Department for Education

The National Pupil Database

Data Request Application Form

Introduction

1. 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.

2. 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.

3.   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.

4.   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.

5.   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")

Lucas Publications Ltd

Organisation type (e.g. Academic institution, Research organisation, Media, Individual citizen, etc.)

[redacted]

Position

[redacted]

Department

Correspondence Address

3 Craven Mews, London

Postcode

SW11 5PW

Telephone

[redacted]

Address at which the data will be processed (if different from above)

Node 4, Lower Fram Road, Northampton,

Postcode

NN3 6SF

Telephone

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)
Yes – state reference number(s), date of application(s) and name of applicant(s)		X
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)
b	ICO Registration Expiry Date

5	Enquiry details

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.

Tier 2.Individual pupil level data – indentifiable and sensitive

KS2, KS4, KS5
matched – all data linked to census
2012/2013

School Cencus (formerly Plasc)
Spring
matched – all data linked to census
2014

Special Educational & Needs Output Area
Special Educational Needs – as in Statemented/School Action Plus/School Action/None – to enable us to analyse, for schools with significant SEN populations, how well the school does by such pupils and, at LA level, how statementing works locally.

Output Area: for a number of years we have published maps of where pupils at each school come from geographically. We have used Output Area to do this because Super Output Area produces a map that is too coarse to be useful to parents who want to understand which schools they have a reasonable chance of getting into. Outputs are well disguised, and we have had no complaints about our use of this data.

Year and month of birth
Anonymous pupil matching reference are all acceptable as mapped data, and I need no more As above, I need Output Area so that users can get a sufficiently precise idea of school catchment for this to be useful to them

6	Intended use of data
a	What are the aims of your project or research?

This is the same data that you have provided us with for a number of years. We will use it, as we do now, to analyse school performance, and in particular to examine how well schools perform for different types of pupil and in different exam subjects, and to show where pupils come from.

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

No.	

c	Who is the intended audience?

The general public

d	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.

This is the same data that you have provided us with for a number of years. We will use it, as we do now, to analyse school performance, and in particular to examine how well schools perform for different types of pupil and in different exam subjects, and to show where pupils come from.

e	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

The www.goodschoolsguide.co.uk website provides users with in depth analysis of the data therefore all fields are required.

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	matched – all data linked to census as per all previous applications.
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	X
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 individual declaration and may be required to complete a separate Information Security Questionnaire. | |

Name	Job Title	Reason for access to data
██████	██████	To write programs to analyse the data
████████	██████	To write programs to analyse the data
████████	████████████	To write programs to analyse the data, and to keep all our data up to date
██████	██████████████	To write programs to analyse the data, and to keep all our data up to date
██████	████████████	To write programs to analyse the data
██████	██████	To analyse the data

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.	There are security contract agreements, data protection agreements in place with all the above mentioned personnel. Written proof can be provided upon request.
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".	

j	When will you commence using the data? How long are you seeking to retain the data for? Why is this period necessary?

6 years. We provide trend analyses over 5 years, and need a grace period beyond that to process the new data that will supersede the old.

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 hav assisted you.

Department for Education

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The National Pupil Database, Individual Learner Records and/or
Higher Education Statistics Agency Student Records

Linked Data Request Application Form

Introduction

Linked NPD, ILR and HESA Data

This application form should be used for requesting linked NPD, ILR and HESA data. This means 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.

Before making an application, please make sure that you have read the relevant guidance for the linked data you require which is set out below:

NPD data - NPD website including the NPD User Guide

ILR data - http://www.theia.org.uk/ilr/

HESA data - www.hesa.ac.uk/linkeddata

This form and the Information Security Questionnaire should be filled in electronically and emailed back to the NPD Data Request team (NPD.REQUESTS@education.gsi.gov.uk).

Applications for standalone NPD, ILR and HESA Data

If you are applying for NPD data only, you need to apply using a different form. Further guidance about this form and how to request an extract from NPD can be found on the NPD website.

If you wish to apply for ILR data only, further guidance about how to request an extract from ILR can be found at http://www.thedataservice.org.uk/About/data_sharing/.

If you wish to apply for HESA data only, further guidance about how to request an extract from HESA can be found at www.hesa.ac.uk/IP.

Processing of Linked NPD, ILR and HESA Data

The Education (Individual Pupil Information) (Prescribed Persons) (England) Regulations 2009 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.

To enable linked NPD, ILR and HESA data to be requested from and provided by one organisation, the Department for Education (DfE) acts as data processor in relation to ILR and HESA data.

When you make a request for linked data, this will be forwarded by DfE to the following:

- The Chief Executive of Skills Funding Agency (the Chief Executive) and Department for Business, Innovation and Skills (BIS) who are Joint Data Controllers of the ILR data for the purposes of responding to such requests; and/or

- Higher Education Statistics Agency and the Higher Education Funding Council for England (HEFCE) who are Joint Data Controllers of the HESA data for the purposes of responding to such requests.

These bodies will decide whether to release their data to you. They will communicate their decisions to DfE (including specifying any special terms for the release of their data) who will inform you of the outcome of their decisions.

Where it is agreed to provide you with data you will be provided with an Agreement for the supply of Linked Data and an Individual Declaration form to sign and return. A sample Agreement for the supply of Linked Data and Individual Declaration form can be found here.

Publication of Details of Requests

Please note that DfE has a policy of publishing details of all requests received by DfE 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.