The learner is eligible due to being within a year group where the universal primary offer for free school meals is rolled out
0	0	1	1	No	Despite being within a year group where the universal primary offer is rolled out, the learner has an exception status that overrides their eligibility
0	0	0	1	No	Despite not being with a year group where the universal primary offer is rolled out, the learner and/or parent/guardian has already notified the schools/local authority of their wish to be excepted from the universal offer.

## 5.2 Years applicable to

The universal primary offer for free school meals will be phased in, beginning with full time Nursery and Reception from 1 September 2022. It will eventually apply to all nursery and primary school year groups, being Nursery, Reception and Years 1, 2, 3, 4, 5 and 6. The year groups are determined as the year group taught in rather than any expected year groups and/or by date of birth.

The data is required to be recorded against each individual learner as it is recording the individual learner's eligibility status under this policy.

Consideration was given to applying this on a school level by year group, but as the data pertains to individual learners, and in turn may be something that is considered for collection in future, such as as part of the Pupil Level Annual School Census (PLASC), it was determined that having the data recorded against each individual learner would be the preferred option rather than at a school level.

However, this does not stop software suppliers from implementing this in the way that they see best fit, e.g. enabling schools to block-fill by year group as the policy is phased in.

### **5.3 School/provision types applicable to**

The new policy applies to maintained primary schools, middle schools, special school and pupil referral units (PRUs) in Wales. Maintained schools in Wales are made up of community schools (the majority), voluntary controlled schools, voluntary aided schools, and foundation schools.

### **5.4 Phasing in timescales**

From 1 September 2022, full time Nursery and the Reception year group will be phased, with Year 1 and Year 2 by 1 April 2023. Phasing in timescales will vary across local authorities.

Years 3, 4, 5 and 6 will be phased in from September 2023.

### **5.5 Exception reason and dates**

At present, the Welsh Government has no reason to insist of the recording of the exception reason. Similarly, the Welsh Government does not require the recording of any start and/or end date for any exception applied to an individual. However, if schools and/or local authorities wish to record this for their own purposes, they should discuss this with their suppliers.

### **5.6 Meals taken on the day**

At present, the Welsh Government has no need to collect the number of meals taken on a particular day as part of any statutory data collection. However, this data may be requested on an aggregated and anonymised basis to help monitor and evaluate the implementation of the policy. This is likely to be recorded and provided by the cashless catering suppliers to the schools/local authority and not expected to be provided by the schools MIS software. In addition, schools and/or local authorities may require the information for their own monitoring and planning.

### **5.7 Common transfer file (CTF)**

It is currently being considered whether the universal primary free school meal data is to be included within the Wales module of the CTF. If it is decided to include this data within the CTF, this will be confirmed in the CTF specification document.

### **5.8 Schools and local authorities' rollout dates**

The rollout timetable from the Welsh Government, as referred to in [5.4](#) above, is that:

- September 2022 – Full time Nursery and Reception year groups in all maintained settings in Wales
- by April 2023 – Year 1 and year 2 in all maintained settings in Wales
- September 2023 – All primary year groups in all maintained settings in Wales

For the phasing in of full time Nursery, Year 1 and Year 2, the situation will vary across local authorities, and may even vary across schools within a specific local authority. Many factors play into the ability for schools to rollout the UPFSM policy, such as the school's catering facilities being fit for purpose for catering the adequate number of learners.

For confirmation of rollout and phasing in timescales at a more local level, it is encouraged that suppliers contact their customers to better understand their own, local timescales.

## **5.9 Default allowance value for UPFSM**

The initial default value for UPFSM will be set at a nominal value per meal by the Welsh Government. This value will be consistent across all year groups, maintained settings, and local authorities.

## **5.10 Allowance rate adjustments**

There will be no ability for schools and/or local authorities to adjust the allowance rate for UPFSM, such as to cover caterer expenses. The rate is fixed at the nominal value set by the Welsh Government.

## **5.11 UPFSM and eFSM allowance values**

The cost value of an UPFSM allowance will be different to the eFSM allowance. The eFSM allowance varies by local authority, and within a set threshold, and the UPFSM allowance will initially be set at a value higher than the current eFSM threshold.

## **5.12 eFSM precedence over UPFSM)**

Where a learner has applied for FSM under the means tested processes and found to be eligible after the local authority has processed the application through ECS, the provision of a meal under the eFSM data element should take precedence over the provision of a meal under the UPFSM data element.

The rationale for this is that the eFSM provision is funded via the Revenue Support Grant (RSG) and the UPFSM provision is funded via a dedicated UPFSM grant. Therefore, the Welsh Government needs to ensure the meal is funded under the correct funding stream. Funding via the RSG, where a learner has applied for and been found to be eligible following the means tested processes, should take precedent over the UPFSM funding stream.

### 5.13 UPFSM exception reversability

For the **<UPFSMeligible>** data element, minimal-to-no volatility is expected. This means that once the data element has a value of **1** (*for true*), it is not anticipated that this will be changed to a value of **0** (*for false*).

However, for the **<UPFSMexception>** data element, used to record the policy and/or personal choice reasons for a learner to be excepted from the UPFSM offer, it is possible that the personal choice made by a parent to be excepted, or any future policy changes related to possible exceptions, may change, meaning this data element is more likely to be amended than the former mentioned data element.

However due to there being no initial policy exceptions and the small number of anticipated personal choice exceptions requested, it is expected that the volatility of this data element's response to be minimal.

### 5.14 UPFSM start and end dates

The Welsh Government has no requirement around recording the start and/or end date of a learner's eligibility for UPFSM.

However, some software solutions may have been designed to require start and/or end dates to function properly, e.g., due to the way integration with other software has been developed historically. If this is the case, this is something that is designed by the supplier and, therefore, something they have a better understanding of and whether developed and/or recording the start and/or end dates is required for their individual software solutions.

### 5.15 Does UPFSM eligibility apply to Current (Main), Dual Main, Dual Subsidiary, and Guests?

Yes. The UPFSM eligibility will apply to all these registration statuses.

### 5.16 UWhich CBDS item do we use to identify full time nursery learners?

The **<PartTime>** Boolean data element is provided within Modular CBDS to indicate whether a pupil is part-time or not. For dual-registered pupils, time in other schools should be taken into consideration, e.g. 2 days in one school and 3 days in another school should not be classified by either school as part-time.

To note, the eligibility for nursery learners only applies on the day where they attend two full sessions (at a half day each) on that day, i.e. attend on a full time basis on the given day. They will not be eligible on any day where they only attend one session on that day, i.e. attend on a part time basis on the given day. We do not envisage MIS software suppliers needing to record eligibility on a per day



basis, and this is something to be managed by the school locally with the understanding of their own statutory school capacity and their cohort.