

Dear Ms Persson,

Thank you for your request for information, and subsequent clarification of your request, which was received on 23 August 2020.

Your request was:

1. Number of child records in CiN NPD dataset for each year. For the full CiN dataset for 2019, number of children with and without a valid UPN.
2. Details of what datasets the CiN data has been linked to by the department.
3. User access to the data:
 - a. Number of approved users outside of the department;
 - b. Details of which third party organisations users are, beyond DfE;
 - c. Details of accountability for the role assignments/security access to users;
 - d. How many times the CiN data has been accessed within DfE;
 - e. Number of internal users with access to the CiN data;
 - f. Details on different levels of access rights, and whether these are role based within DfE; and
 - g. Whether the same role based security arrangements will apply to the expansion of the CiN data set out in RFC 1109: CiN census 2020 to 2021 assessment code set.
4. Which data items are collected by DfE but not included in the NPD dataset.

I have answered your questions below. Please also find attached a dataset containing the fields requested in questions 1 and 2.

1. The tab "1. CiN by academic year" in the attached Excel sheet gives the number of child records that are held in the CiN NPD dataset for each academic year, from 2008/9 to 2018/19. Data is held in several tables within the database; the Excel sheet gives the name of each table and the number of records held in each per academic year, along with the total across all years.

Please note, the number of records in a table does not necessarily correspond to the number of individual children. For example, the table n_Census_CIN_Assessments will contain a record for each assessment that took place, and we know that some local authorities return data on more than one assessment per child per year. We also know that children may have several different episodes of need, each of which will be recorded as a separate record.

The full CiN dataset (i.e. the data collected from Local Authorities, before it is matched into the NPD) for the 2018-19 collection contains the following number of children with an episode of need at any point within the reporting year, with and without a valid Unique Pupil Number (UPN):

Number of children:	2018/19
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with a valid UPN	476,848
without a valid UPN	231,993
Total	708,841

- The CiN data has been linked to the National Pupil Database (NPD) by the department, and the NPD itself contains several other datasets. Within the NPD, CiN data is matched to any other dataset which has Unique Pupil Number (UPN) as an identifier.

These are as follows:

Dataset	Description
School Census Pupil Level (includes Pupil Referral Units from 2013/14)	This has information on pupils attending maintained schools. From Spring 2013/14, this includes local authority (LA) maintained PRUs and alternative provision (AP) academies, including AP Free Schools.
Pupil Referral Unit Census (incorporated into the School Census from 2013/14)	This has information on children attending local authority (LA) maintained PRUs and alternative provision (AP) academies, including AP Free Schools. From Spring 2013/14, this data is collected as part of the School Census.
Alternative Provision Census	This has information on children in Alternative Provision i.e. a school not maintained by an LA but which the authority is paying full tuition fees for.
Early Years Foundation Stage Profile	This has information on the statutory assessment of children in the final year of the Foundation Stage (Reception year).
Phonics	This has information on the Phonics assessment of learners by the end year 1 of schooling.
Key Stage 1	This has information on the assessment of learners by the end of year 2 of schooling.
Key Stage 2	This has information on the assessment of learners by the end of year 6 of schooling.
Year 7 Tests	This has information on the assessment of learners by the end of year 7 of schooling.
Key Stage 3	This has information on the assessment of learners by the end of year 9 of schooling.
Key Stage 4	This has information on the assessment of learners by the end of year 11 of schooling.
Key Stage 5	This has information on the post-16 assessment of learners in school sixth forms and FE colleges.

Children Looked After	This has information on children looked after by local authorities in England.
Pupil Absence	This has information on pupil absences derived from the termly School Census.
Exclusions up to 2004/05	This has information on pupil exclusions as collected in the termly School Census.
Exclusions 2005/06 onwards	This has information on pupil exclusions as collected in the termly School Census (new format).
Post-16 Learning Aims	This has information on post-16 learning aims as collected in the School Census.
National Client Caseload Information System	This has information from the National Client Caseload Information System on employment destinations.

A UPN is automatically allocated to each child in maintained schools in England and Wales. It is an identifier only for use in an educational context during a child's school career. Local authorities are required to return UPNs as part of the CiN census.

A record from the CiN census is matched into the NPD if there is enough identifiable or characteristic information (mainly UPN, but also gender and date of birth) available in that record which either:

- a) identifies the child as already being in the NPD via its appearance in other data sources (which includes the school census and the early years census and 6 previous CiN-NPD datasets) and from which the existing pupil ID can then be attributed to the new record from the 2018 to 2019 CiN census, or
- b) involves creating a new pupil ID for the child when the child's characteristics cannot be accurately determined as currently existing in the NPD.

Hence, even though a record from the CiN census has been matched into the NPD (i.e., given a pupil ID), it does not necessarily mean that it can be linked to other data in the NPD if there is no other information attributed to that pupil ID from other data sources. This is particularly relevant for the CiN census as a new child can appear, and therefore be matched into the NPD for the first time, before they start school if enough characteristic information is available in their CiN record to create a new pupil ID.

The tab '2. CIN-NPD Data items' of the attached Excel file shows the CiN data fields which are stored in each table of the NPD, along with the associated identifiability risk level and sensitivity level. Please scroll to the right for the key regarding these levels.

3. User access to the data:

- a. The Department holds the information you have requested. However, the information is not held in a centralised format, and the Department estimates that the cost of complying with your request would exceed the cost threshold applicable to central Government. This is £600 and represents the estimated cost of one person spending 3½ working days locating, retrieving and extracting the information.

Under section 12 of the Act the Department is therefore not obliged to comply with your request and will not be processing it further.

However, if you were to make a new request for a narrower category of information or limit the scope of your request, the Department may be able to comply with your request within the cost limit, although I cannot guarantee that this will be the case.

Some possible ways of narrowing your request include specifying a particular time period, or specific data shares that you are most interested in.

- b. Details on the external users of DfE data, including CiN and NPD data, can be found in the department's [external data share releases](#). These documents contain detail of all NPD third-party data requests and external organisation data shares. Shares that involve CiN data are likely to contain the terms "CiN" or "children in need", though we cannot guarantee that all relevant shares will contain those descriptive terms.

DfE have data sharing agreements with Ofsted and the Office of the Children's Commissioner (OCC), and details of the CiN data provided under these agreements is included in the published releases at the link above.

Requests for non-NPD CiN data still go through the Data Sharing Approval Panel (DSAP) process.

- c. The department has appointed Information Asset Owners (IAO) for each of its information assets, one of which is the CiN dataset. The key responsibilities of this role are provided below:
- Recording and removing assets from the register according to the lifecycle of the asset;
 - Management of asset-risk in line with department appetite;
 - Escalating risk to asset outside of departmental risk appetite;
 - Providing formal reporting on assets to the Senior IAO at least annually;
 - Knowing the physical location of the asset;
 - Decisions on use, transfer, access controls for the asset;
 - Recording incident management reports relating to the asset;

- Being aware of processing activities associated with the asset;
- Determining the value of the asset to the business (impact);
- Provides strategic direction for use and lifecycle of the asset;
- Ensures training in line with Senior IAO; and
- Notifying KIM team of replacement when moving from role.

The CiN IAO controls internal access to the dataset through authorisation and management of the accounts with access to the data, and these are kept to the minimum to enable the department to collect, manage and appropriately use the data to carry out its functions e.g. produce statistical releases and secondary analysis. Also, the IAO is asked to give advice and approval for external data shares before the request is considered by the Data Sharing Approval Panel (DSAP).

- d. Information on the number of times the databases holding CiN data have been accessed is not held by the department.
- e. CiN data is held on a number of databases within the department, for the purposes of primary and secondary statistical analysis.

10 people have access to the dataset that contains the most recently collected CiN data. This is restricted to the data collection team and management chain, including the IAO, who are directly involved in the data collection and statistical release and therefore need this level of access to carry out their roles.

After the main statistical release, the CiN data is opened up more widely, to colleagues who need to do secondary analysis and require access for the purpose of carrying out their role effectively. 23 individuals have access to this dataset.

137 users have access to the CiN data that resides within the Pupil Data Repository (PDR) database, the primary means of accessing NPD data for internal DfE staff.

Access rights to the PDR and analytical databases are subject to continuous audit and review, with users who no longer require access being removed.

The figures above do not include those with access to the CiN collection on the department's COLLECT data collection system, such as a small number of Data Collections Service Desk staff and the technical development staff who prepare and administer the collection. These individuals require access to the collection blade to carry out their roles, but are not users of the data.

- f. The IAO determines whether a user has read-only or read-write access to the data. The response to question e. details the different datasets that the user may have access to. Each of the datasets

contains the full non-NPD CIN data, so each user has access to all of the data included in the data store. The access is role based, but not grade-based, and is about the requirement to have access to the data.

- g. RFC 1109 and the change to the assessment code set is about the introduction of child on child and adult on child codes for the physical abuse and sexual abuse factors identified at the end of assessment.

This data will be collected and stored in the same way as the other assessment factors, and will be collected for the first time in the 2020 to 2021 data collection (to be collected by the department between April and July 2021). This data will be available to internal users through the datasets outlined in response to question 3.e..

- 4. Considering the most recent data collection included in the NPD, 2018 to 2019, data on assessments, factors identified at the end of assessment, and Section 47 enquiries are collected by the department, but are not included in the NPD version of the CIN data. The list of data items is provided below:

AssessmentActualStartDate
AssessmentInternalReviewDate
AssessmentAuthorisationDate
AssessmentFactors
S47ActualStartDate
InitialCPCtarget
ICPCnotRequired

Further information on the data items collected is available in the guidance documents that are provided for the data collection:

<https://www.gov.uk/guidance/children-in-need-census>.

I have dealt with your request under the Freedom of Information Act 2000.

The information supplied to you continues to be protected by copyright. You are free to use it for your own purposes, including for private study and non-commercial research, and for any other purpose authorised by an exception in current copyright law. Documents (except photographs) can be also used in the UK without requiring permission for the purposes of news reporting. Any other re-use, for example commercial publication, would require the permission of the copyright holder.

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If you have any queries about this letter, please contact me. Please remember to quote the reference number above in any future communications.

If you are unhappy with the way your request has been handled, you should make a complaint to the Department by writing to me within two calendar months of the date of this letter. Your complaint will be considered by an independent review panel, who were not involved in the original consideration of your request.

If you are not content with the outcome of your complaint to the Department, you may then contact the Information Commissioner's Office.

Yours sincerely,

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