



Department
for Education

The National Pupil Database

Data Request Application Form

Introduction

National pupil database data

This application form should be used for requesting extracts of data from the National Pupil Database (NPD). Other documents relating to the data request process can be found on the [NPD Online](#) website.

Before making an application, please make sure that you have read all the accompanying information on the [NPD Online](#) website including the [NPD User Guide](#).

This form should be filled in electronically and e-mailed to the NPD Data Request team at NPD.REQUESTS@education.gsi.gov.uk with a completed [Information Security Questionnaire](#).

Who can request access to the data?

The Education (Individual Pupil Information) (Prescribed Persons) (England) Regulations 2009, as amended enable the Department for Education to share individual pupil information from the NPD with named bodies and persons who for the purpose of promoting the education or well-being of children in England are conducting research or analysis, producing statistics, or providing information, advice or guidance. Access is subject to requesters complying with terms and conditions imposed under contractual arrangements and a rigorous approvals process.

Any person requesting access to the data will have to demonstrate that they will comply with all relevant requirements of the Data Protection Act 1998. They will need to demonstrate that they:

- Have appropriate security arrangements in place to process the data;
- Intend to use the data only for the specified purpose;
- Will keep the data only for the specified length of time;
- Will not try to further disclose the data without the prior written approval of the Department for Education.

Applicants will be expected to sign an agreement to confirm this and provide additional information about their security arrangements.

Please keep a copy of all the documents, including completed forms, for your own records.

Linked data

If you are applying for linked data you need to apply using a different form which can be found online [here](#). Linked data is any combination of the following:

- NPD data linked to Individualised Learner Record (ILR) data;
- NPD data linked to Higher Education Statistics Agency (HESA) data;
- NPD data linked to ILR and HESA data; or
- ILR data linked to HESA data.

Processing of NPD data

When you make a request for NPD data it will be considered for approval by the Education Data Division (EDD) with the exception of tier 1 data requests, which will be assessed by the department's Data Management Advisory Panel. The EDD will inform you of the outcome of the decision.

Where it is agreed to provide you with data, you will be provided with a [Data Sharing Agreement](#) and an [Individual Declaration Form](#) to sign and return.

Publication of details of requests

Please note that the Department for Education (DfE) has a policy of publishing details of all requests it receives for NPD data on their website.

DfE will publish a description of the NPD data requested and whether or not it is requested to be linked to ILR data or HESA data, the name of the requesting organisation, the intended use of the data and details of the outcome. For the avoidance of doubt, no personal data will be published by DfE.

Application Form

1 Contact details
Name of Applicant [REDACTED]
Name of person / organisation who will be entering into the Data Sharing Agreement ("the Requester")
School Guide UK Limited
Organisation type (e.g. Academic institution, Research organisation, Media, Individual citizen, etc.)
Online publisher
Position [REDACTED]
Department
Senior Management
Correspondence Address
[Registered address] 16 Forester Road Bath BA2 6QF
Postcode
BA2 6QF
Telephone [REDACTED]
Address at which the data will be processed (if different from above)
1 The Tramshed Beehive Yard Bath
[Office address]
Postcode
BA1 5BB
Telephone [REDACTED]
If you are a student please specify your supervising tutor and their telephone and e-mail address

2 Details of DfE Project Sponsor (if applicable)	
Title (Mr, Mrs, Ms, etc.)	
Name	
Job Title	
Division / Team	
Contact Address	
Telephone	
E-mail address	

3 Have you (or your organisation) previously applied to use or access NPD data (Please insert X)	
<p>Yes - state reference number(s), date of application(s) and name of applicant(s)</p>	<p>Yes. Application reference DR140723.03 submitted 23rd July 2014. Data approved 14 October 2014. We received excellent assistance in this matter from [REDACTED] and [REDACTED]</p>
No	

4 Information Commissioner's Office (ICO) Registration	
a	ICO Registration Number or Exemption Ground (It is mandatory to provide a registration number unless you have a valid exemption)
	ZA061976
b	ICO Registration Expiry Date
	24 June 2015

5	Enquiry details
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NPD - Specify which datasets, versions, tiers, academic years and sensitive fields are required along with any specific requirements relating to data linking and coverage in line with the NPD published guidance.

We are requesting access to Tier 1 pupil postcode information from the latest published School Census.

6 Intended use of data

a What are the aims of your project or research?

Our aim is provide an indicator of admission patterns for English schools. This will enable parents to make informed choices about the nearest suitable school for their child based on which school their child is most likely to gain admission to based on their postcode. Making local school choices transparent for parents benefits children who will, in turn, be matched to the local school that will enable them to achieve the best results, whether this be academic or with Special Educational Needs or other assistance.

b Is there a specific question you are seeking to answer?

Yes – how likely is a child able to gain access to their local school.

c Who is the intended audience?

Visitors to SchoolGuide.co.uk who are UK families – parents and children.

School Guide is a free to use website for parents and the official school data provider to Mumsnet. We launched in May 2013 and are now regarded as the leading online source of free school information for parents.

School Guide presents headline data on schools from publically available sources including the Department for Education (data performance tables) and Ofsted. Nominet, the UK's leading domain registrant, awarded us a prestigious Digital Innovation in Public Services award for our work on making school information clear and transparent for families. We are driven by the aim to help all families with school-age children.

Our intention is to create an indicator of admission patterns in our easy-to-read infographic style. We are passionate about harnessing the power of the internet as a force for good and educating parents about the school options in their local area that are relevant to their child.

d	<p>Why do you need the data requested to complete the aims of your project or research? You must specify why it is necessary for you to have the data you have requested including if appropriate whether you are conducting research or analysis, producing statistics or providing information, advice or guidance and how this will work will promote the education or well-being of children in England.</p>
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We were fortunate to receive the first level of NPD data, specifically nearest school to Lower Level Output Areas, to begin plotting catchment areas as a user-friendly admissions heat map for parents. This data has now been processed and is set to be live on SchoolGuide.co.uk on 1st December 2014. I am attaching a summary of the work ('School Guide catchment areas 2014').

We were advised at the time to begin by plotting maps with LSOAs and then request access to Tier 1 Output Areas to enable us to provide more granular data and 'fine tune' our maps, while all the time ensuring no living or individual postcode person will be identified through our work.

We are now requesting access to OAs combined with the following fields (as per our last request ref: DR140723.03)

DistCurrSch - Distance in miles from pupil postcode to current school

DistNearScool - Distance in miles from pupil postcode to nearest suitable school (this would pick up the appropriate phase of primary based on curriculum year of pupil and nearest special school for those pupils with SEN)

NearSchLAESTab - LA and establishment number of nearest suitable school to pupil postcode.

We will never share or publish individual-level data, and will ensure that the graphic representation of the data is executed in a way that no child or family will be identifiable. No exact postcode boundaries will be explicit as we appreciate the sensitivity of being able to pin-point specific homes to schools and the protection pupil identities will be paramount.

Our intention is to give an indication of catchment areas with aggregated postcodes and no specific postcodes will be explicit.

Making school admission patterns more transparent directly benefits children in two ways:

1. Parents have less uncertainty and anxiety regarding the likelihood of a school application being successful for their postcode and this impacts on the child in the home environment. It also enables a smoother transition to school for children as the options within their community and peer group are clear.
2. Schools have less individual enquiries regarding admissions and catchment areas and therefore have more time to administer care for children and, most importantly, teach. This benefits children in their current school provision setting.

School Guide has an award-winning User Interface (UI) and first-class User Experience (UX) status. We believe we can create the most transparent and effective indicator of school admissions for families.

School is official school data provider to Mumsnet, the largest parenting network in the UK.

e	<p>Where fields constituting sensitive or disclosive data are requested, please explain on a field by field basis why each item is required and why the same research outcome cannot be achieved by using less sensitive or disclosive data</p>
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We spent 12 months building and testing School Guide and our [REDACTED] has extensive experience of parsing CSV, XLS and PDF files. He and his team have done extensive research in to ways to assist families with admission indicators for local schools and believe that access to the Output Area data is key.

f	Are you proposing to match the data you have requested with any other data? (Please insert x)	
Yes - Please set out your intentions and provide copies of any approval(s) you have obtained		Yes – only if we can replace LSOAs with OAs on our database without creating a new database.
No		
g	If the data is to be published or reproduced (having applied agreed disclosure control measures as in section k below) what format will this be in? (Please insert an x for all that apply)	
Academic research paper		
Internal publication or report		
Website general access		X
Website with restricted access		
Commercial publication for which no charge will be made		
Commercial publication for which a charge will be made		
Other (please detail)		
h	Details of other individuals who you propose to have access to the data including their name, job title, organisation and address and why it is necessary for them to have access. Please note each user is required to make an <u>individual declaration</u> and may be required to complete a separate <u>Information Security Questionnaire</u>.	
Name	Job Title	Reason for access to data
[REDACTED]	[REDACTED]	The CTO will work on the import, implementation and subsequent disposal of the data as outlined in our accompanying NPD Security Questionnaire.

i	Where the individuals listed in "h" are from a different organisation to the applicant is there a contract in writing between the applicant and the other organisation(s) and does this cover data protection and information security arrangements?
Yes - Provide a summary of the contractual relationship and the data protection and information security arrangements in place.	
No - Explain why no written contract is required and provide us with a summary of the data protection and information security arrangements in place?	
Not applicable - No additional organisations are listed in "h".	X
j	When will you commence using the data? How long are you seeking to retain the data for? Why is this period necessary?
We will commence using the data within 72 hours of receipt and will retain the data for a maximum period of 12 weeks unless otherwise specified by the NPD safe guardians in our User Agreement.	
k	Are you proposing to use the Standard Disclosure Control as set out at section 4.3 of the NPD User Guide? (Please insert X)
Yes	X
No - How will you ensure that the confidentiality of individuals is preserved in any outputs arising from your use of the data?	

7 Have you discussed your request in advance with the DfE? If so, please specify the members of staff who have assisted you.

Yes – I have discussed this application at length with ██████████ in NPD Requests ██████████ He has advised that there is potential for the application to go to the NPD Board next week and we, if approved, would receive the data shortly afterwards.

Our last request took 3-months to process from application to approval and we are keen to do all we can and provide any additional information required to assist with a smoother process period.



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Any enquiries regarding this publication should be sent to us at www.education.gov.uk/contactus.

This document is also available from our website at [NPD Online](#).