**Wales Educated Other Than At School (EOTAS)**

**Local Authority Pupil Level Census**

**January 2018**

**Version 2.0**

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## Issues Log

**Version 0.1 (Issued 09/02/17)**

In this version: new specification release for EOTAS 2018

|  |  |
| --- | --- |
| **Issue 1** | *Specification changes required for rolling forward EOTAS collection 2018* |
|  | * All appropriate dates have been rolled forward by a year.
* Any changes or deletions made to the collection for 2017 are no longer highlighted as changes within this specification document.
 |

**Version 1.0 (Issued 07/04/17)**

Changes from version 0.1

|  |  |
| --- | --- |
| **Issue 2** | *Revisions to Ethnicity codes*  |
|  | * A small number of new codes and description changes have been made following a review. This has been noted in 2.6.2 The collection –‘Changes to existing items for 2018’ and on the xml structure on P.15.
* Details of the revisions for 100022<Ethnicity> will be supplied in NAW Modular CBDS 1718 in April 2017.
 |
| **Issue 3** | *Reference to STATS1 removed* |
|  | * In 2.1 Background, the reference to STATS1 has been removed due to the length of time since that return was last in place.
 |

**Version 2.0 (Issued 06/09/17)**

Changes from version 1.0

|  |  |
| --- | --- |
| **Issue 4** | *Census date*  |
|  | * Feedback from LAs indicated that the census was too early in 2018, so is has been changed and all references have been amended.
 |

## Introduction

### Background

This specification describes the content of the Wales EOTAS census for January **2018**. It applies to all local authorities (LAs) in Wales (not schools or PRUs). The LAs are required to provide the Welsh Government (WG) with pupil level data for all pupils for whom the LA is financially responsible for the provision of education **during the census week ~~8-12~~ 15-19 January 2018,** whether that be in PRUs or in other forms of ‘alternative provision’ referred to as ‘Educated Otherwise Than At School (EOTAS)’ or awaiting provision.

The provision made for the pupil may be located within or outside the LA area. It is possible that the pupil may be placed in more than one category of provision simultaneously, e.g. part of the week at an FE college and part of the week with a voluntary provider or a PRU. Each LA is required to submit one return in respect of all pupils for whom it is responsible. **~~Unlike the STATS1 collection~~**~~,~~ The LA submitting the return will not be required to include pupils currently placed in a PRU within the LA but who live outside the area of the LA and for whom that other LA is financially responsible i.e. pays for the provision.

The EOTAS census is mandatory for all Local Authorities in Wales.

Where a PRU uses a version of a school MIS system, LAs (and suppliers) might wish to consider how data could be supplied electronically to the LA to enable the LA to submit one pupil level return for all pupils in PRUs and in other EOTAS provision. However, separate returns from PRUs are not required.

### Census date

1. Census date for **2018 is ~~9~~ 16 January 2018**.
2. This census will be carried out on **~~9~~ 16 January 2018** for those receiving provision during the census week **~~8-12~~ 15-19 January 2018.**
3. It must include all children or young people receiving EOTAS provision or awaiting provision **on any day during the census week**. It mustinclude information on all EOTAS provisions that those children or young people have attended or are scheduled to attend during that week.

### Key principles

This specification follows the principles set out below. Suppliers are asked to note the document in its entirety and provide early feedback on issues and queries during the specification review period.

* Electronic pupil level data collections, including the PLASC and EOTAS census, are carried out in line with the principles set out in the Welsh Government’s Information Management Strategy <http://wales.gov.uk/topics/educationandskills/schoolshome/schooldata/ims/?lang=en>
* All data items are as defined in the relevant CBDS documentation for Wales.

### XML tools

In order to reduce burdens on software suppliers and enhance consistency of validation application across suppliers and Welsh Government systems, the Welsh Government will provide a number of XML tools for optional use by suppliers. Please see the xslt design specification for requirements for, and further details on, implementing the xslt in MIS software

### xsd (schemas)

xsd files will be provided which will define the content of the xml return.

### xslt validation

An xslt application will be provided to validate the census return file which will specify the validation rules for this collection. Section 7 of this specification lists the validation CBDS document to refer to. The xslt will produce html and xml error reports.

### xslt summary reporting

A further xslt application will be provided to process the xml data return and produce summary reports as set out in section 8 of this specification.

### Production of xsd and xslt

The release date for xml tools for this collection will be advised through the Software Development Forum (SDF).

### Purpose of the collection

The school PLASC provides a great level of detail, at individual pupil level, on the school population in Wales providing an invaluable research base to better inform educational policy and practice in Wales.

The EOTAS census helps to fill the gap in pupil data in respect of those pupils not in school. It provides additional data on those pupils previously in school but no longer on a school roll, as well as pupils who may not previously have been registered at school. It is expected that the data used to complete the EOTAS census return will be regularly maintained within the LA thus providing the LA with up to date data about this vulnerable group of children.

Amongst the most important uses for the data provided by the EOTAS census are:

* to update linked pupil records for the purpose of statistical analysis
* to support evidence based policy making and evaluation
* to ensure more accurate pupil level data to help schools and LAs to adhere to the principles of the Data Protection Act (DPA)
* to support LAs in their duty under Section 436A of the Education & Inspections Act 2006 which requires local authorities to make arrangements to enable them to establish the identities of children residing in their area who are not receiving a ‘suitable education’
* to be considered for inclusion in the Revenue Settlement Grant (RSG) distribution formula calculations.

### The collection

### New data items added for 2018

**There are no new items added.**

### Changes to existing items for 2018

Changes to the ethnicity code set. Details will be provided in NAW Modular CBDS 1718 in April 2017.

### Changes to validation for 2018

Changes to validation for **2018** will be included in Validation CBDS **~~v1617.2.0~~** v1718.2.0 to be released in due course.

### Items removed

**There have been no items removed.**

### Use of UPNs in reporting in MIS software

### Use of UPNs

When suppliers are designing reports for use by schools they should note that schools are advised that generally the UPN should not appear in printed format. However, schools have had clear guidance that in the event that this does happen, the printed document should be kept securely and shredded immediately to prevent inappropriate use or a breach of security. This advice is equally valid for MIS software used in LAs and for reports produced by that software.

### UPN generator

It is possible that there will be a number of pupils for whom a UPN has not been allocated e.g., a pupil who has never been registered at a maintained school. If no existing UPN can be found for a pupil, a new UPN must be allocated by the LA using the UPN generator located on DfE at

 <https://www.gov.uk/government/publications/unique-pupil-numbers>.

The UPN generator is maintained by DfE and a new generator is made available each academic year.

### Use of ULNs in reporting in MIS software

### Unique Learner Number (ULN)

The Welsh Government is facilitating the allocation of Unique Learner Numbers (ULNs) for pupils aged 14 and over in maintained secondary schools in Wales. ULNs have been collected through EOTAS since January 2012 where appropriate. The ULN is an important administrative tool which will bring benefits for learning providers and learners.

Further information and guidance on ULNs can be found at:

<http://gov.wales/topics/educationandskills/allsectorpolicies/learningrecordsservice/?lang=en>.

### Exclusions from EOTAS

### Exclusions data in EOTAS is for any pupil who was excluded from a PRU within the local authority at any point during the previous academic year, which is any time from 1 September 2016 to 31 August 2017, regardless of their current provision.

### It is possible and acceptable for a pupil who has moved from EOTAS provision to school provision (and therefore be recorded in PLASC 2018) to have exclusions reported for them if they were excluded from a PRU during the last academic year.

### Both fixed term and permanent exclusions must be reported.

### Welsh Government will perform comparisons of the data between PLASC and EOTAS and validation checks are in place to avoid duplications. Any duplications which are found will be investigated with the local authority as part of normal validation processes.

## Summary of data fields

Note that this is representative of the modular groupings and order as per the School/Pupil CBDS for **1617**. The latest versions available at time of release are: NAW Modular CBDS\_School\_**1617v2.0**.xls and NAW Modular CBDS\_Pupil\_**1617v1.0**.xls.

### Establishment Level Data Modules

**School Identifiers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field Name** | **Field Length** | **Field Type** | **Sample Data** |
| LEA Number | 3 | Alphanumeric | 660 |
| Establishment | 4 | Alphanumeric | 1100 |

**Survey Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field Name** | **Field Length** | **Field Type** | **Sample Data** |
| Survey/Data Extraction Type | 5 | Alphanumeric | EOTAS |
| Survey Completion Time | 3 | Alphanumeric | 101 |

**Elected Home Education Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field Name** | **Field Length** | **Field Type** | **Sample Data** |
| Gender | 1 | Alphanumeric | M |
| Age | 2 | Alphanumeric | 12 |
| Headcount | 3 | Alphanumeric | 123 |

### Individual pupil level data

**Pupil Identifiers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field Name** | **Field Length** | **Field Type** | **Sample Data** |
| UPN (Unique Pupil Number) | 13 | Alphanumeric | Z123456789012 |
| ULN (Unique Learner Number) | 10 | Alphanumeric | 8534567891 |
| Former UPN | 13 | Alphanumeric | A123456789012 |
| Surname | 35 | Alphanumeric | Jones |
| Forename | 35 | Alphanumeric | Marc |
| Middle Name(s) | 35 | Alphanumeric | Iwan Owen |
| Date of Birth | 10 | Date | 2002-03-31 |
| Gender | 1 | Alphanumeric | M |

**Pupil Characteristics**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field Name** | **Field Length** | **Field Type** | **Sample Data** |
| Pupil National Identity | 3 | Alphanumeric | WAL |
| Pupil Ethnic Code | 4 | Alphanumeric | BAFR |
| Source of Pupil Ethnic Code | 1 | Alphanumeric | P |
| Pupil Free School Meal Eligibility | 15 | True/False | False |
| Pupil In Care Indicator | 15 | True/False | False |
| Pupil In Care – Caring Authority Code | 3 | Alphanumeric | 660 |

**Pupil Status**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field Name** | **Field Length** | **Field Type** | **Sample Data** |
| Pupil NC Year Group | 2 | Alphanumeric | 10 |
| Pupil Postcode | 8 | Alphanumeric | CF14 5DZ |

**Special Educational Needs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field Name** | **Field Length** | **Field Type** | **Sample Data** |
| SEN Provision under code of practice | 1 | Alphanumeric | S |
| SEN Type  | 4 | Alphanumeric | BESD |

**EOTAS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field Name** | **Field Length** | **Field Type** | **Sample Data** |
| Category of provision | 3 | Alphanumeric | PRU |
| Hours of provision | 4 | Alphanumeric | 15.5 |
| LEA | 3 | Alphanumeric | 660 |
| Establishment | 4 | Alphanumeric | 1100 |
| Other category | 100 | Alphanumeric | Description |

**Exclusions data**

|  |  |  |  |
| --- | --- | --- | --- |
| **Field Name** | **Field Length** | **Field Type** | **Sample Data** |
| Start Date of Exclusion | 10 | Date | 2016-12-16 |
| Exclusion Reason | 2 | Alphanumeric | BU |
| Pupil Exclusion Category | 4 | Alphanumeric | FIXD |
| No. of sessions missed (for fixed term exclusions only) | 3 | Alphanumeric | 123 |

## User requirements

A number of default values are requested in order to minimise bureaucratic and administrative burdens in the process of producing an accurate EOTAS census file.

### Mandatory/Optional items

Items marked as ‘M’, mandatory in the xml example file are required data items. Schema checks will fail if these items are not present, valid data is required for each mandatory field.

Items marked as ‘O’, optional in the xml example file may be missing. If no data is present ‘no data, no tag’ rule applies.

### Default values for EOTAS census 2017

* <Pupil><NAWPupilCharacteristics><InCare> should be defaulted to false.
* <Pupil><NAWSEN><SENprovision> should be defaulted to N.
* <Pupil><NAWSEN><SENtype> should be defaulted to DNA.

***No defaults other than those above should be applied.***

### Block entry

No block entry required.

### Autofill

* Fields which are dependent on the value of other fields should be autofilled when there is no doubt as to their value. These items are:
	+ <SENtype> must be DNA if <SENprovision> = N

### Miscellaneous

* **Special Characters**. The XML convention, which should be followed, is to use ‘&amp’ for ‘&’ and ‘&gt’ for ‘>’.

WG xslt uses utf-8 encoding for special characters outside of the Latin character set. This is mainly for accurate Welsh translation of error messages and reports. WG specifies utf-8 encoding for the production of error and summary reports when using the WG produced xslt files, but does not require the encoding reference in the xml files produced by suppliers to be utf-8.

* **Boolean values**. The set of allowed values is {TRUE, FALSE, True, False, true, false, 1, 0} where true and 1 are equivalents and false and 0 are equivalents.
* **XML tags** – All modular **containers** have been named with the ‘NAW…’ prefix to ensure no confusion between modules agreed for use in England by the DfE.

## File naming convention

### XML data extraction – generic file naming convention

### Long file names will be used.

### The file extension will be XML.

### The file name shall be constructed from the following components:

(a) Origin Identifier (7 characters)1

(b) Survey/Data Extraction Type (3 characters)2

(c) Destination Identifier (7 characters)3

(d) Serial Number (3 digits)4

### The components should be separated by underscore characters “\_”. An example of an EOTAS Census file from an LA would be:

**660XXXX\_EOT\_WAGXX18\_001.XML**

where ‘**18**’ are the last two digits of the academic year, and therefore appropriate to the EOTAS Census with a census week of **~~08~~ 15/01/18 – ~~12~~ 19/01/18.**

### The total file name length = 27 characters. For files not yet authorised by the LA the file extension should be changed from ‘XML’ to ‘UNA’.

1 For transfers from LAs, the first 3 characters of the origin identifier will be the LEA number followed by “XXXX”.

2 For the EOTAS census data the survey type will be “EOT”.

3 For transfers to central organisations, the destination identifier will be the common abbreviation of the receiving organisation (e.g. WAG) followed by “XX” and then ‘**18’** where ‘**18**’ is the last two digits of the academic year

4 The first file in the series shall be “001”, the second “002” etc.

## Example xml file structure

|  | **Structure** | **EOTAS** | **Notes** |
| --- | --- | --- | --- |
|   | <?xml version=”1.0” encoding=”UTF-8”?> | M |  |
|   | <Message> | M |  |
|   |  | <SoftwareCode>1234</SoftwareCode> | M | Four digit code to be issued by the WG. |
|   |  | <Term>SPR</Term> | M |  |
|   |  | <Header> | M |  |
|   |  |  | <SerialNo>123</SerialNo> | M |  |
|   |  |  | <DateTime>**2018**-01-19T09:01:03</DateTime> | M | When File was created. |
|   |  | </Header> | M |  |
|  |  | <School> | M |  |
|  |  |  | <NAWSchoolIdentifiers> | M |  |
| S1 |  |  |  | <LEA>660</ LEA> | M |  |
|  |  |  |  | <Estab>LLLL</Estab> | M | This will always be ‘LLLL’ for the authority producing the file. |
|  |  |  | </NAWSchoolIdentifiers> | M |  |
|  |  |  | <NAWSurveydetails> | M |  |
|  |  |  |  | <Survey>EOTAS</Survey> | M | Value must be EOTAS |
|  |  |  |  | <Completion> | M |  |
| S101 |  |  |  | <Hours>105</Hours> |  |  |
|  |  |  |  | </Completion> | M |  |
|  |  |  | </NAWSurveydetails> | M |  |
|  |  |  | <NAWElectedHomeEd> | O | Can be missing. |
|  |  |  |  | <HomeEdCategory> | M | To be repeated for each gender/age for which headcount data is available. |
|  |  |  |  |  | <Gender>F</Gender> | O |  |
|  |  |  |  |  | <Age>13</Age> | O | Age as at preceding 31 August. |
|  |  |  |  |  | <Headcount>3</Headcount> | M |  |
|  |  |  |  | </HomeEdCategory> | M |  |
|  |  |  |  | <HomeEdCategory>  | O | Multiple containers can be missing if only one gender/age group to be reported. |
|  |  |  |  |  | <Gender>M</Gender> | O | If the container is repeated then all mandatory items within it must be present. |
|  |  |  |  |  | <Age>10</Age> | O |  |
|  |  |  |  |  | <Headcount>2</Headcount> | M |  |
|  |  |  |  | </HomeEdCategory> | O |  |
|  |  |  | </NAWElectedHomeEd> | O |  |
|  |  | </School> | M |  |
|   |  | <Pupils> | M |  |
|   |  |  | <Pupil> | M |  |
|   |  |  |  | <NAWPupilIdentifiers> | M |  |
| 100001 |  |  |  |  | <UPN>A123981456002</UPN> | M | If no existing UPN can be found for a pupil, a new UPN can be allocated by the LA using the UPN generator located on DfE at <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/upn/a0064619/generating-a-upn> |
| 100016 |  |  |  |  | <ULN>8534567891</ULN> | O |  |
| 100002 |  |  |  |  | <FormerUPN>X34487649987B</FormerUPN> | O |  |
| 100003 |  |  |  |  | <Surname>York</Surname> | M |  |
| 100004 |  |  |  |  | <Forename>Tiffany</Forename> | M |  |
| 100006 |  |  |  |  | <MiddleNames>Georgia</MiddleNames> | O |  |
| 100007 |  |  |  |  | <DOB>2004-01-01</DOB> | M |  |
| 100008 |  |  |  |  | <Gender>F</Gender> | M |  |
|   |  |  |  | </NAWPupilIdentifiers> | M |  |
|   |  |  |  | <NAWPupilCharacteristics> | M |  |
| 190001 |  |  |  |  | <NationalIdentity>WAL</NationalIdentity> | O | May be present if DoB after 2011-08-31 |
| 100022 |  |  |  |  | <Ethnicity>BAFR</Ethnicity> | O | May be present if DoB after 2011-08-31**Possible new ethnicity codes** |
| 100023 |  |  |  |  | <EthnicitySource>P</EthnicitySource> | O | May be present if DoB after 2011-08-31 |
| 100033 |  |  |  |  | <FSMeligible>false</FSMeligible> | M |  |
| 100038 |  |  |  |  | <InCare>true</InCare> | M |  |
| 100039 |  |  |  |  | <CareAuthority>660</CareAuthority> | O | Can be missing if <InCare> is false |
|   |  |  |  | </NAWPupilCharacteristics> | M |  |
|   |  |  |  | <NAWPupilStatus> | M |  |
| 100068 |  |  |  |  | <NCyearActual>09</NCyearActual> | M |  |
| 100120 |  |  |  |  | <Postcode>CF14 2NH</Postcode> | O |  |
|   |  |  |  | </NAWPupilStatus> | M |  |
|   |  |  |  | <NAWSEN> | M | Where there is no SEN, SENprovision = N and SENtype = DNA |
| 100077 |  |  |  |  | <SENprovision>S</SENprovision> | M |  |
|   |  |  |  |  | <SENneeds> | M |  |
|   |  |  |  |  |  | <SENneed> | M | Repeatable for as many SEN needs as required |
| 100081 |  |  |  |  |  |  | <SENtype>ASD</SENtype> | M |  |
|   |  |  |  |  |  | </SENneed> | M |  |
|   |  |  |  |  |  | <SENneed> | O | Repeatable for as many SEN needs as required |
| 100081 |  |  |  |  |  |  | <SENtype>HI</SENtype> | O |  |
|   |  |  |  |  |  | </SENneed> | O |  |
|   |  |  |  |  | </SENneeds> | M |  |
|   |  |  |  | </NAWSEN> | M |  |
|   |  |  |  | <NAWEOTAS> | M |  |
|  |  |  |  |  | <Provision> | M |  |
|  |  |  |  |  |  | <CategoryOfProvision>PRU</CategoryOfProvision> | M |  |
|  |  |  |  |  |  | <HoursOfProvision>12</HoursOfProvision> | M | At least one Hours of Provision is required, except for NIP provision which must be 0 |
|  |  |  |  |  |  | <LEA>660</LEA> | O  | LA number MUST be included where Category = PRU or SCH |
|  |  |  |  |  |  | <Estab>1100</Estab> | O  | Establishment number MUST be included where Category = PRU or SCH |
|  |  |  |  |  | </Provision> | M |  |
|  |  |  |  |  | <Provision> | O | Second or additional Category of Provision only required if pupil is attending more than one Category during the week of the Census. |
|  |  |  |  |  |  | <CategoryOfProvision>NIP</CategoryOfProvision> | M |  |
|  |  |  |  |  |  | <HoursOfProvision>0</HoursOfProvision> | M | At least one Hours of Provision is required, except for NIP provision which must be 0 |
|  |  |  |  |  | </Provision> | O |  |
|  |  |  |  |  | <Provision> | O |  |
|  |  |  |  |  |  | <CategoryOfProvision>OTH</CategoryOfProvision> | M |  |
|  |  |  |  |  |  | <HoursOfProvision>5</HoursOfProvision>  | M | At least one Hours of Provision is required, except for NIP provision which must be 0 |
|  |  |  |  |  |  | <OtherCategory>Example</OtherCategory> | O  | Other category description MUST be included where Category = OTH |
|  |  |  |  |  | </Provision> | O |  |
|  |  |  |  |  | <Provision> | O |  |
|  |  |  |  |  |  | <CategoryOfProvision>SCH</CategoryOfProvision> | M | At least one Category of Provision is required. |
|  |  |  |  |  |  | <HoursOfProvision>3.5</HoursOfProvision> | M | At least one Hour of Provision is required. |
|  |  |  |  |  |  | < LEA>660</LEA> | O  | LA number MUST be included where Category = PRU or SCH |
|  |  |  |  |  |  | <Estab>4100</Estab> | O  | Establishment number MUST be included where Category = PRU or SCH |
|  |  |  |  |  | </Provision> | O |  |
|   |  |  |  | </NAWEOTAS> | M |  |
|   |  |  | </Pupil> | M |  |
|   |  | </Pupils> | M |  |
|  |  | <Exclusions> | O | Optional only if exclusions data does not exist. Exclusions data for each fixed term and permanent exclusion during the academic year **2016/17** is required to be reported for EOTAS **2018**. |
|  |  |  | <Exclusion> | M |  |
|  |  |  |  | <NAWPupilIdentifiers> | M |  |
| 100001 |  |  |  |  | <UPN> A123981456002</UPN> | M |  |
| 100016 |  |  |  |  | <ULN>8534567891</ULN> | O |  |
| 100002 |  |  |  |  | <FormerUPN> X34876499877B </FormerUPN> | O |  |
| 100003 |  |  |  |  | <Surname>York</Surname> | M |  |
| 100004 |  |  |  |  | <Forename>Tiffany</Forename> | M |  |
| 100006 |  |  |  |  | <MiddleNames>Georgia</MiddleNames> | O |  |
| 100007 |  |  |  |  | <DOB>2002-01-01</DOB> | M |  |
| 100008 |  |  |  |  | <Gender>F</Gender> | M |  |
|   |  |  |  | </NAWPupilIdentifiers> | M |  |
|   |  |  | <NAWExclusions> | M |  |
|   |  |  |  | <NAWExclusion> | M | Repeatable container if more than one fixed term exclusion has occurred. |
| 100089 |  |  |  |  | <StartDate>2015-01-01</StartDate> | M |  |
| 100088 |  |  |  |  | <Reason>BU</Reason> | M |  |
| 100087 |  |  |  |  | <ExclusionCategory>FIXD</ExclusionCategory> | M | ~~Mandatory for EOTAS 2017. N.B.~~ Permanent exclusions would only include one instance. |
| 100093 |  |  |  |  | <SessionsMissed>4</SessionsMissed> | M | Mandatory for fixed term exclusions only ~~for EOTAS 2017~~. Not required or valid for permanent exclusions. |
|  |  |  |  |  | <LEA>660</LEA> | M | To be the LEA code from which the EOTAS return is generated - must match the LEA code in the <NAWSchoolIdentifiers> container. |
|  |  |  |  |  | <Estab>4100</Estab> | M | To record the PRU (within the LEA above) from which the pupil has been excluded. |
|   |  |  |  | </NAWExclusion> | M |  |
|   |  |  | </NAWExclusions> | M |  |
|   |  |  | </Exclusion> | M |  |
|  |  | </Exclusions> | O |  |
|   | </Message> | M |  |

## Validation rules

For validations for this collection please refer to ‘NAW Validation CBDS **v1718.2.0.xls’**

* Unless otherwise stated, references to age relate to age as at 31 August **2017**.
* Wherever possible software should indicate to the user which pupil’s record is causing the error message. We suggest listing at least <UPN>, <Forename>, <Surname>, and <DOB> for this purpose.
* The Validation CBDS contains filters to help during development. Users of the spreadsheet can filter on collection and sector.
* **‘**NAW Validation CBDS **v1718.2.0.xls’** is for use with PLASC and the EOTAS census January **2018** onwards.

## Summary Reporting

Each time a submission is created by the software, or edited by the LA, the software should automatically generate a “summary file”.

The Welsh Government will be providing a set of xslt files to process the xml data and produce a summary report. The reports as set out in this section are those produced by the xslt.

This should be a formatted text file, with the attached content and layout, but the precise formatting is not specified. The main consideration is that the summary be easily readable by the LA regardless of any difference between the software that generated it and that being used to read it.

Some references and notes (italicised) are included explaining the derivation of the numbers in the summary from the XML data submission (using, where appropriate, XML tags), where this may not be self-evident. These notes should not, of course, appear on the summary itself.

The purpose of the summary is to help the LA staff preparing the return, and the official authorising it, to assess at a glance its likely accuracy and completeness and to make immediate comparisons with any other information already held in the LA (for example on pupils with special needs).

### Changes in Summary Reports

### New reports added

No new reports added.

### Existing reports changed

 **Table 3.1 to be reviewed in line with the equivalent changes in PLASC to table 5.1.**

### English summary reports

Summary Report for: *(2)*

**1.1 Pupils’ gender and age**

|  |  |  |  |
| --- | --- | --- | --- |
| **Age** | Date of Birth | **Boys** | **Girls** |
|  |  |  |  |
| 19 or over | **31/8/98 or earlier** |  |  |
| 18 | **1/9/98 - 31/8/99** |  |  |
| 17 | **1/9/99 - 31/8/00** |  |  |
| 16 | **1/9/00 - 31/8/01** |  |  |
| 15 | **1/9/01 - 31/8/02** |  |  |
| 14 | **1/9/02 - 31/8/03** |  |  |
| 13 | **1/9/03 - 31/8/04** |  |  |
| 12 | **1/9/04 - 31/8/05** |  |  |
| 11 | **1/9/05 - 31/8/06** |  |  |
| 10 | **1/9/06 - 31/8/07** |  |  |
| 9 | **1/9/07 - 31/8/08** |  |  |
| 8 | **1/9/08 - 31/8/09** |  |  |
| 7 | **1/9/09 - 31/8/10** |  |  |
| 6 | **1/9/10 - 31/8/11**  |  |  |
| 5 | **1/9/11 - 31/8/12** |  |  |
| 4.8 (mths) | **1/9/12 - 31/12/12** |  |  |
| 4.5 (mths) | **1/1/13- 31/3/13** |  |  |
| 4 | **1/4/13 - 31/8/13** |  |  |
| 3.8 (mths) | **1/9/13 - 31/12/13** |  |  |
| 3.5 (mths) | **1/1/14 - 31/3/14** |  |  |
| 3 | **1/4/14 - 31/8/14** |  |  |
| 2 or under | **1/9/14 or later** |  |  |
|  |  |  |  |
| All ages |  |  |  |

**1.2 Pupils' national identity**

|  |  |
| --- | --- |
| **Nationality** | **Number of pupils aged 5 or over at 31 August 2017** |
| Welsh ***(29)*** |  |
| English ***(30)*** |  |
| Scottish ***(31)*** |  |
| Irish ***(32)*** |  |
| British ***(33)*** |  |
| Other ***(34)*** |  |
| Refused *(35)* |  |
| Not supplied *(36)* |  |

**1.3 Pupils' ethnic background**

|  |  |
| --- | --- |
| **Ethnic group**  | **Number of pupils aged 5 or over at 31 August 2017** |
|  |  |

[To include one row for each distinct main and extended ethnic background codes where there is at least one pupil in that category.]

**1.4 Pupils by Category of Provision**

|  |  |
| --- | --- |
| **Category of Provision** | **Number of pupils**  |
|  |  |

[To include one row for each distinct Category where there is at least one pupil in that category.]

**2.1 School meals**

Number of pupils eligible for free school meals = nnnn *(104)*

**2.2 Pupils in care**

Number of pupils in care = nnnn *(55****)***

**3.1 Pupils with statements of special educational needs – to be reviewed**

|  |  |  |
| --- | --- | --- |
|  | **Pupils with statements aged (ages as at 31.8.17) *(106)*** | **Total number of pupils with statements** |
|  | **Under 5** | **5-10** | **11-15** | **16 and over** |
| **Description of need** | **Boys** | **Girls** | **Boys** | **Girls** | **Boys** | **Girls** | **Boys** | **Girls** | **Boys** | **Girls** |
| Specific Learning Difficulties – Dyslexia (790) |  |  |  |  |  |  |  |  |  |  |
| Specific Learning Difficulties – Dyscalculia (791) |  |  |  |  |  |  |  |  |  |  |
| Specific Learning Difficulties – Dyspraxia (792) |  |  |  |  |  |  |  |  |  |  |
| Specific Learning Difficulties – Attention Deficit Hyperactivity Disorder (793) |  |  |  |  |  |  |  |  |  |  |
| Moderate Learning Difficulties *(107)* |  |  |  |  |  |  |  |  |  |  |
| General Learning Difficulties (794) |  |  |  |  |  |  |  |  |  |  |
| Severe Learning Difficulties *(108)* |  |  |  |  |  |  |  |  |  |  |
| Profound and multiple learning difficulties *(109)* |  |  |  |  |  |  |  |  |  |  |
| Behavioural, Emotional and Social difficulties *(117)* |  |  |  |  |  |  |  |  |  |  |
| Speech, language and communication difficulties *(116)* |  |  |  |  |  |  |  |  |  |  |
| Hearing impairment *(113)* |  |  |  |  |  |  |  |  |  |  |
| Visual impairment *(114)* |  |  |  |  |  |  |  |  |  |  |
| Multi sensory impairment *(115)* |  |  |  |  |  |  |  |  |  |  |
| Physical and Medical Difficulties *(112)* |  |  |  |  |  |  |  |  |  |  |
| Autistic Spectrum Disorder *(111)* |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |

**3.2 Number of pupils with special needs but no statement**

Boys: nnnn *(119)*

Girls: nnnn *(120)*

**4.1 Number of pupils and total hours of provision**

**4.1.1 Foundation phase pupils** (all Foundation phase pupils, not just those at the end of Foundation phase)

|  |  |  |
| --- | --- | --- |
| **No. of hours (901)** | **No. of pupils (902)** | **% of Foundation phase pupils (903)** |
|  |  |  |
|  |  |  |
|  |  |  |

[To include one row for each total of hours showing the number of pupils for whom that amount of provision was made.]

**4.1.2 Key Stage 2 pupils** (all KS2 pupils, not just those at the end of KS2)

|  |  |  |
| --- | --- | --- |
| **No. of hours (901)** | **No. of pupils (902)** | **% of KS2 pupils (903)** |
|  |  |  |
|  |  |  |
|  |  |  |

[To include one row for each total of hours showing the number of pupils for whom that amount of provision was made.]

**4.1.3 Key Stage 3 & 4 pupils** (all KS3/4 pupils, not just those at the end of KS3/4)

|  |  |  |
| --- | --- | --- |
| **No. of hours (901)** | **No. of pupils (902)** | **% of KS3 & 4 pupils (903)** |
|  |  |  |
|  |  |  |
|  |  |  |

[To include one row for each total of hours showing the number of pupils for whom that amount of provision was made.]

[NOTE: Full time education provision is defined as follows:

Foundation phase pupils = 21 hours a week

Key Stage 2 pupils = 23.5 hours a week

Key Stage 3 & Key Stage 4 pupils = 25 hours a week]

### Elective home education

**5.1 Pupils’ gender and age**

|  |  |  |  |
| --- | --- | --- | --- |
| **Age** | **Boys** | **Girls** | **Unknown** |
|  |  |  |  |
| 17 or over |  |  |  |
| 16 |  |  |  |
| 15 |  |  |  |
| 14 |  |  |  |
| 13 |  |  |  |
| 12 |  |  |  |
| 11 |  |  |  |
| 10 |  |  |  |
| 9 |  |  |  |
| 8 |  |  |  |
| 7 |  |  |  |
| 6 |  |  |  |
| 5 |  |  |  |
| 4 |  |  |  |
| 3 |  |  |  |
| 2 or under |  |  |  |
|  |  |  |  |
|  |  |  |  |
| All ages |  |  |  |

**6 Exclusions**

**6.1 Number of permanent exclusions in the 2016/17 school year = nnnn *(124)***

**6.2 Fixed Exclusions**

|  |  |  |
| --- | --- | --- |
| **Age** | **Date of Birth** | **Number of fixed exclusions (227)** |
| 19 or over | **31/8/97 or earlier** |  |
| 18 | **1/9/97 - 31/8/98** |  |
| 17 | **1/9/98 - 31/8/99** |  |
| 16 | **1/9/99 - 31/8/00** |  |
| 15 | **1/9/00 - 31/8/01** |  |
| 14 | **1/9/01 - 31/8/02** |  |
| 13 | **1/9/02 - 31/8/03** |  |
| 12 | **1/9/03 - 31/8/04** |  |
| 11 | **1/9/04 - 31/8/05** |  |
| 10 | **1/9/05 - 31/8/06** |  |
| 9 | **1/9/06 - 31/8/07** |  |
| 8 | **1/9/07 - 31/8/08** |  |
| 7 | **1/9/08 - 31/8/09**  |  |
| 6 | **1/9/09 - 31/8/10** |  |
| 5 or under | **1/9/10 and later** |  |
| Total |  |  |

**6.3 Number of pupils with fixed exclusions in the 2016/17 academic year = nnnn (228)**

This summary relates to the return dated dd/mm/yyyy at hh:mm

**DECLARATION**

**Signature ………………………………………………………………………………….**

**Name (please print) ……………………………………………………………………..**

**Date ………………………………………………………………………………………..**

### Crynodebau Cymraeg (Welsh Reports)

Crynodeb ar gyfer: *(2)*

**1.1 Rhyw ac oedran y disgyblion**

|  |  |  |  |
| --- | --- | --- | --- |
| **Oedran** | Dyddiad geni | **Bechgyn** | **Merched** |
|  |  |  |  |
| 19 neu hŷn | **31/8/98 neu’n gynt** |  |  |
| 18 | **1/9/98 - 31/8/99** |  |  |
| 17 | **1/9/99 - 31/8/00** |  |  |
| 16 | **1/9/00 - 31/8/01** |  |  |
| 15 | **1/9/01 - 31/8/02** |  |  |
| 14 | **1/9/02 - 31/8/03** |  |  |
| 13 | **1/9/03 - 31/8/04** |  |  |
| 12 | **1/9/04 - 31/8/05** |  |  |
| 11 | **1/9/05 - 31/8/06** |  |  |
| 10 | **1/9/06 - 31/8/07** |  |  |
| 9 | **1/9/07 - 31/8/08** |  |  |
| 8 | **1/9/08 - 31/8/09** |  |  |
| 7 | **1/9/09 - 31/8/10** |  |  |
| 6 | **1/9/10 - 31/8/11**  |  |  |
| 5 | **1/9/11 - 31/8/12** |  |  |
| 4.8 (mis) | **1/9/12 - 31/12/12** |  |  |
| 4.5 (mis) | **1/1/13 - 31/3/13** |  |  |
| 4 | **1/4/13 - 31/8/13** |  |  |
| 3.8 (mis) | **1/9/13 - 31/12/13** |  |  |
| 3.5 (mis) | **1/1/14 - 31/3/14** |  |  |
| 3 | **1/4/14 - 31/8/14** |  |  |
| 2 neu lai | **1/9/14 neu’n hwyrach**  |  |  |
|  |  |  |  |
| Pob oedran |  |  |  |

**1.2 Hunaniaeth Genedlaethol y disgyblion**

|  |  |
| --- | --- |
| **Hunaniaeth Genedlaethol** | **Nifer y disgyblion 5 oed neu’n hŷn ar 31 Awst 2017** |
| Cymreig*(29)* |  |
| Seisnig *(30)* |  |
| Albanaidd*(31)* |  |
| Gwyddelig*(32)* |  |
| Prydeinig*(33)* |  |
| Arall*(34)* |  |
| Gwrthodwyd rhoi’r wybodaeth *(35)* |  |
| Ni chafwyd y gwybodaeth *(36)* |  |

**1.3 Cefndir ethnig y disgyblion**

|  |  |
| --- | --- |
| **Grŵp ethnig**  | **Nifer y disgyblion 5 oed neu’n hŷn ar 31 Awst 2017** |
|  |  |

[To include one row for each distinct main and extended ethnic background codes where there is at least one pupil in that category.]

**1.4 Disgyblion fesul Categori Darpariaeth**

|  |  |
| --- | --- |
| **Categori Darpariaeth**  | **Nifer y disgyblion** |
|  |  |

[To include one row for each distinct Category where there is at least one pupil in that category.]

**2.1 Prydau ysgol**

Nifer y disgyblion ar y gofrestr sydd a hawl i gael prydau am = nnnn *(104)*

**2.2 Disgyblion mewn gofal**

Nifer y disgyblion mewn gofal = nnnn *(55)*

**3.1 Disgyblion ac Anghenion Addysgol Arbennig – to be reviewed**

|  |  |  |
| --- | --- | --- |
|  | **Disgyblion a datganiad (oed ar 31.8.17) *(106)*** | **Cyfanswm nifer y disgyblion a datganiad** |
|  | **O dan 5 oed** | **5-10** | **11-15** | **16 a throsodd** |
| **Disgrifiad o’r angen** | **Bechgyn** | **Merched** | **Bechgyn** | **Merched** | **Bechgyn** | **Merched** | **Bechgyn** | **Merched** | **Bechgyn** | **Merched** |
| Anawsterau Dysgu Penodol - Dyslecsia (790) |  |  |  |  |  |  |  |  |  |  |
| Anawsterau Dysgu Penodol - Dyscalcwlia (791) |  |  |  |  |  |  |  |  |  |  |
| Anawsterau Dysgu Penodol - Dyspracsia (792) |  |  |  |  |  |  |  |  |  |  |
| Anawsterau Dysgu Penodol - Anhwylder Diffyg Canolbwyntio a Gorfywiogrwydd (793) |  |  |  |  |  |  |  |  |  |  |
| Anawsterau dysgu cymedrol *(107)* |  |  |  |  |  |  |  |  |  |  |
| Anawsterau dysgu cyffredinol (794) |  |  |  |  |  |  |  |  |  |  |
| Anawsterau dysgu difrifol *(108)* |  |  |  |  |  |  |  |  |  |  |
| Anawsterau dysgu dwys a lluosog *(109)* |  |  |  |  |  |  |  |  |  |  |
| Anawsterau Ymddygiadol, Emosiynol ac Cymdeithasol *(117)* |  |  |  |  |  |  |  |  |  |  |
| Anawsterau lleferydd, iaith a chyfathrebu *(116)* |  |  |  |  |  |  |  |  |  |  |
| Nam ar y clyw *(113)* |  |  |  |  |  |  |  |  |  |  |
| Nam ar y golwg *(114)* |  |  |  |  |  |  |  |  |  |  |
| Nam amlsynhwyraidd *(115)* |  |  |  |  |  |  |  |  |  |  |
| Anawsterau Corfforol a Meddygol *(112)* |  |  |  |  |  |  |  |  |  |  |
| Afiechyd sbectrwm Awtistiaeth *(111)* |  |  |  |  |  |  |  |  |  |  |
| Cyfanswm |  |  |  |  |  |  |  |  |  |  |

**3.2 Nifer y disgyblion ag Anghenion Addysgol Arbennig ond heb ddatganiad**

Bechgyn: nnnn *(119)*

Merched: nnnn *(120)*

**4.1 Nifer y disgyblion a chyfanswm oriau’r ddarpariaeth**

**4.1.1 Disgyblion Cyfnod Sylfaen** (pob disgybl Cyfnod Sylfaen, nid dim ond y rheini sydd ar ddiwedd Cyfnod Sylfaen)

|  |  |  |
| --- | --- | --- |
| **Nifer yr oriau (901)** | **Nifer y disgyblion (902)** | **% o ddisgyblion Cyfnod Sylfaen (903)** |
|  |  |  |
|  |  |  |
|  |  |  |

[To include one row for each total of hours showing the number of pupils for whom that amount of provision was made.]

**4.1.2 Disgyblion Cyfnod Allweddol 2** (pob disgybl CA2, nid dim ond y rheini sydd ar ddiwedd CA2)

|  |  |  |
| --- | --- | --- |
| **Nifer yr oriau (901)** | **Nifer y disgyblion (902)** | **% o ddisgyblion CA2 (903)** |
|  |  |  |
|  |  |  |
|  |  |  |

[To include one row for each total of hours showing the number of pupils for whom that amount of provision was made.]

**4.1.3 Disgyblion Cyfnodau Allweddol 3 a 4** (pob disgybl CA3/4 nid dim ond y rheini sydd ar ddiwedd CA3/4)

|  |  |  |
| --- | --- | --- |
| **Nifer yr oriau (901)** | **Nifer y disgyblion (902)** | **% o ddisgyblion CA3 a 4 (903)** |
|  |  |  |
|  |  |  |
|  |  |  |

[To include one row for each total of hours showing the number of pupils for whom that amount of provision was made.]

[NOTE: Full time education provision is defined as follows:

Foundation phase pupils = 21 hours a week

Key Stage 2 pupils = 23.5 hours a week

Key Stage 3 & Key Stage 4 pupils = 25 hours a week]

**Addysg ddewisol yn y cartref**

**5.1 Rhyw ac oedran y disgyblion**

|  |  |  |  |
| --- | --- | --- | --- |
| **Oed** | **Bechgyn** | **Merched** | **Anhysbys** |
|  |  |  |  |
| 17 neu’n hŷn |  |  |  |
| 16 |  |  |  |
| 15 |  |  |  |
| 14 |  |  |  |
| 13 |  |  |  |
| 12 |  |  |  |
| 11 |  |  |  |
| 10 |  |  |  |
| 9 |  |  |  |
| 8 |  |  |  |
| 7 |  |  |  |
| 6 |  |  |  |
| 5 |  |  |  |
| 4 |  |  |  |
| 3 |  |  |  |
| 2 neu’n iau  |  |  |  |
|  |  |  |  |
| Pob oedran |  |  |  |

**6 Gwaharddiadau**

**6.1 Nifer y gwaharddiadau parhaol o’r ysgol yn y flwyddyn academaidd 2016/17 = nnnn *(124)***

**6.2 Gwaharddiadau penodol**

|  |  |  |
| --- | --- | --- |
| **Oedran** | **Dyddiad geni** | **Nifer y gwaharddiadau penodol (227)** |
| 19 neu hŷn | **31/8/97 neu'n gynt** |  |
| 18 | **1/9/97 - 31/8/98** |  |
| 17 | **1/9/98 - 31/8/99** |  |
| 16 | **1/9/99 - 31/8/00** |  |
| 15 | **1/9/00 - 31/8/01** |  |
| 14 | **1/9/01 - 31/8/02** |  |
| 13 | **1/9/02 - 31/8/03** |  |
| 12 | **1/9/03 - 31/8/04** |  |
| 11 | **1/9/04 - 31/8/05** |  |
| 10 | **1/9/05 - 31/8/06** |  |
| 9 | **1/9/06 - 31/8/07** |  |
| 8 | **1/9/07 - 31/8/08** |  |
| 7 | **1/9/08 - 31/8/09**  |  |
| 6 | **1/9/09 - 31/8/10** |  |
| 5 neu'n iau | **1/9/10 neu'n hwyrach** |  |
| Cyfanswm |  |  |

**6.3 Nifer y disgyblion â gwaharddiadau penodol yn y flwyddyn academaidd 2016/17 = nnnn (228)**

**Darparwyd y crynodeb hwn ar dd/mm/yyyy ar hh:mm**

**DATGANIAD**

**Llofnod ………………………………………………………………………………………..**

**Enw (defnyddiwch briflythrennau) ………………………………………………………**

**Dyddiad ……………………………………………………………………………………….**

**Summary report explanatory notes**

**Explanatory notes**

|  |  |
| --- | --- |
| (2) | *<School><NAWSchoolIdentifiers><LEA>* |
| (29) | *<Pupils><Pupil>*<NAWPupilCharacteristics<NationalIdentity> *= WAL* |
| (30) | *<Pupils><Pupil>*<NAWPupilCharacteristics<NationalIdentity> *= ENG* |
| (31) | *<Pupils><Pupil>*<NAWPupilCharacteristics<NationalIdentity> *= SCO* |
| (32) | *<Pupils><Pupil>*<NAWPupilCharacteristics<NationalIdentity> *= IRE* |
| (33) | *<Pupils><Pupil>*<NAWPupilCharacteristics<NationalIdentity> *= BRI* |
| (34) | *<Pupils><Pupil>*<NAWPupilCharacteristics<NationalIdentity> *= OTH* |
| (35) | *<Pupils><Pupil>*<NAWPupilCharacteristics<NationalIdentity> *= REF* |
| (36) | *<Pupils><Pupil>*<NAWPupilCharacteristics<NationalIdentity> *= NOS* |
| (55) | *Total <Pupils><Pupil><NAWPupilCharacteristics><InCare> where = true* |
| (104) | Total *<Pupils><Pupil><NAWPupilCharacteristics><FSMEligible>*  where *= true* |
| (106) | *<Pupils><Pupil><NAWSEN><SENprovision> = S,and <Pupil><SENNtypeRank>= 1, filter applies to (107) – (117)* |
| (107) | *<Pupils><Pupil><NAWSEN><SENneeds><SENneed><SENtype> = MLD* |
| (108) | *<Pupils><Pupil><NAWSEN><SENneeds><SENneed><SENtype> = SLD* |
| (109) | *<Pupils><Pupil><NAWSEN><SENneeds><SENneed><SENtype> = PMLD* |
| (111) | *<Pupils><Pupil><NAWSEN><SENneeds><SENneed><SENtype> = ASD* |
| (112) | *<Pupils><Pupil><NAWSEN><SENneeds><SENneed><SENtype> = PMED* |
| (113) | *<Pupils><Pupil><NAWSEN><SENneeds><SENneed><SENtype> = HI* |
| (114) | *<Pupils><Pupil><NAWSEN><SENneeds><SENneed><SENtype> = VI* |
| (115) | *<Pupils><Pupil><NAWSEN><SENneeds><SENneed><SENtype> = MSI* |
| (116) | *<Pupils><Pupil><NAWSEN><SENneeds><SENneed><SENtype> = SLCD* |
| (117) | *<Pupils><Pupil><NAWSEN><SENneeds><SENneed><SENtype> = BESD* |
| (119) | *Count of <Pupils><Pupil><NAWSEN><SENprovision> =, A, P and <Pupils><Pupil><NAWSEN><SENprovision> not DNA for <Pupil><Gender> = M .* |
| (120) | *Count of <Pupils><Pupil><NAWSEN><SENprovision> = A, P and <Pupils><Pupil><NAWSEN><SENprovision> not DNA for <Pupil><Gender> = F* |
| (124) | *Count of <Exclusion> nodes where <ExclusionCategory> = PERM* |
| (227) | *Count of <Exclusion> nodes where <ExclusionCategory> = FIXD* |
| (228) | *In <Pupils> Count of<Pupil><NAWExclusions><ExclusionCategory> = FIXD* |
| (901) | *<HoursOfProvision> total across <NAWEOTAS><Provision> containers for a unique <UPN>, with each different total that occurs appearing once in descending order.* |
| (902) | *Total number of unique <UPN>s with the calculated <HoursOfProvision> total across <NAWEOTAS><Provision> containers* |
| (903) | *Percentage of unique <UPN>s in the specified key stage with the calculated <HoursOfProvision> total across <NAWEOTAS><Provision> containers reported* |
| *(790)* | *<Pupil><NAWSEN><SENNeed><SENtype> = DYSL* |
| *(791)* | *<Pupil><NAWSEN><SENNeed><SENtype> = DYSC* |
| *(792)* | *<Pupil><NAWSEN><SENNeed><SENtype> = DYSP* |
| *(793)* | *<Pupil><NAWSEN><SENNeed><SENtype> = ADHD* |
| *(794)* | *<Pupil><NAWSEN><SENNeed><SENtype> = GLD* |