



Department
for Education

School preference (child level) data collection 2015

**Business and technical specification -
version 1.2**

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CBDS

This specification must be read in conjunction with the Excel workbook giving the current version of the revised [Common Basic Data Set \(CBDS\) database](#).

Assumptions made in creating this specification

A1	The collection will use COLLECT as the data collection mechanism.
A2	Education Data Division will only accept submissions in XML format.
A3	<p>There will be two instances of this collection in 2015.</p> <p>Each local authority (LA) will return two files. In March 2015, LAs will make one return containing details of preferences and offers made in relation to secondary national offer day (NOD); and in April 2015 LAs will make a second return containing details in relation to primary national offer day (NOD).</p>
A4	LAs will provide one record per child relating to either an application made on their behalf for a school place, and/or where an offer has been made to parents, as at national offer day.

1 Introduction

1.1 Purpose and background

This specification describes the requirements for a child level data collection, the school preference data collection 2015. The data to be collected will consist of a) local authority (LA) details, b) LA level information on the total number of places available, and c) child-level information for those children in scope, including personal details and information about their school preferences and any offer made.

The collection will involve the LA making two returns, one each to cover admissions applications in relation to both primary and secondary school children.

In 2014 this collection replaced the aggregate level collection on secondary school preference data submitted by LAs in previous years. The key differences are:

- the change to child level, rather than aggregate level, returns;
- the extension of the collection to include a second return containing admissions applications of primary school children;
- the submission of the data in XML format and the use of COLLECT as the data collection mechanism rather than submission via a web form or a spread sheet via email.

The specification covers the expected returns to DfE and the validation rules which will be applied to the data submitted.

The following diagram outlines the overall scope of the collection:

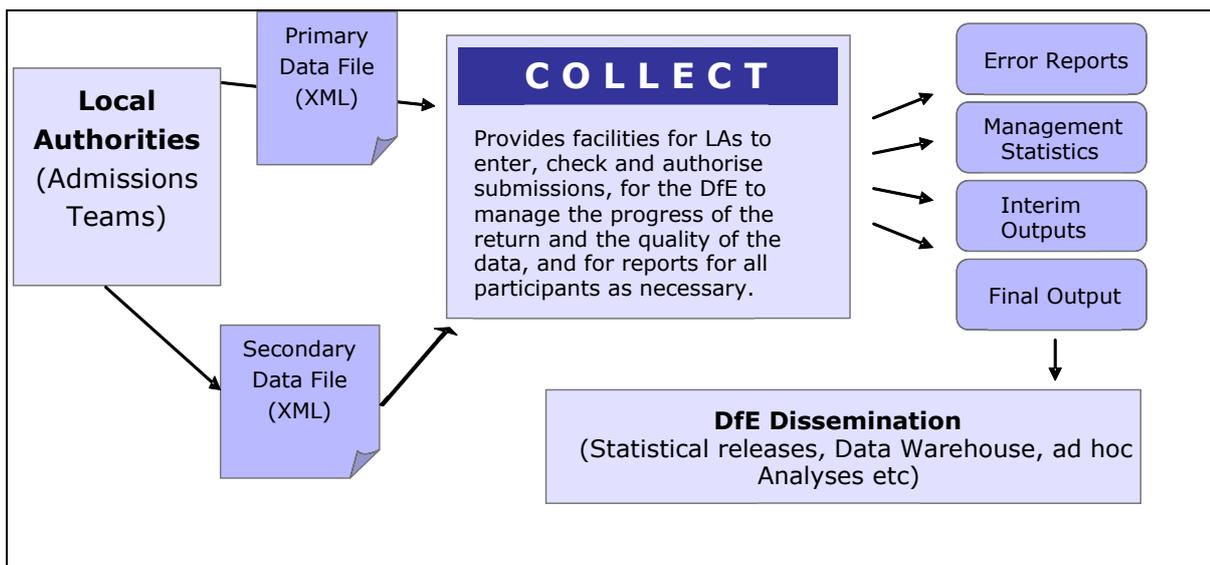


Figure 1 High level data collection process

- This requirements specification consists of:
- This Word document containing a narrative, sample XML messages and validation rules;

The [Common Basic Data Set \(CBDS\)](#) excel workbook.

1.2 Scope and timing of returns

The Information as to the Provision of Education (England) Regulations 2008 were amended to require LAs to submit child level data on both primary and secondary school applications and offers made in relation to children resident in their area and are now 'The Information as to Provision of Education (England) (Amendment) (No.2) Regulations 2013'. Data should be provided in relation to all schools forming part of the LA's coordinated admissions process (including community, foundation, voluntary controlled and voluntary aided schools, and academies and free schools).

The regulations will require an LA to provide the Secretary of State with a return containing the information specified for this collection within 5 working days of the relevant national offer day. The relevant dates for 2015 are:

- Secondary national offer day – Monday 2nd March 2015 (latest date for submission of data Friday 6th March 2014)
- Primary national offer day – Thursday 16th April 2015 (latest date of submission of data Wednesday 22nd April 2015)

The data submitted must be that as of the relevant national offer day.

Unlike in previous years, there will be no facility or requirement for a follow-up collection in September to update preferences and offers made amended as a result of appeals or to include late applications.

LAs should only return admissions data for a single entry year. The minority of LAs who have two admissions years at either primary or secondary level (e.g. because of middle deemed secondary schools) must submit only the year with the largest intake.

Late applications should be included if they have been treated as 'on time' and dealt with in the first round of allocations on NOD. Late applications that were dealt with on NOD, but not in the first round of applications, should be removed).

Applications which were late but which one or more of the schools named as a preference were prepared to consider as on time, and therefore the applicant was considered for that school (those schools) in the first round on NOD, should be included.

Child-level details of those children with a SEN statement, and where the destination school has been determined in the statement rather than through the coordinated

admissions process should **not** be included in the return. (Although the places taken up by these children should be included in the 'total number of places on offer' data provided).

1.3 Structure of the collection

The school preference data collection 2015 will consist of header information, including details of the LA making the return, LA level information, and child level data. The latter comprises one or more modules (a subset of the child level data).

1.4 Providing information about the local context

The department would welcome any local contextual information that LAs can provide alongside the data submission that they feel may add value and background information to the data. For example, the department carries out verification checks comparing the data submitted by LAs against the published data for the previous year. Therefore, it would be particularly helpful if LA could provide an explanation of any instances where their data is significantly different from the previous year (e.g. if there is a significant change in the number of applications made or the percentage of preferences met).

LAs are asked to email any additional information to school.preference@education.gov.uk by the deadlines set out in section 1.2, and asked to title their email **school preference data** followed by the name of the LA.

2 Guidance section - header details

Section 4 describes the XML format for the return of the data. Separate files will be required for (a) secondary, and (b) primary preferences and offers made to the deadlines set out in section 1.2. For both files, the data items required within the Header are as follows:

<p>Survey Collection Name <Collection> (800001) will be 'PREFSEC' for the secondary return and 'PREFPRI' for the primary return;</p> <p>Description: Name of the data collection e.g. PREFSEC – School Preference (Child Level) – Secondary Return; PREFPRI – School Preference (Child Level) – Primary Return. These collections are included in CBDS Code Set D00083.</p>
<p>Survey Year <Year> (800003) will be '2015';</p> <p>Description: The year of the collection.</p>
<p>Survey Reference Date <ReferenceDate> (800004) will be '2015-03-02' for the secondary file and '2015-04-16' for the primary file;</p> <p>Description: The reference date is normally the day of the census or collection and is used as the baseline date from which comparisons with other dates in the return can be made.</p>
<p>Source Level <SourceLevel> (800005) will be 'L';</p> <p>Description: Should be set to L for a local authority system</p>
<p>LA <LEA> (200001) is the LA Number;</p> <p>Description: Standard DfE three digit local authority number.</p>
<p>Software Code <SupplierID> (800031) will be a free format field that can be populated with whatever identifier the software supplier wants to use.</p> <p>Description: Software supplier reference</p>
<p>Release <Release>,(800008) is a code / date (or combination) provided by the Software Supplier to assist in identification</p>
<p>Serial No <SerialNo> (800007) will start at '001' and then be incremented by 1 each time a new file is prepared for submission;</p> <p>Description: An incremented number, generated by a provider's software, enables data collection systems to identify re-submissions.</p>

Date / Time <DateTime> (800010) is the Date and Time when the file was prepared or generated in CCYY-MM-DDThh:mm:ss format;

Description: Date and time of generation of the return.

CBDS Level <CBDSLevel> (800011) 'LA' and 'Pupil' should be provided.

Description: Shows which of the defined CBDS levels are present within a data return.

3 Guidance section – LA level

3.1 Overall description

This section describes the LA level of the two returns making up the school preference data collection 2015.

Full descriptions of the data items in each of these modules are shown in the [Common Basic Data Set](#) using the references in this specification.

The paragraphs below contain guidance.

LAs should only return admissions data for a single entry year. The minority of LAs who have two admissions years at either primary or secondary level (e.g. because of middle deemed secondary schools) must submit only the year with the largest intake.

Section 5.6 contains a sample XML message structure which shows the modular layout.

3.1.1 LA admissions module

This module contains details of the total number of admissions places available. Note that only one figure needs to be returned in each of the two returns: a) secondary and b) primary.

a) Number of secondary places on offer (300029)

This is required only for the return in relation to the secondary national offer day (NOD). It will show the number of admission places in home LA secondary schools (i.e. the total of the published admission numbers for all secondary schools part of the LA coordinated admissions process) for the 2015 admission year. This figure should include places retained for children with a SEN statement.

b) Number of primary places on offer (300030)

This is required only for the return in relation to the primary national offer day (NOD). It will show the number of admission places in home LA primary schools (i.e. the total of the published admission numbers for all primary schools part of the LA coordinated admissions process) for the 2015 admission year: this will normally be reception year. This figure should include places retained for children with a SEN statement.

4 Guidance section - child level

4.1 Overall Description and Scope

This section describes the child level of the school preference data collection 2015.

A single child level record should be provided relating to:

- any child to which the LA made an offer of a school place on national offer day (NOD) regardless of whether an application was made on their behalf, and
- any child where an application was made on their behalf with at least one preference expressed, regardless of whether the LA made an offer of a school place on national offer day (NOD). This should include late applications if treated as 'on time', but should not include late applications that were dealt with on NOD, but not in the first round of applications (these should be removed). Applications which were late but which one or more of the schools named as a preference were prepared to consider as on time, and therefore the applicant was considered for that school (those schools) in the first round on NOD, should be included.

A child level record should be **not** be provided for:

- any child with a SEN statement, and where the destination school has been determined in the statement rather than through the coordinated admissions process.
- any child where an application was not made, and that child was not offered a place by the LA making the return.

Duplicate records for the same child should not be provided.

Full descriptions of the data items in each of these modules are shown in the [Common Basic Data Set](#) using the references in this specification.

The paragraphs below contain guidance.

Section 5.6 contains a sample XML message structure which shows the modular layout.

4.1.1 Pupil / child identifiers module

This module contains the UPN, name, date of birth and gender of the child being the subject of the application and/or made an offer. This module is required for each child in scope in both returns: (a) secondary and (b) primary.

UPN (Unique Pupil Number) (100001)

If the child has a UPN (which should include all of those on the secondary return, unless they have not attended a mainstream school previously) then it should be provided. For

the primary return the UPN should be provided if known. Many primary level children will yet to have been allocated a UPN, in which case this field should be left blank.

Surname (100003)

Forename (100004)

Middle Names (100006)

Date of Birth (100007)

Gender (100008)

4.1.2 Home information module

This module contains the current home address of the child being this subject of the application and/or made an offer. This module is required for each child in scope in both returns: (a) secondary and (b) primary. The address can be provided in one of two formats (but not both, or a mixture), which are:

Post Code (100121), must be provided together with the remainder of the address in either

BS7666 (v1.4) address format

SAON (100103)

PAON (100109)

Street (100115)

Locality (100116)

Town (100117)

Administrative Area (100118)

Post Town (100119)

A valid BS7666 (v1.4) address will contain a minimum of the PAON, Street at least one of Locality, Town or Administrative Area or Post Town alongside the Post Code.

or

Line address format

Address Line 1 (100128)

Address Line 2 (100129)

Address Line 3 (100130)

Address Line 4 (100131)

Address Line 5 (100132)

For line address, the minimum of two address lines must be provided alongside the **Post Code**.

4.1.3 Admissions module

This module contains details relating to the admissions application or offer made. This module is required for each child in scope in both returns: (a) secondary and (b) primary.

For each record the:

Admissions entry year group (100294)

For each child where an application has been made:

On-Line Application (100526) – a flag showing `True or 1` if the coordinated admissions application was made online. This field should be left blank if no application was made.

Where appropriate:

NonApplicantOffer (100527) – a flag showing `True or 1` where an application on behalf of a child was not received but the child was subsequently offered a place by the LA.

NoPreferenceMet (100528) – a flag showing `True or 1` where an application on behalf of a child was received but no preferences could be met. Note the child would normally be offered an alternative, non-preference, place by the LA but `True or 1` should be entered whether this is the case or not. The field should be left blank if no application was made or no preferences declared.

4.1.4 Preference details module

This module contains details about the different schools named as preferences on the application made on behalf of the child – including the ranking of those preferences –and details of the school offered on national offer day (where an offer was made). This module is required for each child in scope in both returns: (a) secondary and (b) primary.

For each preference made (as allowed by specific LA but up to a maximum of six) the rank of the preference and the LA number and Establishment Number should be provided as follows:

Preference Rank (100300)

LA Number (200001)

DfE Establishment Number (200636)

Where multiple preferences are expressed on the application then each preference for an individual child should be a unique combination of LA Number and DfE Establishment Number. Preferences should be returned in order, starting with the preference ranked '1'.

Additionally, details of the school offered on national offer day (where an offer was made) should be provided as follows:

LA Number (200001)

DfE Establishment Number (200636)

4.2 Data relationships

This table shows the valid combinations of data items as set out in section 4 for the scenarios possible within returns.

Scenario	Preference Data	Offer Data	Non Applicant Offer	No Preference Met	On-Line Application
1 Pupil applied (expressed preferences) and was offered a place in one of their preferred schools	Populated for at least one preference	Populated	False	False	True/False
2 Pupil applied and was offered a place at a school which was not one of their preferences	Populated for at least one preference	Populated	False	True	True/False
3 Pupil applied and was not offered a school place	Populated for at least one preference	Blank	False	True	True/False
4 Pupil did not apply, but was offered a school place	Blank	Populated	True	Blank	Blank

5 Data return format

The school preference data collection 2015 must be submitted to DfE in XML format, as described in this section.

The following general points should be noted for the above formats.

Note: The example provided is for the school preference secondary return (not primary)

5.1 Data items with no values

For the purposes of this collection the 'no data, no tag' principle will apply. Within XML, where there is no value for a particular item then the tag should not be shown. If circumstances arise where all of the data items in a container have no value then that container should not be returned.

Where there is a missing item or value where one is expected or required an error will be generated when the return is loaded into COLLECT. (See section 6, Validation Checks, for details).

5.2 XML format submission

An XML submission will be a single message consisting of:

- A header
- One LA level module
- A repeating group containing the data for each child

	<Message>
	<Header> - see 5.3 below for details
	<LA> - see 5.4 below for details
	<AdmissionsChild> - see 5.5 below for details
	</Message>

5.3 XML header

Separate files will be required for (a) secondary, and (b) primary preferences and offers made to the deadlines set out in section 1.2. A standard XML message header is required for each file. The data items should be populated according to the guidance in

Section 2. The layout (along with **example** data for **school preference secondary**) is as follows:

	<Header>
	<CollectionDetails>
800001	<Collection>PREFSEC</Collection>
800003	<Year>2015</Year>
800004	<ReferenceDate>2015-03-02</ReferenceDate>
	</CollectionDetails>
	<Source>
800005	<SourceLevel>L</SourceLevel>
200001	<LEA>303</LEA>
800006	<SupplierID>Software Supplier Reference</SupplierID>
800008	<Release>1.4 2015-10-11</Release>
800007	<SerialNo>001</SerialNo>
800010	<DateTime>2015-03-04T11:14:05</DateTime>
	</Source>
	<Content>
	<CBDSLevels>
800011	<CBDSLevel>LA</CBDSLevel>
800011	<CBDSLevel>Pupil</CBDSLevel>
	</CBDSLevels>
	</Content>
	</Header>

5.4 LA XML message structure

	<LA>
	<AdmissionsPlaces>
300029	<SecondaryPlaces>35435</SecondaryPlaces>
	</AdmissionsPlaces>
	</LA>

5.5 Child XML message structure

	<AdmissionsChild>
	<PupilChildIdentifiers>
100001	<UPN>K370123456789</UPN>
100003	<Surname>Bishop</Surname>
100004	<Forename>Jane</Forename>
100006	<MiddleNames>Julia</MiddleNames>
100007	<DOB>2004-03-24</DOB>
100008	<Gender>F</Gender>
	</PupilChildIdentifiers>
	<HomeInformation>
100121	<PostCode>NN1 3NN</PostCode>
	<BS7666Format>
100103	<SAON>2 Flat</SAON>
100109	<PAON> 123</PAON>
100115	<Street>Kirk Lane</Street>
100116	<Locality>Inner Area</Locality>

100117	<Town>Redborough</Town>
100118	<AdministrativeArea></AdministrativeArea>
100119	<PostTown>Marske</PostTown>
	</BS7666Format>
	<LineAddressFormat>
100128	<AddressLine1>6 High Street</AddressLine1>
100129	<AddressLine2>North Park</AddressLine2>
100130	<AddressLine3>Linbury</AddressLine3>
100131	<AddressLine4>LittleTown</AddressLine4>
100132	<AddressLine5>Shireborough</AddressLine5>
	</LineAddressFormat>
	</HomeInformation>
	<Admissions>
100294	<EntryYearGroup>7</EntryYearGroup>
100526	<OnLineApplication>True</OnLineApplication>
100527	<NonApplicantOffer>False</ NonApplicantOffer >
100528	<NoPreferenceMet>False</NoPreferenceMet>
	</Admissions>
	<PreferenceDetails>
	<Preferences>
	Note: For each <PreferenceDetails> container there can be 0 to 6 instances of <Preference> and between 0 and 1 <Offer>.
	<Preference>
100300	<PreferenceRank>1</PreferenceRank>

200001	<LEA>303</LEA>
200636	<Estab>4001</Estab>
	</Preference>
	<Preference>
100300	<PreferenceRank>2</PreferenceRank>
200001	<LEA>351</LEA>
200636	<Estab>4002</Estab>
	</Preference>
	</Preferences>
	>/PreferenceDetails>
	<Offer>
200001	<LEA>303</LEA>
200636	<Estab>4001</Estab>
	</Offer>
	</AdmissionsChild>

5.6 Special notes for XML returns

The standard XML entity references should be used for the following special characters:

Character	Entity reference
Ampersand (&)	&
Left Angle Bracket (<)	<
Right Angle Bracket (>)	>
Single Quote / Apostrophe (')	'
Double Quotes (")	"

For special characters such as é use a character reference such as é. This produces a generic XML file which can be viewed as such in a suitable browser. Details of all such characters are found within the XML standard documentation - see for example [Extensible Markup Language \(XML\) 1.0 \(Third Edition\)](#) Section 2.2.

DfE recommends that the file is given a meaningful name that includes the LA number (the 3 digit serial number). The file extension should be .xml. This will help users in selecting the correct file to upload to COLLECT.

5.7 XML file generic naming conventions

The following file naming conventions apply:

- The file extension will be XML
- The file name shall be constructed from the following components:
 - Origin Identifier consisting of the LA Number (3 digits)
 - Collection name where 'PREFSEC' indicates school preference (child level) – secondary return
 - Serial Number (3 digits)
- The components should be separated by underscore characters (“_”)
- An example of a file name for this collection would be: 801_PREFSEC_001.XML.

5.8 Secondary and primary returns

As noted at the start of Section 5 of this specification, the XML example file is for the PREFSEC return only. If a PREFPRI (i.e. Primary) return is being provided, the following should be adhered to:

- File Name: `PREFPRI` i.e. the school preference (child level) primary return (7 digits)
- XML tags:
 - <Collection>PREFPRI</Collection>
 - <ReferenceDate>2015-04-16</ReferenceDate>
 - Include: <PrimaryPlaces> instead of <SecondaryPlaces>

6 Validation checks

This section specifies validation rules that are applied to the data by DfE using COLLECT. They should also be applied, as far as possible, by LAs prior to loading the data onto the COLLECT system and any issues resolved.

Those data items included in the tables but not appearing in the validation rules - that is, those not shown in the validation rules as "must be present" - should be supplied where available (e.g. pupil's middle name).

The table also shows which validations are errors and which ones are queries.

- An error is a failed validation check that **must be corrected** before the return is submitted.
- A query is one which **must be investigated**, and potentially corrected, as it identifies data that would usually be invalid. Queries may be accepted with appropriate notepad entries. The department will accept notes at return level which include the relevant query numbers and pupil identifiers.

6.1 File header validation

Seq Number	Error/ Query	Validation Check	Error Message
050	Error	For School Preference (Child Level) – Secondary Return only: <Collection> (800001) must be present and = 'PREFSEC'	Survey Collection Name should be 'PREFSEC'.
051	Error	For School Preference (Child Level) – Primary Return only: <Collection> (800001) must be present and = 'PREFPRI'	Survey Collection Name should be 'PREFPRI'.
012	Error	<Year> (200125) must be present and = '2015'	Year should be '2015'.
052	Error	For School Preference (Child Level) – Secondary Return only <ReferenceDate> (200125) must be present and = '2015-03-02'	Reference Date must be 2 March 2015
053	Error	For School Preference (Child Level) – Primary Return only <ReferenceDate> (200125) must be present and = '2015-04-16'	Reference Date must be 16 April 2015
014	Error	<SourceLevel> (800005) must be present and = 'L'	Source Level should be 'L'.
017	Query	<SupplierID> (800031) must be present	Software Code should be present.
019	Query	<SerialNo> (800007) must be present and a numeric number in the format 'nnn'	Serial No. should be present.

Seq Number	Error/ Query	Validation Check	Error Message
020	Error	<DateTime> (800010) must be present and in the format 'CCYY-MM-DDThh:mm:ss'	Date/ Time file generated should be in the format 'yyyy-mm-ddThh:mm:ss'.
021	Error	<CBDSLevel> (800011) must be present and = 'Pupil' OR 'LA'	CBDS Level should be 'pupil' or 'LA'
8000	Error	<LEA> (200001) must be present and a valid value	Local Authority number missing or invalid

6.2 LA level validation

Seq Number	Error/ Query	Validation Check	Error Message
086	Error	No Admission Places information is present in the return	The Admission Places record is blank
082	Error	Where <Collection> = 'PREFSEC' then <SecondaryPlaces> (300029) must be present and >0	A Secondary return is present but there are no school places details provided
083	Error	Where <Collection> = 'PREFPRI' then <PrimaryPlaces> (300030) must be present and >0	A Primary return is present but there are no school places details provided

Seq Number	Error/ Query	Validation Check	Error Message
088	Query	<p>Where <Collection> = `PREFSEC`: Raise a Query where <SecondaryPlaces> (300029) for current year collection is \geq <SecondaryPlaces (300029) for previous year collection x 1.08.</p> <p>NB: The actual percentage difference should be included in the brackets in the query message</p> <p>NB1: A check should be made for a missing or `zero` value for the previous year. If found, please raise the following message. `This figure cannot be calculated as the previous year's admissions places was zero`.</p> <p>NB2: If current year admissions places is not completed or not greater than zero, the following message should be raised: `This figure cannot be calculated as the current year's admissions places is zero`.</p>	<p>The number of secondary school places reported for this collection is significantly higher (%) than the number reported for the previous year. Please check that the figure provided is correct and add a note giving the reason (e.g. new free school).</p>

Seq Number	Error/ Query	Validation Check	Error Message
089	Query	<p>Where <Collection> = `PREFSEC`: Raise a Query where <SecondaryPlaces> (300029) for current year collection is <= <SecondaryPlaces (300029) for previous year collection x 0.92.</p> <p>NB: The actual percentage difference should be included in the brackets in the query message</p> <p>NB1: A check should be made for a missing or `zero` value for the previous year. If found, please raise the following message. `This figure cannot be calculated as the previous year's admissions places was zero`.</p> <p>NB2: If current year admissions places is not completed or not greater than zero, the following message should be raised: `This figure cannot be calculated as the current year's admissions places is zero`.</p>	<p>The number of secondary school places reported for this collection is significantly lower (%) than the number reported for the previous year. Please check that the figure provided is correct and add a note giving the reason (e.g. school closure).</p>

Seq Number	Error/ Query	Validation Check	Error Message
090	Query	<p>Where <Collection> =`PREFPRI`: Raise a Query where <PrimaryPlaces> (300030) for current year collection is >= <PrimaryPlaces (300030) for previous year collection x 1.08.</p> <p>NB: The actual percentage difference should be included in the brackets in the query message</p> <p>NB1: A check should be made for a missing or `zero` value for the previous year. If found, please raise the following message. `This figure cannot be calculated as the previous year's admissions places was zero`.</p> <p>NB2: If current year admissions places is not completed or not greater than zero, the following message should be raised: `This figure cannot be calculated as the current year's admissions places is zero`.</p>	<p>The number of primary school places reported for this collection is significantly higher (%) than the number reported for the previous year. Please check that the figure provided is correct and add a note giving the reason (e.g. new free school).</p>

Seq Number	Error/ Query	Validation Check	Error Message
091	Query	<p>Where <Collection> =`PREFPRI`: Raise a Query where <PrimaryPlaces> (300030) for current year collection is <= <PrimaryPlaces (300030) for previous year collection x 0.92.</p> <p>NB: The actual percentage difference should be included in the brackets in the query message</p> <p>NB1: A check should be made for a missing or `zero` value for the previous year. If found, please raise the following message. `This figure cannot be calculated as the previous year's admissions places was zero`.</p> <p>NB2: If current year admissions places is not completed or not greater than zero, the following message should be raised: `This figure cannot be calculated as the current year's admissions places is zero`.</p>	<p>The number of primary school places reported for this collection is significantly lower (%) than the number reported for the previous year. Please check that the figure provided is correct and add a note giving the reason (e.g. school closure).</p>
084	Error	<p>At least one <AdmissionsChild> module must be present for each return</p>	<p>A return is present but there are no child details provided</p>
085	Error	<p>Within each return, pupils should only be included from the same entry year.</p>	<p>The return includes pupils from more than one entry year. Data should be provided for the largest entry year only.</p>

6.3 Child level validation

Seq Number	Error/ Query	Validation Check	Error Message
Pupil/ Child Identifiers module			
1500Q	Error	<p>For School Preference (Child Level) – Secondary Return only:</p> <p>Unique Pupil Number <UPN> (100001) should be present</p> <p>NB: This must be an `OK-able Error`.</p>	UPN missing. If it is not possible to provide a UPN for this child, please provide a return level note explaining why. This will be Okable in COLLECT
1510	Error	<p>If UPN is present <UPN> (100001) must contain the correct check letter.</p> <p>To calculate the check letter:</p> <ol style="list-style-type: none"> Multiply the individual digits by their weights as follows: digit 2 by weight 2; digit 3 by weight 3; digit 4 by weight 4; digit 5 by weight 5; digit 6 by weight 6; digit 7 by weight 7; digit 8 by weight 8; digit 9 by weight 9; digit 10 by weight 10; digit 11 by weight 11; digit 12 by weight 12; digit 13 by weight 13. Sum the individual results, divide the total by 23, and take the remainder. Calculate the check letter from the result as follows: 0 = A; 1 = B; 2 = C; 3 = D; 4 = E; 5 = F; 6 = G; 7 = H; 8 = J; 9 = K; 10 = L; 11 = M; 12 = N; 13 = P; 14 = Q; 15 = R; 16 = T; 17 = U; 18 = V; 19 = W; 20 = X; 21 = Y; 22 = Z. <p>For calculating the check letter (see above) any alphabetical character at digit 13 is accorded the same numerical value as listed in paragraph 3 above, i.e. A=0, B=1, C=2 etc.</p>	UPN invalid (wrong check letter at character 1)

Seq Number	Error/ Query	Validation Check	Error Message
1520	Error	Each <UPN> (100001) (where not blank) must be unique across all pupils within the data return	More than one pupil record with the same UPN
1530	Error	If <UPN> (100001) is present Characters 2-4 of <UPN> (100001) must be a valid post April 1998 LA code or recognised "pseudo LA" code (001-005, 201-213, 301-320, 330-336, 340-344, 350-359, 370-373, 380-384, 390-394, 420, 660-681, 701-708, 800-803, 805-808, 810-813, 815, 816, 820 -823, 825, 826, 830, 831, 835-837, 840, 841, 845, 846, 850-852, 855-857, 860, 861, 865-896, 908, 909, 916, 919, 921, 925, 926, 928, 929, 931, 933, 935-38)	UPN invalid (characters 2-4 not a recognised LA code)
1540	Error	If <UPN> (100001) is present Characters 5-12 of <UPN> (100001) must be numeric	UPN invalid (characters 5-12 not all numeric)
1550	Error	If <UPN> (100001) is present Character 13 of <UPN> (100001) must be numeric or A-Z omitting I, O and S	UPN invalid (character 13 not a recognised value)
1580	Error	<Surname> (100003) must be present	Pupil with last name missing
1590	Error	<Forename> (100004) must be present	Pupil with forename missing
1600	Error	<DOB> (100292) must be present.	Pupil's date of birth is missing
054	Query	<DOB> (100292) should be on or before 31 August 2011 i.e. pupil should not be younger than 4 on year of admission	Please check: Child shown is younger than 4 years old.

Seq Number	Error/ Query	Validation Check	Error Message
055	Query	<DOB> (100292) should be on or after 1 September 1999 i.e. pupil should not be older than 16	Please check: Pupil is over 16 years old
1610	Error	<Gender> (100008) must be present and – ‘M’ or ‘F’.	Pupil’s gender is missing or invalid.
Home Information module			
092	Error	Pupil’s home information details are missing	The home information details are missing for this pupil. Please enter the correct home information details.

Seq Number	Error/ Query	Validation Check	Error Message
2340	Error	<p data-bbox="506 280 1402 352"><PostCode> (100121) must be provided and must be in a valid format. Valid formats are:</p> <p data-bbox="506 400 618 427">An nAA</p> <p data-bbox="506 480 640 507">Ann nAA</p> <p data-bbox="506 560 640 587">AAn nAA</p> <p data-bbox="506 639 663 667">AAnn nAA</p> <p data-bbox="506 719 640 746">AnA nAA</p> <p data-bbox="506 799 663 826">AAnA nAA</p> <p data-bbox="506 863 1245 890">where 'A' is alphabetic and 'n' is numeric. Also valid:</p> <p data-bbox="506 943 618 970">BFPO n</p> <p data-bbox="506 1023 640 1050">BFPO nn</p> <p data-bbox="506 1102 663 1129">BFPO nnn</p>	Pupil's post code not provided, or in an unrecognised format
2350	Error	<AddressLine1> (100128) or <PAON> (100109) must be present.	Insufficient Address information provided.

Seq Number	Error/ Query	Validation Check	Error Message
2380	Error	If <PAON> (100109) is present, at least one of <Street> (100115), <Locality> (100116), <Town> (100117), <Administrative Area> (100118) or <PostTown> (100119) must be present	Please check: Where Dwelling is present, at least one of the Street, Locality, Town, Administrative Area or Post Town must be shown.
2400	Error	If <AddressLine1> (100128) present, one of <AddressLine2> (100129) <AddressLine3> (100130) <AddressLine4> (100131) or <AddressLine5> (100132) must be present.	Where first line present, at least one other address line must also be present.
2445Q	Query	If <AddressLine1>, <AddressLine2>, <AddressLine3>, <AddressLine4> or <AddressLine5> present, <PAON> (100109), <Street> (100115), <Locality> (100116), <Town> (100117), <AdministrativeArea> (100118) or <PostTown> (100119) should not be present.	Address information drawn from two conflicting formats.
Admissions and Preferences Modules			
093	Error	Pupil's admissions details are missing	The admission details are missing for this pupil. Please enter the correct admission details.
094	Error	Child has more than one offer.	There is more than one offer recorded. Please remove the invalid offer.

Seq Number	Error/ Query	Validation Check	Error Message
056	Query	<p>For School Preference (Child Level) – Secondary Return only: <EntryYearGroup> (100294) must be present and one of '4', '5', or '6','7', '8', '9', or '10'.</p> <p>For School Preference (Child Level) – Primary Return only: <EntryYearGroup> (100294) must be present and one of '0', 'R', '1', '2', '3', '4', '5'.</p>	Admissions Entry Year Group is missing or invalid.
057	Error	If <NonApplicantOffer> (100527) is 'True or 1' then <OnLineApplication> (100526) must be blank or missing and <Preference> container should be blank or missing.	A Non Applicant Offer has been reported, but it has also been stated that an On-Line Application has been made and/or there is at least one school preference. This cannot be the case.
058	Error	If <NonApplicantOffer (100527) is 'False or 0' then <OnLineApplication> (100526) must be present and one of 'True or 1' or 'False or 0'	Neither a Non Applicant Offer nor an On-Line Application has been reported – both cannot be blank.
059	Error	<NonApplicantOffer> (100527) must be present and one of 'True or 1' or 'False or 0'	Non Applicant Offer must be present and a valid value
060	Error	If present, <NoPreferenceMet> (100528) must be one of 'True or 1' or 'False or 0'	No Preference Met is present but has an invalid value.

Seq Number	Error/ Query	Validation Check	Error Message
061	Error	If <NonApplicantOffer> (100527) is 'True or 1' then <NoPreferenceMet> (100528) must be blank or missing.	Non Applicant Offer has been reported, but also No Preference Met. This cannot be the case since there are no preferences for a Non Applicant Offer.
062	Error	If <NonApplicantOffer> (100527) is 'False or 0' then <NoPreferenceMet> (100528) cannot be blank or missing.	No Preference Met cannot be missing unless the child is a Non Applicant
063	Error	Where <PreferenceRank> (100300) is present <LEA> (200001) must be present and a valid value	Local Authority number missing or invalid for preferences
064	Error	Where <PreferenceRank> (100300) is present <Estab> (200636) must come from a range of current schools in the LA This must be an 'OK-able Error'.	DfE Establishment Number missing or invalid for preferences. If a dummy code has been used (eg for new provision, 2nd site of a 2-site school, or aptitude place) please add a note giving the school name and (as needed) entry route for each dummy code.
065	Error	Where <Offer> container is present <LEA> (200001) must be present and a valid value	Local Authority number missing or invalid for school offered

Seq Number	Error/ Query	Validation Check	Error Message
066	Error	Where <Offer> container is present <Estab> (200636) come from a range of current schools in the LA This must be an `OK-able Error`.	DfE Establishment Number missing or invalid for school offered. If a dummy code has been used (eg for new provision, 2nd site of a 2-site school, or aptitude place) please add a note giving the school name and (as needed) entry route for each dummy code.
067	Error	Where <NonApplicantOffer> (100527) is 'True or 1' then <Preferences> container must be blank or missing	Child is identified as having a Non Applicant Offer, but Preferences are shown.
068	Error	Where <NonApplicantOffer> (100527) is 'False or 0' then <Preferences> container must be present	Child is identified as not having a Non Applicant Offer, but no Preferences are shown
069	Error	Where <NonApplicantOffer> (100527) is 'True or 1' then <Offer> container must be present	If a Non Applicant Offer has been made, Offer details must be present.

Seq Number	Error/ Query	Validation Check	Error Message
070	Error	If <NoPreferenceMet> (100528) = 'False or 0' then <Offer> container must be present and <Offer><LEA> (200001) and <Offer><Estab> (200636) must equal one of <Preference><LEA> (200001) and <Preference><Estab> (200636)	It has been reported that one of the child's preferences have been met, but the Offer details provided do not match any of the Preferences reported.
071	Error	If <NoPreferenceMet> (100528) = 'True or 1' AND <Offer> container is present then <Offer><LEA> (200001) and <Offer><Estab> (200636) must not equal any of <Preference><LEA> (200001) and <Preference><Estab> (200636)	It has been reported that no preferences have been met for the child, but the Offer details match one of the Preferences provided.
072	Error	Where <PreferenceRank> (100300) = '1' then <NonApplicantOffer> (100527) must be 'False or 0'	Preferences recorded where no application shown.
073	Error	If <Preferences> container is not present then <NonApplicantOffer> (100527) must be 'True or 1'	A child must have a Non Applicant Offer, if no Preference details are present.
074	Error	For each instance of <Preferences> container <PreferenceRank> (100300) must be present and equal to '1', '2', '3', '4', '5' or '6'	Preference Rank missing or invalid
087	Error	For each instance of <Preference> container the <PreferenceRank> (100300) must be different	One or more preference ranks have been repeated across the listed preferences

Seq Number	Error/ Query	Validation Check	Error Message
075	Error	If <Preferences> container with <PreferenceRank> (100300) = '2' is present then <Preferences> container with <PreferenceRank> (100300) = '1' must be present	2 nd preference present without 1 st preference
076	Error	If <Preferences> container with <PreferenceRank> (100300) = '3' is present then <Preferences> container with <PreferenceRank> (100300) = '1' AND <Preferences> container with <PreferenceRank> (100300) = '2' must be present	3 rd preference is present, but one or more of 1 st , 2 nd preference is missing.
077	Error	If <Preferences> container with <PreferenceRank> (100300) = '4' is present then <Preferences> container with <PreferenceRank> (100300) = '1' AND <Preferences> container with <PreferenceRank> (100300) = '2' AND <Preferences> container with <PreferenceRank> (100300) = '3' must be present	4 th preference is present, but one or more of 1 st , 2 nd , 3 rd preference is missing.
078	Error	If <Preferences> container with <PreferenceRank> (100300) = '5' is present then <Preferences> container with <PreferenceRank> (100300) = '1' AND <Preferences> container with <PreferenceRank> (100300) = '2' AND <Preferences> container with <PreferenceRank> (100300) = '3' AND <Preferences> container with <PreferenceRank> (100300) = '4' must be present	5 th preference is present, but one or more of 1 st , 2 nd , 3 rd , 4 th preference is missing

Seq Number	Error/ Query	Validation Check	Error Message
079	Error	If <Preferences> container with <PreferenceRank> (100300) = '6' is present then <Preferences> container with <PreferenceRank> (100300) = '1' AND <Preferences> container with <PreferenceRank> (100300) = '2' AND <Preferences> container with <PreferenceRank> (100300) = '3' AND <Preferences> container with <PreferenceRank> (100300) = '4' AND <Preferences> container with <PreferenceRank> (100300) = '5' must be present	6 th preference is present, but one or more of 1 st , 2 nd , 3 rd , 4 th , 5 th preference is missing
080	Error	If <Offer> container is not present then <NoPreferenceMet> (100528) must be 'True or 1' AND <PreferenceRank> (100300) = '1' must be present	Child is identified as having no Offer details, but No Preference Met = 'False' and/or the first Preference details is missing
081	Error	For each instance of <Preference> container the combination of <LEA> (200001) and <Estab> (200636) must be different	Duplicate preference shown.

Version history

Version	Main Changes	Author/Date
V0.1	<p>Update of dates for new collection and removal of previously deleted text</p> <p>Changes requested have been drafted – once agreed they will be listed in the version history.</p>	Alan Brooks; EDD, DDU. June 2014
V0.2	<p>This version is the first formal draft. Main changes are as follows:</p> <p>General: Dates updated</p> <p>Para 1.2 & 4.1: Information about late applications amended.</p> <p>Para 5.4; XML; LA Structure: Placeholder comment box for proposed new data item `Number of Preferences Allowed`. Data validation will be added if the proposal is adopted.</p> <p>Para 5.5; XML; Child Structure: Placeholder comment box for proposed new data item `Criteria for Offer`. Data validation will be added if the proposal is adopted.</p> <p>Validation Rules: To confirm – dates have been updated appropriately.</p> <p>Validation Rules; para 6.2; LA Level: The following rules have been added: 088, 089, 090, 091.</p> <p>Validation Rules; para 6.3; Child Level: The following rules and/or messages have been amended: 1500Q, 056, 057, 058, 061, 064, 066, 069, 070, 071, 087.</p>	Alan Brooks; EDD, DDU. July 2014
V0.3	<p>Main changes to this version are:</p> <p>Para 5.4; XML; LA Structure: Placeholder comment box for proposed new data item `Number of Preferences Allowed` has been removed since this item is not to be adopted.</p> <p>Para 5.5; XML; Child Structure: Placeholder comment box for proposed new data item `Criteria for Offer` has been removed since this item is not to be adopted.</p> <p>Validation rules; para 6.3; Child Level: Messages for rules</p>	Alan Brooks; EDD, DDU. August 2014

	<p>064 & 066 have been amended.</p> <p>Validation rules; para 6.3: Rule 1500Q – amended to include note that this is an ok-able error.</p> <p>Validation rules; para 6.3: Rule 087 – Error message amended</p> <p>Validation rules; para 6.2: Rules 088, 089, 090, 091 – have been amended to include the actual percentage difference, and also checks for missing or zero values for current and previous year admissions places.</p> <p>Validation rules; para 6.2: Rules 089 and 091 amended to say '<='</p> <p>Para 5.3; XML header: Reference date corrected to 2015.</p>	
V1.0	Base lined version	Alan Brooks; EDD, DDU. August 2014
V1.1	<p>Changes are related to RFC793. These changes were required for COLLECT purposes and are for information for software suppliers (although they may adopt them if they wish):</p> <p>Validation rules; para 6.3:</p> <p>Rule 092 (missing home information details) added to the home information module</p> <p>Rule 093 (missing admissions details) added to the admissions and preferences module</p> <p>Rule 094 (more than one offer for the same pupil) added to the admissions and preferences module</p>	Alan Brooks; EDD, DDU. September 2014
V1.2	<p>Changes are related to RFC741.</p> <p>Validation rules; para 6.3:</p> <p>Rules 064 and 066: Error messages amended to make them the permitted size for COLLECT.</p>	Alan Brooks; EDD, DDU. October 2014



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