

## **School Enrolments and Numbers Annual Data Collection**

### ***Description of data collection exercise***

Information on pupil enrolments is collected annually from schools, as part of what is commonly known as the schools census. This data collection exercise is an annual snapshot of pupil and school level data for each pre-school centre, nursery, special, primary, post-primary, hospital and independent school in Northern Ireland. As well as data relating to school enrolments and numbers, information in relation to attendance is collected as part of the overall school return. The collection of data is facilitated by C2k, who are responsible for the provision of ICT systems in schools.

School census data is used by policy branches within DE and by other users across the education service, most notably by the Education Authority (EA). The main driver for the school census is to create a statistical base to inform a wide range of policy areas, including: finance allocations; school estate development and planning; special education, school improvement; area based planning; healthy schools, newcomers and Travellers; early years; pupil support; and integrated and Irish medium schools. The data are also the basis of a number of Assembly questions and are used in the EA auditing process.

Further users include Education and Training Inspectorate in preparation of background material for schools inspections. To reduce the burden on schools, other data needs are met as part of the exercise, such as using data collected in the exercise as the basis for information for the Common Funding Formula for schools. The date for the school census is usually the Friday of the first full working-week in October.

The content of the census is defined by DE information needs. The relevance of this is checked each year when we ask whether there are any changes DE branches and the Education Authority would like considered for the following year. This is a stimulus for discussions on needs with individual customers. We also meet 3 - 4 times per year with LMS officers from the EA who give feedback on EA requirements (DE Schools Finance Branch also sit on this forum). A second forum in which we participate is the C2k Liaison Group which captures formal feedback from C2k help teams (and indirectly schools) about the experiences of schools in providing census data.

Data collected relates mainly to pupil characteristics and attributes such as year group, religion, ethnicity, special needs, etc. A full list of the variables available from the exercise is attached at Annex A. Data is collected from schools via both electronic data interchange and via paper return. Information for primary, post-primary and special schools is collected, in the main, at pupil level, with aggregate level information available for pupils at nursery schools, voluntary and private pre-school centres, independent and hospital schools. A list of developments in the data collected, reflecting the changing needs of users, is included at Annex B.

### ***Main Legislation***

The following statutory provisions provide for the processing of data by the Department.

Education and Libraries (NI) Order 2003 Article 37 provides that ELBs and schools shall make such reports and returns and give such information to the Department as the Department may reasonably require for the purposes of its functions under any statutory provision.

The statutory provisions providing the duties of the Department are contained in the Education Reform (NI) Order 1989. Article 3 places a duty on the Department to promote the education of the people of Northern Ireland and secure the effective execution by ELBs and other bodies of the Department's policy in relation to the provision of the education service.

In addition the Department has duties under Section 75 of the Northern Ireland Act 1998 to have due regard to the need to promote equality of opportunity between persons of different religious belief or racial group and between persons with or without a disability.

The Department is registered with the Information Commissioner as a data controller under the requirements of the Data Protection Act.

#### **Compliance with the Data Protection Act**

Processing carried out by the Department complies with the conditions in Schedules 2 and 3 of the Data Protection Act.

Processing complies with conditions 5(b) (it is necessary for the exercise of any functions conferred on any person by or under any enactment) and 5(c) (the processing is necessary for the exercise of any functions of a Government Department) in relation to Schedule 2 of the Data Protection Act.

Processing of sensitive personal data complies with condition 7(b) and (c) (it is necessary for similar purposes as in Schedule 2) and condition 9(1) (the processing of sensitive personal data in regard to ethnic origin is necessary for the purpose of identifying or keeping under review in regard to equality of opportunity) in relation to Schedule 3 of the Data Protection Act.

In relation to the census process, data is gathered by schools and they are therefore data processors for this purpose. The information is then processed by the Department to produce the census results and so the Department is a data processor for this purpose. The process is determined by the Department which is therefore also a data controller.

#### ***Resources***

The process is currently managed by 1 Deputy Principal Statistician with 1 Assistant Statistician dedicated to the census on a permanent basis. There is further administrative support from 2 clerical staff for the period of the data collection and validation exercise, an additional statistical officer is brought in on a temporary basis at the beginning of the data collection period. This is the minimum required to produce the dataset to its current standard and in the current timeframe.

### ***Response Burden***

The Department collects a range of information from schools each year. To help minimise the burden on schools, information on enrolments and attendance is collected in one exercise, the annual school census.

A sample survey of schools making data returns through the school census process found that the compliance costs for all schools and voluntary and private preschool centres in 2016/17 was £195,963.55. This exercise will be repeated for the 2017/18 census exercise.

There were variances in the time taken and differences appear to be affected by a number of factors, including, the size of the school, the level of data requested and the volume of the data requested. Aggregated data are collected from nursery schools and pre-schools while other sectors provide pupil level returns. Primary, special and post-primary schools all provide attendance information as well as enrolment data. Post-primary schools, which tend to be bigger, also include level of study information as part of the school census return. Variances in cost are also be effected by the level of seniority of staff involved in completing the census return in different schools.

### ***Data validation and confidentiality***

A number of validations are built into the reporting process in schools, so that schools can verify and correct data before it is submitted. Once data is collected from schools, it is subjected to a further set of validation checks, including checking against EA information systems for items such as free school meals entitlement. Once the validation process is completed, the datasets are anonymised. Data are transferred from schools via a secure network.

Sensitive data relating to individual pupils, or to small numbers of pupils, are not published or released externally. In this instance, sensitive data are considered as religion, ethnicity, free school meals entitlement, special educational needs details, newcomer details, etc. Other details, such as pupil year group, are not considered sensitive and small numbers may be published in relation to them.

### ***Publication Details***

There are two main publications issued annually in relation to school enrolments. The first, usually in December, contains some basic enrolment figures. The main press release is usually published at the end of February/start of March and contains a more detailed breakdown of figures. Additionally, a series of tables containing information from the exercise are published on the [Statistics and Research part of the DE website](#). In accordance with Protocol 2 of the UK Statistics Authority's Code of Practice for Official Statistics, the following individuals were granted 24-hour pre-release access to these National Statistics releases:

Minister for Education for Northern Ireland
Department of Education (DE) Permanent Secretary

DE Deputy Secretary
DE Deputy Secretary
Grade 5 Head of Education and Training Inspectorate, DE
Grade 7, Head of Schools Finance Team, DE
Principal Information Officer, Communications Team, DE
Special Adviser to the Minister for Education
Grade 6 Head of Education and Training Inspectorate, DE

## **Contact Details**

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## **Annex A**

### **Data collected at individual pupil level via EDI for post primary schools**

Gender  
Date of birth  
Unique Pupil Identifier/Admission number  
Pupil name  
Pupil educated off-site but not in a school  
Dual registered pupils  
Religion  
Ethnicity  
Highest level of study (including subjects studied for validation purposes)  
Free school meal entitlement  
Year group  
Registration group (for validation only)  
SEN stage  
SEN need type  
Boarder  
Fee payer  
Date of arrival at school  
In learning support centre  
Type of Learning Support Centre  
In Irish Medium Unit  
Home postcode  
Country of residence (for validation only)  
First language  
Newcomer child  
Date recorded as a Newcomer  
Date ended as a Newcomer  
'Looked after' child  
'Looked after' child living arrangements  
'Looked after' child responsible health trust  
Children of service personnel  
Level achieved at KS2 in English and mathematics  
Reasons KS2 not achieved in English and mathematics  
Type of accommodation (for Travellers)  
Pupils with a disability  
Educational maintenance allowance  
Pupil has a Personal Education Plan (PEP)  
Level of Study (pupils in years 11 – 15 only)

### **Data collected at summary level for post primary schools**

Pupils not domiciled in NI  
Projected enrolments by year group  
In-migration and Out-migration to NI over the past year  
Number of special units in the school

Level achieved at KS3 in English and mathematics (senior highs only)  
Reasons KS3 not achieved in English and mathematics (senior highs only)

**Data collected at individual pupil level via EDI for special schools**

Gender  
Date of birth  
Unique Pupil Identifier/Admission number  
Pupil name  
Pupil educated off-site but not in a school  
Dual registered pupils  
Religion  
Ethnicity  
First language  
Newcomer child  
Date recorded as a Newcomer  
Date ended as a Newcomer  
Free school meal entitlement  
'Looked after' child  
'Looked after' child living arrangements  
'Looked after' child responsible health trust  
SEN stage  
SEN need type  
Date of arrival at school  
Home postcode  
Country of residence  
Year Group  
Registration group  
Children of service personnel  
Type of accommodation (for Travellers)  
Educational maintenance allowance  
Pupil has a Personal Education Plan (PEP)  
Registered with a Sure Start project  
Previously attended a Sure Start Developmental Programme for 2-3 year olds

**Data collected at summary level for special schools**

Pupils not domiciled in NI  
Projected enrolments by year group  
In-migration and Out-migration to NI over the past year

**Data collected at individual pupil level via EDI for primary schools**

Gender  
Date of birth  
Unique Pupil Identifier/Admission number  
Pupil name  
Pupil educated off-site but not in a school  
Dual registered pupils

Religion  
Ethnicity  
Free school meal entitlement  
Pupils with parent in receipt of JSA/Income Support (nursery pupils only)  
Year group  
Pattern of attendance for nursery pupils  
SEN stage  
SEN need type  
Boarder  
Fee payer  
Date of arrival at the school  
In Learning Support centre  
Type of Learning Support Centre  
In Irish Medium Unit  
Home postcode  
Country of residence  
First language  
Newcomer child  
Date recorded as a Newcomer  
Date ended as a Newcomer  
Looked after child  
'Looked after' child living arrangements  
'Looked after' child responsible health trust  
Registration groups (including composite classes).  
Children of service personnel  
Pupils with a disability  
Previous educational experience of year 1  
Type of accommodation (for Travellers)  
Pupil has a Personal Education Plan (PEP)  
Registered with a Sure Start project  
Previously attended a Sure Start Developmental Programme for 2-3 year olds

#### **Data collected at summary level for primary schools**

Pupils not domiciled in NI  
Projected enrolments by year group  
In-migration and Out-migration to NI over the past year  
Number of special units in a school

#### **Data collected at summary level for nursery schools**

Gender  
Pattern of attendance  
Age  
Summer birthday  
Projected numbers by age and pattern of attendance  
Looked after children  
Class size and numbers  
Pupils with parent in receipt of JSA/Income Support  
Religion

Ethnicity  
Newcomer children  
SEN stage  
SEN need type  
Children of service Personnel  
Children not domiciled in Northern Ireland.  
Type of accommodation (for Travellers)  
Disability

**Data collected at pupil level for nursery schools**

Home postcode

**Data collected at summary level voluntary and private pre-school centres**

Number of hours of pre-school activity provided per day

Total children in centre

Number of funded children

For funded children:

- Gender
- Pattern of attendance
- Age
- Summer birthday
- Projected numbers by age and pattern of attendance
- Class size and numbers
- Pupils with parent in receipt of JSA/Income Support
- Religion
- Ethnicity
- Newcomer children
- SEN stage
- SEN need type
- Children of service Personnel
- Type of accommodation (for Travellers)
- Disability

**Data collected at pupil level for voluntary and private pre-school centres**

Home postcode

## **Annex B**

### **School census year on year progress report**

#### **2006/07**

EDI returns for primary and special schools introduced.

- Pupil level data available for primary schools
- New summary sheets introduced

Irish language forms and documentation introduced for IM schools/pre schools.

- Irish language documentation for all schools in IM sector

Documentation put on website

- Reference documents for schools put on website and schools emailed access links

#### **2007/08**

Changes to xml conversion procedure

- Facility for bulk conversion of files introduced

UPN for post primary pupils introduced.

#### **2008/09**

Forces children marker collected at pupil level.

UPN for primary and special schools introduced.

Attendance data collected at pupil level.

#### **2009/10**

Code for 'Roma' introduced in ethnicity variable.

Accommodation type for Traveller children collected.

#### **2010/11**

Revised language codes introduced.

Registration type – dual or single – variable introduced for primary, post primary and special school pupils.

Children educated of-site but not in a school variable introduced for primary, post-primary and special schools.

#### **2011/12**

Extended use of Common Transfer File mechanism for transfer of pupil information between primary and post primary schools.

#### **2012/13**

No changes.

#### **2013/14**

Accommodation type for 'looked after' children collected.

Responsible Health Trust for 'looked after' children collected.

Home postcode for children in funded places in voluntary and private preschool centres collected.

Newcomer start date collected for pupils in primary, special and post-primary schools.

#### **2014/15**

Disability information collected from nursery schools and voluntary and private preschool centres.

Newcomer end date collected for pupils in primary, special and post-primary schools.

#### **2015/16**

Personal Education Plan information collected for pupils in primary, post primary and special schools.

Pupil registered with a Sure Start project

Pupil previously attended a Sure Start Developmental Programme for 2-3 year olds collected for pupils in primary and special schools.

#### **2016/17**

Level of study variable for pupils enrolled in years 11 – 15.

Online form used by Voluntary and Private Preschool Centres to return data.

Excel form used by Nursery schools to return data.

#### **2017/18**

Type of Learning Support Centre

SIMS extended to EOTAS centres to facilitate electronic collection