



Department
for Education

Children looked after return 2013 to 2014

List of the SSDA 903 validation checks which will be applied to all records covering the period from 1 April 2013 onwards

October 2013

This document lists the validation checks that will be performed on SSDA 903 records from 01/04/2013 onwards. This is a revision from previous years and should be studied with care. All validation checks that will be performed on records that have been loaded into the system are contained in this document; there are no supplementary lists.

The validation checks in this schedule will be performed in six stages. Only if a record passes all the validation checks, in any one particular stage, will the validation suite proceed to the next one. Failure to pass all the checks in any stage will bring the validation suite to a halt.

This is version 0.1 and is the first version of the document this year. Although no further versions of this document are planned, it has been allocated a version number in case any late changes have to be made, in which case a further version will be issued.

For queries on this validation please raise a [service request](#).

Summary

This schedule contains all the validation checks that will be performed on each SSDA903 record. For each check we have provided further comments and, in some cases, background information in italics. These are designed to give the user more information about the context of the validation failure and suggestions on how to correct it.

The validation suite will initially perform all the validation checks listed below under Stage 1. If a record passes all of these checks, the validation will move on to those checks listed under Stage 2; if all those are passed, the system will perform the checks under Stage 3 and so on. Failure to pass all the tests at any stage will halt the validation process. Any errors detected at Stage 1, or Stage 2 will need to be addressed and amended, before the validation of that record can proceed. The rationale behind performing validation checks in batches is to prevent errors in certain primary data fields, such as date of birth, triggering numerous validation check failures, all of which are rooted in the incorrect date of birth field. This is particularly a problem in the operation of some Cross Return Validation checks.

Several SSDA903 checks involve time limits. The duration will be calculated in a standardised manner by taking the start date away from the end date. Examples have been given to show how the duration is calculated. In some cases checks are based on statutory time limits; however the validation check applied to the SSDA903 record may allow a longer time than is stated on the face of the legislation. This is because the purpose of the SSDA903 validation checks is to identify records which are most likely to be incorrect. They are not designed as checks on court or Social Services practice. If a child really was kept under a legal status for a longer period than the law allows, we would prefer that the statistics reflected reality, rather than insisting that a record be 'doctored' so that it passes a strict validation check but no longer reflected what really happened.

The table which follows consists of:

The check number (please note that some numbers have been left unused, to accommodate new checks which might be required in the future).

- The error message (as it will be appear at the bottom of each SSDA903 record in error)
- Explanatory text consisting of a brief explanation of the coding rule that has been broken, followed by background information or advice to help with correcting the record.

Codes, error messages and descriptions of checks

Existing and Unchanged Rules are shown in black

New or Amended Rules for 2013-14 are shown in blue

Rules to be deleted in 2013-14 are shown in red

Stage 1

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|--|
| 101 | Gender code is not valid. | Gender data item must be either: 1 = boy, or 2 = girl. Although codes 0 and 9 were introduced in 2008-2009 to bring the collection in line with the Children in Need (CIN) collection, these codes should remain unused. |
| 102 | Date of birth is not a valid date. | Date should be entered in the format DD/MM/YYYY and should contain a valid date. <ul style="list-style-type: none">• <i>Check you have entered a real date, in the right format (e.g. not '03/20/2001', '31/02/2001', or 31/01/01 etc.).</i> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|--|
| 103 | The Ethnicity code is either not valid, or has not been entered | <p>Ethnic origin field must not be blank, and code must be taken from the list supplied in DfE Guidance Notes.</p> <p>Valid ethnic origin codes are WBRI, WIRI, WOTH, WIRT, WROM, MWBC, MWBA, MWAS, MOTH, AIND, APKN, ABAN, AOTH, BCRB, BAFR, BOTH, CHNE, OOTH, REFU, NOBT.</p> <ul style="list-style-type: none"> • Check that a valid ethnic origin code has been entered, taken from the list in DfE Guidance Notes to the SSDA 903; • The old ethnicity codes used in years prior to 2009 are no longer valid codes. |
| 104 | Date for UASC status ceased is not a valid date. | <p>Date should be entered in the format DD/MM/YYYY and, if completed, should contain a valid date.</p> <ul style="list-style-type: none"> • <i>Check you have entered a real date, in the right format (e.g. not '03/20/2001', 31/02/2001, or 31/01/01 etc.).</i> • <i>If a child's UASC status ceased before the start of the current statistical year, the child should not be recorded as being a UASC on this return for this year.</i> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|--|--|
| 105 | Data entry for UASC status of child is invalid, or has not been completed. | Code for this data item must be either: 0 = child was not a UASC at any time during the year; 1 = child was a UASC at some time during the year. |
| 112 | Date should be placed for adoption is not a valid date. | If the child has been adopted during the year the date should be entered in the format DD/MM/YYYY and should contain a valid date. <ul style="list-style-type: none"> • Check you have entered a real date, in the right format (e.g. not '03/20/2001', '31/02/2001', or 31/01/01 etc.). |
| 113 | Date matching child and adopters is not a valid date. | If the child has been adopted during the year, date should be entered in the format DD/MM/YYYY and should contain a valid date. <ul style="list-style-type: none"> • Check you have entered a real date, in the right format (e.g. not '03/20/2001', '31/02/2001', or 31/01/01 etc.). |
| 114 | Data entry to record the status of former carer(s) of an adopted child is invalid. | If the child has been adopted during the year the code must be either : 0 = not adopted by former foster carer(s); 1 = adopted by former foster carer(s). |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|--|
| 115 | Date of LA's decision that a child should be placed for adoption is not a valid date. | <p>If it has been decided that the child should be placed for adoption, this date should be entered in the format DD/MM/YYYY and should contain a valid date.</p> <ul style="list-style-type: none"> • <i>Check you have entered a real date, in the right format (e.g. not '03/20/2001', '31/02/2001', or 31/01/01 etc.);</i> • <i>Check that the date that a child should be placed for adoption is not prior to the date that the child started to be looked after.</i> |
| 116 | Date of LA's decision that a child should no longer be placed for adoption is not a valid date. | <p>If it has been decided (during the year) that the child should no longer be placed for adoption, this date should be entered in the format DD/MM/YYYY, and should contain a valid date.</p> <ul style="list-style-type: none"> • <i>Check you have entered a real date, in the right format (e.g. not '03/20/2001', '31/02/2001', or 31/01/01 etc.).</i> |
| 117 | Date of decision that a child should/should no longer be placed for adoption are beyond the current collection year or after the child ceased to be looked after. | <p>If the decision is that a child should/should no longer be placed for adoption, then the date of these decisions cannot be beyond the end of the current collection year or the date they ceased to be looked after.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|---|---|
| 118 | Date of decision that a child should no longer be placed for adoption is before the current collection year or before the date the child started to be looked after. | If the decision is that a child should no longer be placed for adoption, then the date of this decision cannot be before the start of the current collection year or date they started to be looked after. |
| 119 | If the decision is made that a child should no longer be placed for adoption, then the date of this decision and the reason why this decision was made must be completed. | If a child should no longer be placed for adoption, both the date of this decision and the reason why this decision was reached must be recorded. |
| 120 | The reason for the reversal of the decision that the child should be placed for adoption code is not valid. | If completed, the reason why the decision to place the child for adoption has been reversed must contain a code from RD1-RD4. |
| 121 | Data entry for number of GCSEs A* to G is invalid. | <p>If the child left care during the year aged 16 or over, data entry must be a valid numeric in the range 0 to 13 and cannot be left blank.</p> <ul style="list-style-type: none"> • Check number of qualifications obtained. More than 13 seems unlikely, but if more than 13 GCSEs were obtained, contact DfE. <p>Validation should only apply for years 2011 and earlier – should not apply to later years</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|--|
| 122 | Data entry for number of GCSEs A* to C is invalid. | <p>If the child left care during the year aged 16 or over, data entry must be a valid numeric in the range 0 to 13 and cannot be left blank.</p> <ul style="list-style-type: none"> • Check number of qualifications obtained. More than 13 seems unlikely, but if more than 13 GCSEs were obtained, contact DfE. <p>Validation should only apply for years 2011 and earlier – should not apply to later years.</p> |
| 123 | Data entry for number of GNVQs is invalid. | <p>If the child left care during the year aged 16 or over, data entry must be a valid numeric in the range 0 to 13 and cannot be left blank.</p> <ul style="list-style-type: none"> • Check number of GNVQs obtained. More than 13 seems unlikely, but if more than 13 GNVQs were obtained, contact DfE. <p>Validation should only apply for years 2011 and earlier – should not apply to later years.</p> |
| 124 | Data entry for number of Other qualifications is invalid. | <p>If the child left care during the year aged 16 or over, data entry must be a valid numeric in the range 0 to 13 and cannot be left blank.</p> <ul style="list-style-type: none"> • Check number of other qualifications obtained. More than 13 seems unlikely, but if more than 13 were obtained, contact DfE. <p>Validation should only apply for years 2011 and earlier – should not apply to later years.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|--|
| 125 | Reason for no qualifications is not a valid code. | <p>Entry must be in the range 0 to 4.</p> <p>See Part 3 of SSDA903 Guidance Notes for valid codes.</p> <p>Validation should only apply for years 2011 and earlier – should not apply to later years.</p> |
| 131 | Data entry for being “In touch” after leaving care is invalid. | <p>If reporting whether ‘in touch’ with a child after leaving care, data entry must be one of:</p> <ul style="list-style-type: none"> • YES • NO • DIED • REFU • NREQ <p>This applied from 2014 onwards</p> |
| 132 | Data entry for activity after leaving care is invalid. | <p>If reporting on a child’s activity after leaving care, data entry must be a valid code in the range:</p> <p>F1, P1, F2, P2, F3, P3, G4, G5, G6</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|---|
| 133 | Data entry for accommodation after leaving care is invalid. | <p>If reporting on a child's accommodation after leaving care, data entry must be:</p> <p>B, C, D, E, G, H, K, R, S, T, U, V, W, X, Y or Z</p> <p>Each accommodation code should also be suffixed with 1 (considered suitable) or 2 (considered unsuitable)</p> |
| 134 | Data on adoption should not be entered for the OC3 cohort. | If returning OC3 data for child then adoption information must not be completed. |
| 141 | Date episode began is not a valid date. | <p>If completed date episode began must be a valid date and should be entered in the format DD/MM/YYYY.</p> <ul style="list-style-type: none"> • Check you have entered a real date, in the right format (e.g. not '03/20/2001', '31/02/2001', or 31/01/01 etc.); • Date episode commenced must be left blank if the record is only recording the young person's activity and accommodation after leaving care. |
| 142 | A new episode has started, but the previous episode has not ended. | <p>Date and reason the previous episode ceased must be completed, before a new episode can start.</p> <ul style="list-style-type: none"> • <i>Check the date the last episode ended and complete the previous episode accordingly.</i> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|--|
| 143 | The 'reason for new episode' code is not a valid code. | <p>If completed Reason for new episode must be coded S, P, L or B.</p> <p>Reason for new episode should be left blank if the record is only recording the young person's activity and accommodation <i>after leaving care</i>.</p> |
| 144 | The 'legal status' code is not a valid code. | <p>If completed legal status must contain a code in the range C1, C2, D1, E1, V2, V3, V4, J1, J2, J3, L1, L2, or L3.</p> <p><i>Legal status code should be left blank if the record is only recording the young person's activity and accommodation after leaving care.</i></p> |
| 145 | 'Category of need' code is not a valid code. | <p>If completed the Child in Need (CIN) field must contain a code in the range N1 to N8.</p> <p>The "Category of Need" code should be left blank if the record is only recording the young person's activity and accommodation after leaving care.</p> |
| 146 | Placement type code is not a valid code. | <p>If completed, placement type of each episode must contain a code from the range:</p> <p>Q1, Q2, A3-A6, P1-P3, K1, K2, H5, R1-R3, R5, S1, T0-T4, M1-M3, Z1.</p> <p>The Placement code should be left blank if the record is only recording the young person's activity and accommodation after leaving care.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|--|
| 147 | Date episode ceased is not a valid date. | <p>Date should be entered in the format DD/MM/YYYY, and should be a valid date.</p> <ul style="list-style-type: none"> • <i>Check you have entered a real date, in the right format (e.g. not '03/20/2001', '31/02/2001', or 31/01/01 etc.).</i> |
| 148 | Date episode ceased and reason episode ceased must both be coded, or both left blank. | <p>The date and reason an episode ceased should either both be coded or both be left blank.</p> <ul style="list-style-type: none"> • <i>Check which item is missing;</i> • <i>If the episode is an open episode, still continuing at the end of the statistical year, both these items must be left blank.</i> |
| 149 | Reason Episode ceased code is not valid. | <p>Where reason episode ceased is completed it must be coded by E11, E12, E2, E3, E4, E41, E43, E44, E5, E6, E7, E8, E9, or X1.</p> |
| 151 | All data items relating to a child's adoption must be coded or left blank. | <p>Data items relating to an adoption should either be coded (all of them) or left blank (all of them).</p> <p><i>Enter missing data.</i></p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|--|
| 152 | All data items relating to the educational achievements of a child must be coded or left blank. | <p>Data items relating to a child's educational achievements should either be coded (all of them) or left blank (all of them).</p> <p><i>Enter missing data.</i></p> <p><i>Validation should only apply for years 2011 and earlier – should not apply to later years.</i></p> |
| 153 | All data items relating to a child's activity or accommodation after leaving care must be coded or left blank. | <p>Data items relating to activity or accommodation after leaving care should either be coded (all of them) or left blank (all of them).</p> <p><i>Enter missing data.</i></p> |
| 157 | Child is aged 4 years or over at the beginning of the year or 16 years or under at the end of the year and SDQ1 has been recorded as the reason for no SDQ score. | <p>If child has been looked after continuously for 12 months at 31 March and is aged 4 years or over at 1st April or 16 years or under at 31 March, and does not have an SDQ score, then the reason for no score cannot be SDQ1</p> <p>No form should be returned as child was aged under 4 or over 17 at date of latest assessment.</p> <ul style="list-style-type: none"> • Check that the correct reason for no SDQ Score has been recorded; SDQ2 to SDQ5 would be valid reasons for these children; • Check that the date of birth recorded for the child is correct. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|--|---|
| 158 | Child has received an intervention for their substance misuse problem but the additional item on whether an intervention was offered has been completed. | If a child has been recorded as receiving an intervention for their substance misuse problem then the additional item on whether an intervention was offered should be left blank. |
| 159 | Child has not received an intervention for their substance misuse problem and the additional item on whether an intervention was offered has not been completed. | If a child has been recorded as not receiving an intervention for their substance misuse problem then the additional item on whether an intervention was offered should be completed as well. |
| 164 | Distance is not valid. | <p>Distance must be between 0.0 and 999.9 If distance is unavailable please register this as 999.9.</p> <p>This field must be completed for all placements, (unless the child is being looked after under legal status V3 or V4, or looked after under a Placement code of, M1, M2, or M3).</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|---|
| 165 | Data entry for Mother status is invalid. | <p>Code for this data item must be either:</p> <p>0 = child is not a mother;</p> <p>1 = child is a mother.</p> <p>This field must be completed for all female children looked after on 31 March (unless the child is being looked after under an agreed series of short term placements).</p> <p>This field should be left blank and not recorded as ' 0' for male looked after children.</p> |
| 166 | Date of Review is invalid or blank | <p>Date should be entered in the form DD/MM/YYYY and should contain a valid date. Date of review should be in the statistical year.</p> <ul style="list-style-type: none"> • Check you have entered a real date, in the right format (e.g. not '03/20/2001', '31/02/2001', or 31/01/01 etc.); • This field should be completed for all children looked after continuously for four weeks or more, with those four weeks ending in 2009-2010 (unless the child is being looked after under an agreed series of short term placements). |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|--|---|
| 167 | Data entry for Participation is invalid or blank. | <p>If a review was held in 2009-2010 this field should not be left blank and code must be in the range PN0 to PN7.</p> <ul style="list-style-type: none"> • Check that a valid participation code has been entered that has been taken from the DfE Guidance Notes to the SSSA903. |
| 168 | UPN is not valid. If UNKNOWN, default codes should be UN1, UN2, UN3, UN4 or UN5. | UPN must be 13 characters long (the first character is a capital letter other than I, O or S, and the remaining characters numeric, or if the UPN is temporary then the last character must be a letter). If it is unknown one of the default codes in the range UN1 to UN5 should be used. |
| 169 | LA of placement is not valid. | <p>LA of placement code must be a valid LA Education code or one of the default codes for children placed outside England: NIR, WAL, SCO, NUK. or CON</p> <ul style="list-style-type: none"> • This field should be completed for all placements active or beginning after 31 March 2013 unless the legal status is V3 or V4 or the child has a placement code of M1, M2 or M3 |
| 171 | Date of birth of mothers child is not a valid date. | <p>Date should be entered in the form DD/MM/YYYY and should contain a valid date.</p> <ul style="list-style-type: none"> • Check you have entered a real date, in the right format (e.g. not '03/20/2001', '31/02/2001', or 31/01/01 etc.). |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|---|--|
| 174 | Mother's child date of birth is recorded but gender shows that the child is a Male. | <p>"Date of birth of child ", can only be entered if gender is female and Mother status = 1.</p> <p>(1=child is a mother).</p> |
| 175 | The 'number of adopters' code is not a valid code. | <p>Code for this data item must be either:</p> <p>1 = child has been adopted by 1 person;</p> <p>2 = child has been adopted by 2 persons.</p> <p>This field must be completed for all children who were adopted during the year.</p> |
| 176 | The 'gender of adopters at the date of adoption' code is not a valid code. | <p>Where 'gender of adopters at the date of adoption' is completed it must be coded by M1, F1, MM, FF or MF.</p> <p>This field must be completed for all children who were adopted during the year.</p> |
| 177 | The 'legal status of adopters' code is not a valid code. | <p>Where 'legal status of adopters is completed, it must be coded by L1, L2, L3, L4 or L0.</p> <p>This field must be completed for all children who were adopted during the year.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|---|
| 178 | Placement provider code is not a valid code. | <p>If completed placement provider of each episode must contain a code from the range:</p> <p>PR0-PR5.</p> <p><i>The Placement provider code should be left blank if the record is only recording the young person's activity and accommodation after leaving care.</i></p> <p><i>The Placement provider code should be left blank for children in any of the following placements: T0, T1, T2, T3, T4, M1, M2, M3 or Z1.</i></p> |
| 179 | Placement location code is not a valid code. | <p>If completed placement location of each episode must be coded as IN, OUT or CON.</p> <ul style="list-style-type: none"> This field should be completed for all placements active or beginning after 31 March 2013 unless the legal status is V3 or V4 or the child has a placement code of M1, M2 or M3. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|--|
| 180 | <i>Data entry for the Strengths and Difficulties Questionnaire (SDQ) score is invalid.</i> | <p><i>If completed the SDQ score should be in the range 0-40. If there is a genuine reason why a child's SDQ score has not been completed, the fields 'Reason For No SDQ Score' should be completed.</i></p> <p>SDQ score (or reason why no SDQ score) should be completed for children looked after continuously for 12 months at 31 March and who were aged between 4 and 16 years old on the date of their last assessment.</p> <p>This data item should not be completed for children who have been looked after under an agreed series of short term breaks at any time in the 12 months to 31 March.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|--|
| 181 | Data items relating to children looked after continuously for 12 months should be completed with a 0 or 1. | <p>The fields:</p> <ul style="list-style-type: none"> Convicted Health Check Immunisations Dental Check Health Assessment Substance Misuse Intervention Received Intervention Offered <p>should, if completed, be coded as 0 or 1.</p> |
| 182 | Data entries on immunisations, teeth checks, Health Assessments and substance misuse problem identified should be completed or all OC2 fields should be left blank. | <p>If completed, the data for children looked after continuously for 12 months should be in the range 0-1.</p> <ul style="list-style-type: none"> • <i>These fields should not be completed for children who have been looked after under an agreed series of short term breaks at any time in the 12 months to 31 March.</i> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|---|
| 184 | Date of decision that a child should be placed for adoption is before the child was born. | If the LA decides that the child should be placed for adoption the date of this decision cannot be before the child was born. |
| 185 | Child has not been looked after continuously for at least 12 months at 31 March but a SDQ score has been completed. | <p>If a child has not been looked after for 12 months continuously at 31 March then the SDQ score should be left blank.</p> <p><i>The SDQ score should be completed for children looked after continuously for 12 months at 31 March and who were aged between 4 and 16 years old on the date of their last assessment.</i></p> <p><i>The SDQ score should not be completed for children who have been looked after under an agreed series of short term breaks at any time in the 12 months to 31 March.</i></p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|---|---|
| 186 | Children aged 4 or over at the start of the year and children aged under 17 at the end of the year and who have been looked after for at least 12 months continuously should have an SDQ score completed. | <p>If a child has been looked after for 12 months continuously at 31 March and they were aged between 4 and 16 years old on the date of their last assessment then the SDQ score should be completed.</p> <p><i>The SDQ score should be completed for children looked after continuously for 12 months at 31 March and who were aged between 4 and 16 years old on the date of their last assessment.</i></p> <p><i>The SDQ score should not be completed for children who have been looked after under an agreed series of short term breaks at any time in the 12 months to 31 March.</i></p> <p><i>If no SDQ is score available, then the 'Reason For No SDQ Score' field should be completed in the range SDQ1 to SDQ5.</i></p> |
| 187 | Child cannot be looked after continuously for 12 months at 31 March (OC2) and have any of adoption or care leavers returns completed. | If the child has been looked after continuously for 12 months at 31 March, they cannot have adoption information completed, as this relates to children who have ceased to be looked after during the year. Care leaver information should only be completed for children who were looked after, but who have since left care, therefore these children will not be looked after for 12 months continuously in the latest year. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|--|--|
| 188 | Child is aged under 4 years at the end of the year, but an SDQ score or a reason for no SDQ score has been completed. | <p>The SDQ score and, where applicable, reason for no SDQ score, should be completed for children looked after continuously for 12 months at 31 March and who were aged between 4 and 16 years old on the date of their last assessment.</p> <p>Any child aged under 4 years old on 31 March of the latest reporting year should not have a SDQ score.</p> <p>Any child aged under 4 years old on 31 March should not have an entry for reason for no SDQ score.</p> |
| 189 | Child is aged 17 years or over at the beginning of the year, but an SDQ score or a reason for no SDQ score has been completed. | <p>The SDQ score should be completed for children looked after continuously for 12 months at 31 March and who were aged between 4 and 16 years old on the date of their last assessment.</p> <p>Any child aged 17 or over on 1 April of the latest reporting year should not have a SDQ score.</p> <p>Any child aged 17 years or over at the beginning of the year should not have an entry for reason for no SDQ score.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|---|
| 190 | Child has not been looked after continuously for at least 12 months at 31 March but one or more data items relating to children looked after for 12 months have been completed. | <p>If a child has not been looked after for 12 months continuously at 31 March then all data items relating to children looked after for 12 months continuously should be left blank.</p> <p><i>These fields should not be completed for children who have been looked after under an agreed series of short term breaks at any time in the 12 months to 31 March.</i></p> |
| 191 | Child has been looked after continuously for at least 12 months at 31 March but one or more data items relating to children looked after for 12 months have been left blank. | <p>If a child has been looked after for 12 months continuously at 31 March then items on immunisations, teeth checks, Health Assessments and substance misuse problem identified relating to children looked after for 12 months continuously should be completed. Other fields on convictions, health checks, whether a substance misuse problem intervention was received or offered may also be required.</p> <p><i>These fields should not be completed for children who have been looked after under an agreed series of short term breaks at any time in the 12 months to 31 March.</i></p> <p><i>A child who has been looked after for at least 12 months (except children looked after under a series of agreed short term placements) should have OC2 data returned. This includes children who prior to this 12 month period were looked after under a series of agreed short term placements and whose legal status changed.</i></p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|--|--|
| 192 | Child has been identified as having a substance misuse problem but the additional item on whether an intervention was received has been left blank. | <p>If a child has been identified as having a substance misuse problem then the additional item on whether an intervention was received should also be completed.</p> <p>Only the item on whether an intervention was received must be completed once a child has been identified as having a substance misuse problem. The additional item on whether an intervention was offered is only required if the child was not offered an intervention for their substance misuse problem.</p> |
| 193 | Child not identified as having a substance misuse problem but at least one of the two additional items on whether an intervention were offered and received have been completed. | <p>If a child was not identified as having a substance misuse problem then the two additional items on whether an intervention was offered or received should be left blank.</p> <p>Data is not accepted in either the 'intervention received' or 'intervention offered' fields once the 'substance misuse' field is recorded as 0.</p> |
| 196 | SDQ reason is not a valid code. | If the child has been looked after continuously for 12 months at 31 March and is aged between 4 and 16 years on the date of their last assessment but does not have an SDQ score, the 'Reason No SDQ Score' field should be completed with a valid code in the range SDQ1-SDQ5. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|--|
| 197 | Reason For No SDQ Score is not required if Strengths and difficulties questionnaire score is filled in. | <p>If a child has been looked after for 12 months continuously at 31 March and they were aged between 4 and 16 years old on the date of their last assessment then the SDQ score should be completed.</p> <p><i>If the child has an SDQ score, then the 'SDQ Score' field should be completed and the 'Reason For No SDQ Score' field should be left blank.</i></p> <p><i>If no SDQ is score available, then the 'SDQ Score' field should be left blank and the 'Reason For No SDQ Score' field should be completed in the range SDQ1 to SDQ5.</i></p> |
| 198 | Child has not been looked after continuously for at least 12 months at 31 March but a reason for no SDQ score has been completed. | <p>If a child has not been looked after for 12 months continuously at 31 March then the 'Reason for No SDQ Score' field should be left blank.</p> <p><i>The 'Reason for No SDQ Score' should be completed for children looked after continuously for 12 months at 31 March and who were aged between 4 and 16 years old on the date of their last assessment and who do not have an SDQ score.</i></p> <p><i>The 'Reason for No SDQ Score' should not be completed for children who have been looked after under an agreed series of short term breaks at any time in the 12 months to 31 March.</i></p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|---|--|
| 199 | Episode information shows child has been previously adopted from care. | <p>For confidentiality reasons, if a looked after child has been previously adopted from care (reason episode ceased codes E11 or E12), and subsequently becomes looked after again, then further episode information cannot be added for the child under the same record:</p> <ul style="list-style-type: none"> • Check that the reason previous episode ceased is correct; • If the child was previously adopted from care, then record the post adoption episodes under a new child ID code and with a new UPN. The two records should remain separate and unlinked. |
| 999 | This child has no episodes loaded for previous year even though child started to be looked after before this current year | This child has no episodes loaded for previous year even though child started to be looked after before this current year |

Stage 2

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|--|
| 202 | The gender code conflicts with the gender already recorded for this child. | <p>DfE holds an existing record for this child, but gender details do not match.</p> <p><i>If you are certain that these details are correct and previous details are wrong, please amend through the 'Master Change function' or contact DfE about correcting earlier years.</i></p> |
| 203 | Date of Birth disagrees with the date of birth already recorded for this child. | <p>DfE holds an existing record for this child, but date of birth details do not match.</p> <p><i>If you are certain that these details are correct and previous details are wrong, please amend through the 'Master Change function' or contact DfE about correcting earlier years.</i></p> |
| 204 | Ethnic Origin code disagrees with the Ethnic Origin already recorded for this child. | <p>DfE holds an existing record for this child, but ethnic origin details do not match.</p> <p>If you are certain that these details are correct and previous details are wrong, please amend through the 'Master Change function' or contact DfE about correcting earlier years.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|--|--|
| 205 | Date UASC status ceased conflicts with the date UASC status ceased previously recorded for this child. | <p>DfE holds an existing record for this child, but UASC details do not match.</p> <p>An Unaccompanied Asylum Seeker acquires UASC status on starting to be looked after for the first time. Check this field to ensure consistency across all years of the child's care-history.</p> <p>A child who was reported to be a UASC in earlier years, will remain a UASC for the current data year, unless the Date_UASC_status_ceased item on last year's record indicates the contrary.</p> <p>A child whose UASC status ceased in a previous year, cannot be a UASC in the current year.</p> |
| 206 | Date UASC status ceased conflicts with the date UASC status ceased previously recorded for this child. | DfE holds an existing record for this child, which shows the child's UASC status ceased in a previous data year. |
| 207 | Mother status for the current year disagrees with the mother status already recorded for this child. | DfE holds an existing record for this child indicating the child is a mother, but this disagrees with the current year's submission. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|--|
| 208 | UPN (Unique Pupil Number) for the current year disagrees with the UPN already recorded for this child. | <p>DfE holds an existing record for this child, but UPN details do not match in previous year.</p> <ul style="list-style-type: none"> <i>If you are certain that these details are correct and previous details are wrong, correct previous year's record and, if necessary, contact DfE about correcting earlier years.</i> <p>If a child is UN1 in the previous year's collection, they can change to another UPN code (UN2, UN3, UN4, UN5 or UN6) in the following year.</p> |
| 209 | Child looked after is of school age and should not have an unknown UPN code of UN1. | <p>Unknown UPN code of UN1 should only be used for children aged under school age who have not yet been assigned a UPN.</p> <p>School age is defined as those aged 4 at the start of the school year (31st August) who will therefore turn 5 during the year. This change should be made from 2012-2013 onwards, for previous years the original definition should still apply.</p> |
| 210 | Children looked after for more than a week at 31 st March should not have an unknown UPN code of UN4. | <p>Unknown UPN code of UN4 should only be used for children newly looked after (from one week before the end of the collection period, i.e. from 25th March) and the UPN was not yet known at the time of the SSDA903 annual statistical return.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|--|--|
| 213 | Placement provider information not required. | <p>Placement provider information is not required for children missing from their placements, children in temporary placements and children in 'other' placements.</p> <p>The Placement provider code should be left blank for children in any of the following placements: M1, M2, M3, T0, T1, T2, T3, T4, or Z1.</p> |
| 214 | Placement location information not required. | Placement location information is not required for children placed for children missing from their placement, or children with a legal status of V3 or V4 |
| 215 | Child has care leaver information but one or more data items relating to children looked after for 12 months have been completed. | A child who has care leaver information completed should not have data items completed which relate to children looked after for 12 months. |
| 216 | Child is looked after under a series of agreed short term placements but one or more data items relating to children looked after for 12 months have been completed. | A child who has been looked after for at least 12 months at 31 st March and who is looked after under an agreed series of short term placements (legal status V3 or V4) should not have data items completed which relate to children looked after for 12 months. |

Stage 3

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|---|
| 301 | Date of birth falls after the year ended. | <p><i>Child's date of birth must fall on or before 31st March of the current data year.</i></p> <ul style="list-style-type: none"> • Check date of birth and amend record accordingly; • If the date of birth is correct, this record should be deleted from this year's submission. |
| 302 | First episode starts before child was born. | <p>Child must have been born on or before the date the first episode commenced.</p> <ul style="list-style-type: none"> • Check and confirm date of birth and date first episode began. |
| 303 | If date UASC status ceased is not null, UASC status must be coded 1. | Where a date UASC status ceased is recorded, the UASC field must be completed. |
| 304 | Date UASC status ceased must be on or before the 18 th birthday of a child. | <p>UASC status automatically ceases on a child's 18th birthday.</p> <ul style="list-style-type: none"> • Check these details and the child's date of birth. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|--|
| 331 | Date of matching child and adopters should be the same as, or prior to, the date of placement of adoption. | <p>A child cannot be placed for adoption before the child has been matched with prospective adopters.</p> <ul style="list-style-type: none"> • Check that the 'date matched' and the date the child was placed for adoption are correct and amend as appropriate. |
| 333 | Date should be placed for adoption must be on or prior to the date of matching child with adopters. | <p>A child cannot be matched with prospective adopters until a local council has formally decided that the child should be placed for adoption.</p> <ul style="list-style-type: none"> • Check 'date matched' and 'date should be placed' have not been transposed. |
| 334 | Date child started to be looked after in latest period of care must be on or prior to the date should be placed for adoption. | <p>Date child started to be looked after (which will either be recorded in a previous episode or in the additional 'Start of latest period of care' data item) must be prior to the date on which the local authority formally decides that a child should be placed for adoption.</p> <p>Whilst an Adoption Panel may consider a case "in principal" before a child is looked after, no final recommendation can be made at that stage (<i>Adoption Agency Regulations 1983 SI 1964 and circular LAC(84)3</i>)</p> |
| 335 | Child is not adopted by former foster carer but has a last placement code of A3 or A5. | The SSDA903 return suggests the child was adopted by the foster carer but the 'former foster' code entered is 0. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|---|
| 336 | Child does not have a foster placement immediately prior to being placed for adoption. | To be in an A3 or A5 placement a foster placement must have occurred immediately prior to being placed for adoption. |
| 344 | The record shows the local council is not in touch with young person but Activity and/or Accommodation on leaving care have been completed. | <p>If the 'In touch' data item is in the range 2, 4–6 the activity and accommodation fields should be zero.</p> <p>Information on a young person's activity and accommodation is only required if it is both reliable and up to date, which means the local council must be in contact with their former client.</p> <ul style="list-style-type: none"> • Check the 'In touch' data item has been completed correctly. |
| 345 | The SSSDA903 record shows the local council is in touch with this young person, but Activity and/or Accommodation data items are zero. | <p>If the In touch data item equals YES, NO, DIED, REFU, or NREQ, the activity and accommodation data items must be completed with a valid code.</p> <p>Information is required on the activity and accommodation of all young people with whom the council is in touch.</p> <p>See Notes of Guidance for list of valid codes, including a full definition of "remaining in touch".</p> |
| 346 | A young person in custody after leaving care cannot be participating in part/full time education, training or employment. | If a young person is in custody (accommodation code of X1 or X2) after leaving care then the associated activity must be coded as G5, 'child not in education, employment or training due to other circumstances'. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|---|
| 351 | Child was over 21 at the start of the statistical year. | <p>Child must have been aged 21 or under at 1st April of the statistical year to which this record refers.</p> <ul style="list-style-type: none"> • Check that date of birth is correct; • A few young people remain accommodated in Community Homes up to their 21st birthday, and under Section 20(5) of the Children Act (1989) they can remain technically 'looked after' until that date. |
| 352 | Child who started to be looked after was aged 18 or over. | <p>Children starting to be looked after must not be aged over 18.</p> <ul style="list-style-type: none"> • Check date of birth and date episode started. |
| 353 | No episode submitted can start before 14/10/91. | The date episode started must be on or after 14/10/91. |
| 354 | The episode starts after the end of the statistical year. | <p>All episodes on this record must begin on or before 31st March of the statistical year to which this record refers – 1 April 2013 to 31 March 2014</p> <ul style="list-style-type: none"> • Check the date episode commenced. If it is correct, should this episode be reported on next year's record instead? |
| 355 | Episode appears to have lasted for less than 24 hours. | <p>Episodes cannot start and cease on the same day.</p> <p>An episode which started and ended on the same day should not be shown on the SDDA903.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|---|
| 356 | The date the episode ceased is before the date the same episode started. | <p>The date episode ceased of the current episode should either be blank or fall after the date episode commenced.</p> <ul style="list-style-type: none"> • Check both dates. |
| 357 | This is the first ever episode recorded for this child, but 'reason for new episode' is not 'started to be looked after'. | <p>If this is the first episode ever for this child, 'reason for new episode' must be S.</p> <ul style="list-style-type: none"> • Check whether there is an episode immediately preceding this one, which has been left out. • If not the 'reason for new episode' code must be amended to S. |
| 358 | Child with this legal status should not be under 10. | <p>Where legal status is J1, J2, or J3, date at start of legal status must be child's 10th birthday or over.</p> <ul style="list-style-type: none"> • Check that date of birth and legal status are recorded correctly. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|---|
| 359 | Child being looked after following 18 th birthday must be accommodated under Section 20 in a Community Home. | <p>Where a child is recorded in care beyond their 18th birthday the legal status must be V2 and the placement must be K2.</p> <ul style="list-style-type: none"> • Check that date of birth, legal status and placement data items are correct; • If the young person is not accommodated under Section 20(5) of the Children Act in a Community Home, they are not looked after and the episode should have ended on or before the 18th birthday. |
| 361 | 'Police protection' legal status lasted longer than maximum 72 hours allowed in the Children Act (1989) . | <p>Where legal status is L1 the legal status should not last longer than 3 days.</p> <p>Legal status may extend across more than one consecutive episode.</p> <p>Duration in days is calculated by taking the start date from the end date.</p> <p>If Police protection starts on 1st June and ends on 4th June check will pass; if it starts on 1st June and ends on 5th June check will fail.</p> <p>Section 46 (6) of the Children Act (1989) lays down that <i>Police Protection cannot exceed 72 hours. In practice 72 hours would normally fall across four calendar days, and when recorded on the SSDA903 would last for four calendar days. By taking the start date from the end date, a duration of 3 days would be calculated.</i></p> <p>If after checking record is correct as submitted, contact DfE.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|---|
| 362 | Emergency Protection Order (EPO) lasted longer than 21 days. | <p>Where legal status is L2, this error is flagged if the legal status lasts longer than 21 days.</p> <p>Legal status may extend across more than one consecutive episode.</p> <p>Duration in days should be calculated by taking the start date away from the end date.</p> <p>If an EPO starts on 1st June and ends on 22nd June check will pass; if it starts on 1st June and ends on 23rd June check will fail.</p> <p>Section 45 of the Children Act (1989) lays down that EPO may be renewed once and cannot exceed 15 days in total, but allows additional days to be added to this total to take account of intervening Sundays or public holidays when the order is due for renewal.</p> <p><i>This check has therefore been specified to allow a sufficient margin for such circumstances. If after checking record is correct as submitted contact DfE.</i></p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|---|
| 363 | Child Assessment Order (CAO) lasted longer than 7 days allowed in <i>Children Act</i> . | <p>Where legal status is L3 the legal status should not last longer than 7 days.</p> <p>Legal status may extend across more than one consecutive episode.</p> <p>Duration in days is calculated by taking the start date away from the end date.</p> <p>If CAO starts on 1st June and ends on 8th June check will pass; if it starts on 1st June and ends on 9th June check will fail.</p> <p>Section 43 (1) of the Children Act (1989) <i>lays down that a CAO cannot exceed 7 days and cannot be renewed.</i></p> <p>If after checking record is correct as submitted contact DfE.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|--|
| 364 | <p>Sections 41- 46 of Police and Criminal Evidence (PACE; 1984) severely limits the time a child can be detained in custody in local authority accommodation.</p> | <p>Where legal status is J2 the check will fail if legal status lasts longer than 21 days.</p> <p>Duration in days should be calculated by taking the start date away from the end date.</p> <p>If detention starts on 1st June and ends on 22nd June check will pass; if it starts on 1st June and ends on 23rd June check will fail.</p> <p>The police have a duty to produce the accused before a court as soon as is reasonably practicable, which normally means the same day or next day.</p> <p><i>This check has been specified to allow a margin for any delays in arranging interviews.</i></p> <p><i>If after checking record is correct contact DfE.</i></p> |
| 365 | <p>Any individual short term respite placement must not exceed 17 days.</p> | <p>Where legal status is V3 (i.e. individual short term breaks under a Respite Agreement are being recorded), each episode of care cannot exceed 17 days.</p> <p>Duration in days should be calculated by taking the start date away from the end date.</p> <p><i>The maximum length of any one respite break is defined under the Children Act 1989.</i></p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|---|
| 366 | A child cannot change placement during the course of an individual short term respite break. | <p>Where legal status is V3 (i.e. individual short term breaks under a Respite Agreement are being recorded), the reason for new episode must be S.</p> <ul style="list-style-type: none"> • Check status of child to ensure that it is a genuine respite case. If the child has changed placement, the legal status is probably V2. |
| 367 | The maximum amount of respite care allowable is 75 days in any 12 month period. | <p>The total duration of episodes with a legal status code V3 (individual short term breaks under a Respite Agreement) cannot exceed 75 days in any 12 month period.</p> <p>Duration in days should be calculated by taking the start date away from the end date.</p> <p><i>The maximum length of any one respite break is defined under the Children Act 1989.</i></p> <p><i>Time span of short break amended following publication of revised legal framework for looked after children. This came into force on 1st April 2011.</i></p> <p><i>Check status of child to ensure that it is a genuine respite case. If the total amount of care provided on a voluntary basis exceeds 120 days in any twelve month period, the legal status of the child is probably V2.</i></p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
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| 370 | Child in independent living should be at least 15. | <p>Where placement code is P2 the date at start of placement should be child's 15th birthday or over.</p> <ul style="list-style-type: none"> • Check that the date of birth and the placement code are correct. If so contact DfE. |
| 371 | Child in hostel should be at least 14. | <p>Where placement code is H5 the date at start of placement should be child's 14th birthday or over.</p> <ul style="list-style-type: none"> • Check that the date of birth and the placement code are correct. If so contact DfE. |
| 372 | Child in youth custody or prison should be at least 10. | <p>Where placement code is R5, date at start of placement should be child's 10th birthday or over.</p> <ul style="list-style-type: none"> • Check that the date of birth and the placement code are correct. |
| 373 | Child placed in a school should be at least 4 years old. | <p>Where placement code is S1 the date at start of placement should be child's 4th birthday or over.</p> <ul style="list-style-type: none"> • Check that the date of birth and the placement code are correct.. |
| 374 | Child in residential employment should be at least 14 years old. | <p>Where placement code is P3 the date at the start of the placement should be the child's 14th birthday or over.</p> <ul style="list-style-type: none"> • Check that the date of birth and the placement code are correct. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|---|
| 375 | Hospitalisation coded as a temporary placement exceeds six weeks. | <p>Placement T1 is only allowed for periods in hospital for the treatment of injury or acute illness, and is therefore highly unlikely to exceed 42 days duration.</p> <p>Duration in days should be calculated by taking the start date away from the end date.</p> <ul style="list-style-type: none"> • Check the reason the child has gone into hospital. If it is for the treatment of a chronic condition, the appropriate placement code is R2. • If after checking the record is correct as submitted contact DfE. |
| 376 | Temporary placements coded as being due to holiday of usual foster carer cannot exceed three weeks. | <p>Where placement is T3 the validation check will fail if the period of placement lasts longer than 21 days.</p> <p>Duration in days should be calculated by taking the start date away from the end date.</p> <p>If a temporary placement starts on 1st June and ends on 22nd June check will pass; if it starts on 1st June and ends on 23rd June check will fail.</p> <p>To qualify as a temporary placement the holiday of the usual foster carer cannot exceed three weeks.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|--|
| 377 | Only two temporary placements coded as being due to holiday of usual foster carer are allowed in any 12 month period. | <p>Check will fail if there are more than two episodes with a placement code of T3 in any 12 month period.</p> <p>To qualify as a temporary placement only two holidays of the usual foster carer are allowable in any 12 month period.</p> |
| 378 | A child who is placed with parents cannot be looked after under a single period of accommodation under Section 20 of the Children Act . | If a child is placed with parents (placement code of P1) they cannot be looked after under a single period of accommodation under Section 20 of the Children Act (legal status code of V2). |
| 379 | Temporary placements for unspecified reason (placement code T4) cannot exceed seven days. | <p>Where placement is T4 the check will fail if the period of placement lasts longer than 7 days.</p> <p>Duration in days should be calculated by taking the start date away from the end date.</p> <p>Temporary placement starts on 1st June and ends on 8th June check will pass; if it starts on 1st June and ends on 9th June check will fail.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|--|---|
| 380 | A period of care cannot start with a temporary placement. | <p>Where placement code is in the range T0 to T4 the 'reason for new episode' code must be P or B.</p> <p>A temporary placement, by definition, is one where there is clear expectation from the outset that a child will return to his/her normal placement and that this expectation is duly fulfilled.</p> |
| 381 | A period of care cannot end with a temporary placement. | <p>Where placement code is in the range T0 to T4 the 'reason episode ceased' must be X1.</p> <p>A temporary placement is, by definition, one where there is clear expectation from the outset that a child will return to his/her normal placement, and that this expectation is duly fulfilled.</p> |
| 382 | A child receiving Respite Care cannot be in a temporary placement. | <p>Where legal status is either V3 or V4 the placement cannot be in the range T0 to T4.</p> <p>Temporary placement codes T0 to T4 only apply to children who are continuously looked after.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|--|
| 383 | A child in a temporary placement must subsequently return to his/her normal placement. | <p>Where placement code is in the range T0 to T4 the 'reason for new episode' code of the next episode must be P, and the placement code of the next episode must be the same as the placement code of the previous one.</p> <p>A temporary placement, by definition, is one where there is clear expectation from the outset that a child will return to his/her normal placement, and that this expectation is duly fulfilled.</p> |
| 385 | Date episode ceased must be on or before the end of the statistical year. | <p>The date the current episode ceased must be on or before 31st March of the current statistical year.</p> <ul style="list-style-type: none"> • Check the date episode ceased has been correctly recorded. |
| 386 | Reason episode ceased is 'adopted' but child has reached age 18. | <p>If 'reason episode ceased' is coded E11 or E12 the date current episode ceased must be before 18th birthday.</p> |
| 387 | Reason episode ceased is child moved into independent living arrangement but the child is aged under 14. | <p>If 'reason episode ceased' is coded E5 or E6 the age at date episode ceased should be 14th birthday or over.</p> <ul style="list-style-type: none"> • Check reason episode ceased code and date of birth. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|---|
| 388 | Reason episode ceased is coded 'new episode begins', but there is no continuation episode. | <p>If 'reason episode ceased' is coded X1 there must be a subsequent episode starting on the same day.</p> <p>If an episode ends but the child continues to be looked after, a new episode should start on the same day. The Reason episode ceased code of the episode which ends must be X1.</p> <p>If a child ceases to be looked after reason episode ceased code X1 must not be used.</p> |
| 389 | Reason episode ceased is that child transferred to care of Adult Social Services but child is aged under 16. | <p>If 'reason episode ceased' is coded E7 the date episode ceased should be child's 16th birthday or over.</p> <ul style="list-style-type: none"> • Check reason episode ceased and date of birth. |
| 390 | Reason episode ceased is 'adopted' but child has not been previously 'placed for adoption'. | <p>If 'reason episode ceased' is coded E11 or E12 the placement code of current episode must be A3, A4, A5 or A6. Check placement details of the Adoption Order.</p> <p>S 13 (b) of the Adoption Act (1976) provides that an Adoption Order must be preceded by a period of at least 13 weeks during which the child is 'placed for adoption' with the prospective adoptive parents.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|--|
| 391 | Young person was not 19, 20 or 21 during the current data year. | <p>Data on a young person's whereabouts is only required for those young persons who reach their 19th, 20th or 21st birthday during the current data year (i.e. their date of birth should fall in the range 1 April 1992 and 31 March 1995).</p> <ul style="list-style-type: none"> • Check date of birth. If correct delete all data items relating to the young person's accommodation and activity after leaving care. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|---|
| 392 | Child is looked after but no distance is recorded. | Distance should be completed if child is looked after <u>unless</u> the legal status is V3 or V4, or the child has a placement code M1, M2 or M3. |
| 393 | Child is looked after but Mother field is not completed. | If a female child is looked after under any legal status other than V3 or V4, this field should be completed. |
| 395 | Child has had a review in the year but participation field has not been completed. | If a child has had at least one review in the year ending 31 st March this field should be completed. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|--|
| 396 | Review date cannot be before the non-respite POC started or after the non-respite POC ceased. | The reviews cannot occur outside of a non-respite period of care. |
| 397 | More than one review has been held on the same day. | Only one review can be held on one day. |
| 398 | Distance field completed but child absent from the agreed placement or looked after under legal status V3 or V4. | Children who were looked after at 31 st March and had absconded (M1, M2 or M3) or those looked after under legal status V3 or V4 are excluded from this data requirement. |
| 399 | Mother field, review field or participation field are completed but child is looked after under legal status V3 or V4. | Children looked after under legal status V3 or V4 are excluded from this data requirement. |
| 400 | Child ceased to be looked after during the year but no distance is recorded. | Distance should be only recorded when the child is looked after at 31 st March except for children looked after at 31 st March who are UASC, in a 'missing' placement, placed for adoption or looked after under an agreed series of short term placements. This should apply to 2013 and earlier only – it should NOT apply to 2014 |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|--|
| 401 | Child ceased to be looked after during the year but LA of placement is recorded. | <p>LA of Placement is only recorded when the child is looked after at 31st March, except for children looked after at 31st March who are in a 'missing' placement, placed for adoption or looked after under an agreed series of short term placements.</p> <p>This should apply to 2013 and earlier only – it should NOT apply to 2014</p> |
| 402 | LA of placement is recorded but Distance field is not completed. | <p>“LA of Placement “and “Distance” must both be recorded for each placement.</p> <p>This does not apply for UASC children where only the LA of placement is required.</p> <p>Both LA of placement, distance and placement locations should be left blank for children who), had absconded from their agreed placement at 31st March (M1, M2 or M3) or who were looked after under legal status V3 or V4.</p> |
| 403 | Postal address code has been incorrectly recorded. | <p>Either “Home postcode”, “Placement postcode” or both have been incorrectly recorded. Please re-enter both postal codes or enter values for “Distance” and “LA Placement” plus placement location</p> <p>From 2014 the postcodes should be returned for each placement, with the exception of respite care (legal status V3 or V4) and missing (placement type of M1, M2 or M3).</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|---|
| 404 | Contradiction between placement location and LA of placement. | <p>Where placement location code shows that child is placed within the local authority boundary (i.e. a placement location code of IN, then the “LA of Placement” field must also show it is within the LA boundary).</p> <ul style="list-style-type: none"> • Check placement location code and “LA of Placement” are correct. |
| 405 | Contradiction between placement location code and LA of placement where placement location code is outside the boundary. | <p>Where placement location code shows that child is placed outside the local authority boundary (i.e. a placement location code of OUT, then the “LA of Placement” field must also show it is outside the LA boundary).</p> <ul style="list-style-type: none"> • Check placement code, placement location code and “LA of Placement” are correct. |
| 406 | Child is UASC - distance should be BLANK. | If child is UASC only record “LA of Placement” and “Placement location”, not Distance. |
| 407 | Reason episode ceased is ‘Special Guardianship order’ but child has reached age 18. | If ‘reason episode ceased’ is coded E43 or E44 the date current episode ceased must be before 18th birthday. Where a placement code is coded A5 or A6 the ‘legal status code of the current episode must be E1. |
| 408 | Child is placed for adoption with a ‘Placement Order’, but no ‘Placement Order’ has been recorded. | <p>Where a placement code is coded A5 or A6 the ‘legal status code of the current episode must be E1.</p> <ul style="list-style-type: none"> • Check if Placement Order has been granted. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|--|
| 409 | Contradiction between 'placement code' in the previous year and in the current year as at 31st March. | Where a placement has not changed as at 31st March in the previous year and is continuously looked after without a placement change in the current year the placement code should match in both years. |
| 410 | Contradiction between 'placement distance' in the previous year and in the current year at 31st March. | <p>Where a 'placement distance' has not changed as at 31st March in the previous year and is continuously looked after without a placement change in the current year the 'placement distance' should match in both years.</p> <ul style="list-style-type: none"> • Check placement code, placement location and "LA of Placement" are correct. |
| 411 | Placement location code disagrees with the local authority of placement. | If the child has a placement location code of 'IN' then the LA of placement code must be the same as your LA code. Otherwise if the location code is 'OUT' then the local authority of placement must be different from your LA code. |
| 412 | Placement location code is missing | <p>Placement location must be completed for all placements either active at 1 April 2013 or which started after 1 April 2013.</p> <p>This should exclude placement codes of M1, M2 or M3 and legal status of V3 or V4.</p> |
| 413 | Placement distance is missing | Placement distance must be completed for all placements either active at 1 April 2013 or which started after 1 April 2013. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|--|---|
| 414 | LA of placement is missing | LA of placement must be completed for all placements either active at 1 April 2013 or which started after 1 April 2013. |
| 415 | New placement has started but Distance, LA of placement and placement location information is missing | <p>A new episode has started with the reason for new episode being S, B or P, information must be returned on location of this placement.</p> <p>Required for all placements starting after 1 April 2013</p> |
| 416 | New non-respite placement has started but Distance, LA of placement and placement location information is missing | <p>If a child changes from a legal status of V3 or V4 to any other legal status, information must be returned on location of this placement.</p> <p>Required for all placements starting after 1 April 2013</p> |
| 420 | LA of placement completed but child either absent from the agreed placement or looked after under legal status V3 or V4. | Children who were looked after but had absconded (placement codes of M1, M2 or M3) are excluded from requiring LA of placement information. Children looked after under legal status V3 or V4, are also excluded from this data requirement. |
| 426 | A child receiving Respite Care cannot be recorded under a legal status of V3 and V4 in the same year. | A child who is subject of an agreement for the provision of short term placements cannot be coded under a legal status code of V3 and V4 in the same year. A change of codes from V3 to V4 or vice versa between years is permitted. In practice if an LA wanted to change between using V4 in 2008-2009 to V3 in 2009-2010, for the 2008-2009 return any respite agreement open on 31st March 2009 would have to be closed and a new episode started on 1st April 2009 (or whenever the child's next period of being looked after begins) under legal status V3. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|---|
| 431 | The reason for new episode is 'started to be looked after', but the previous episode ended on the same day. | <p>If 'reason for new episode' is coded S the episode cannot start on the same day as the previous episode ended.</p> <ul style="list-style-type: none"> • Check that the last episode ended and the current episode started on the same day. If so use 'reason new episode' code P, L, or B as appropriate. |
| 432 | The child ceased to be looked after at the end of the previous episode but the reason for the new episode is not 'started to be looked after'. | <p>If the reason the previous episode ceased is coded in the range E2 to E9, E11, E12, E41, E43 or E44 the 'reason for new episode' code of the current episode must be S.</p> <p>Use of any of the 'Reason episode ceased' codes in the range E2 to E9, E11, E12, E41, E43 or E44 at the end of the previous episode means that the child ceased to be looked after on that date.</p> <p>Check whether there were one or more intervening episodes before the current one, which have not been recorded.</p> |
| 433 | The reason for new episode suggests that this is a continuation episode but the episode does not start on the same day as the last episode finished. | <p>If the 'reason for new episode' code of the current episode is P, L, or B, the current episode must start on the same day as the previous episode finished.</p> <ul style="list-style-type: none"> • Check the date the last episode finished and the date the present episode started. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|--|
| 434 | <p>'Reason for new episode' is that 'child's legal status has changed but not the placement', but this is not reflected in the episode data.</p> | <p>Where 'reason for new episode' is coded L:</p> <ul style="list-style-type: none"> • legal status of current episode must not show the same value as it did in the previous episode.; • placement of the current episode must be the same as the previous one; • placement location and placement provider of the current episode must be the same as the previous one. <p>Check legal status and placement codes in current and previous episodes. If correct as recorded the 'reason for new episode' should be amended.</p> |
| 435 | <p>'Reason for new episode' is that 'child's placement has changed but not the legal status', but this is not reflected in the episode data recorded.</p> | <p>Where 'reason for new episode' is coded P:</p> <ul style="list-style-type: none"> • placement of the current episode could be the same value as it was in the previous episode. Placement must have changed, although it may be of the same placement type; • placement provider code or placement location code may change; • legal status of the current episode must be the same as the previous one. <p>Check legal status and placement codes in current and previous episodes. If correct as recorded the 'reason for new episode' code should be amended.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|--|
| 436 | 'Reason for new episode' is that both child's placement and legal status have changed, but this is not reflected in the episode data. | <p>Where 'reason for new episode' is coded B the legal status of the current episode must be different from the previous episode. Placement must also change, although it may be of the same placement type. Placement provider and placement location may also change.</p> <ul style="list-style-type: none"> • Check legal status and placement codes in current and previous episodes. |
| 437 | Reason episode ceased is child has died but there are further episodes. | If 'reason episode ceased' is coded E2 there must not be any later episode. |
| 440 | Date of birth and review date are inconsistent with participation method. | Participation method indicates child was under 4 at the time of the review but date of birth and review date indicates the child was 4 years old or over. |
| 441 | Date of birth and review date are inconsistent with participation method. | Participation method indicates child was 4 years or over at the time of the review but date of birth and review date indicates the child was under 4. |
| 442 | UPN field is not completed. | A UPN or UPN unknown code is required for all children looked after other than those looked after under an agreed series of short term breaks (Legal status of V3 or V4). |
| 443 | Child is looked after but no LA of placement is recorded. | If child is looked after under any legal status other than V3 or V4, or in any placement other than M1, M2 or M3 this field should be completed. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|---|
| 445 | Legal status D1 cannot be started after December 2005. | <p>A legal status of D1 cannot begin after December 2005.</p> <p>If a Freeing Order procedure was started before December 2005 and granted after that date due to court backlog please consult DfE.</p> |
| 446 | Legal status E1 cannot be started before December 2005. | E1 is not a valid code for episodes starting before December 2005. |
| 450 | Child started to be looked after during the year but no review was ever recorded within 6 months. | The child had been continuously looked after for more than 6 months but no review has ever been recorded. |
| 451 | Child is still freed for adoption but Freeing Orders could not be applied for since 30th December 2005. | <p>No new applications for Freeing Orders could be made since 30th December 2005 when Placement Orders came into force.</p> <ul style="list-style-type: none"> • Check with the Adoption Team Manager to confirm that the legal status of the child remains Freed for Adoption and check whether the child is or is not living with the prospective adopters who are to adopt them (refer the Adoption Team Manager to Annex I of the Adoption Statutory Guidance for further information): <p>If you are sure that the child is still subject to a Freeing Order contact DfE.</p> |

Stage 5

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|--|
| 501 | A new episode has started before the end date of the previous episode. | <p>The date the previous episode ceased must be the same (for a continuation episode) or before the date the current episode commenced.</p> <ul style="list-style-type: none"> • Check the date the last episode ended and the date the present episode started. |
| 502 | Last year's record ended with an open episode. The date on which that episode started does not match the start date of the first episode on this year's record. | <p>Where last year's record ended with an open episode, the date on which that episode started must be the same as the date on which the first episode of the current year's record started.</p> <ul style="list-style-type: none"> • Check the start date for the current year. If it is correct, when did the last episode finish? Were there intervening episodes which have been left out? • It may be necessary to enter additional episode details into the system. |
| 503 | The reason for new episode, legal status, placement, placement provider or placement location in first episode do not match open episode at end of last year. | <p>One or more of the fields reason for new episode, legal status, placement, placement provider or placement location in first episode are not consistent with equivalent details in the last episode of a previous year's record which was open at the end of the year.</p> <ul style="list-style-type: none"> • Check details for reason for new episode, legal status and placement are correct. If they are correct, are the details in last year's final episode correct? Were there one or more intervening episodes which have been left out? • It may be necessary to enter additional episode details into the system. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|---|
| 504 | The category of need code differs from that reported at start of current period of being looked after. | <p>Where the current episode directly follows a previous episode the category of need code must be the same in both episodes.</p> <p><i>The category of need code recorded is that at the start of the current period of being looked after. So long as the child continues to be looked after without a break in care the same category of need code must be recorded on the SSDA903.</i></p> |
| 505 | The child has been adopted but has not been previously 'placed for adoption' for at least 10 weeks. | <p>If a child is not being adopted by its former foster carer(s) (i.e. 'foster care' item is 0) then the period of being placed for adoption (which will be recorded either in an episode which commenced earlier in the year, or in the additional 'start of latest period of placement' must exceed 88 days. In other cases the period of being placed for adoption should be at least one day.</p> <ul style="list-style-type: none"> • Check placement details and date of Adoption Order. • When a child is adopted by his/her former foster carer(s) the time spent living with the foster carer can count towards the 10 weeks period stipulated under Section 42(2) of the Adoption and Children Act (2002). The limit is set at 88 days to allow some latitude in the calculation of 10 weeks. • Duration in days is calculated by taking the start date of the placement away from the date episode ceased. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) | | | | | | |
|----------------|--|---|------|--------------------------|----|-------------------------------|----|---------------------------------|
| 508 | The episode data for this child shows that he/she was being looked after under a series of short term placements on 1 st April 2010 but 19 th birthday information has been submitted. | <p>19th birthday information has been submitted although earlier episode data shows that this child was being looked after under a series of short term placements (legal status V3 or V4) on 1/4/2010.</p> <p><i>19th birthday information is not required for children being looked after under a series of short term placements (legal status of V3 or V4) on 1/4/2010. Check the episode data for 2010 and contact DfE if it requires amending.</i></p> <p><i>Alternatively delete all data items relating to the young person's whereabouts on its 19th birthday.</i></p> | | | | | | |
| 509 | The episode data shows that the child was not looked after on 1 st April 2010 but 19 th birthday information has been submitted. | <p>19th birthday information has been submitted although earlier episode data shows that this child was not looked after on 1/4/2010.</p> <p><i>19th birthday information is not required for children who were not looked after on 1/4/2010. Check the episode data for 2010 and contact DfE if it requires amending.</i></p> <p><i>Alternatively delete all data items relating to the young person's whereabouts on its 19th birthday.</i></p> | | | | | | |
| 510 | Data entry for the numbers of adopters shows he/she is a single adopter . This contradicts against the genders of adopters. | <p>If reporting that the number of person(s) adopting the looked after child is one adopter then the code should only be M1 or F1.</p> <table border="1" data-bbox="712 1171 1870 1402"> <thead> <tr> <th data-bbox="712 1171 1292 1246">Code</th> <th data-bbox="1292 1171 1870 1246">Gender of the Adopter(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="712 1251 1292 1326">M1</td> <td data-bbox="1292 1251 1870 1326">The single adopter is a male.</td> </tr> <tr> <td data-bbox="712 1331 1292 1402">F1</td> <td data-bbox="1292 1331 1870 1402">The single adopter is a female.</td> </tr> </tbody> </table> | Code | Gender of the Adopter(s) | M1 | The single adopter is a male. | F1 | The single adopter is a female. |
| Code | Gender of the Adopter(s) | | | | | | | |
| M1 | The single adopter is a male. | | | | | | | |
| F1 | The single adopter is a female. | | | | | | | |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) | | | | | | | | |
|----------------|---|---|------|--------------------------|----|-------------------------------------|----|---------------------------------------|----|--|
| 511 | Data entry for the numbers of adopters shows they are a couple . This contradicts against the genders of adopters. | <p>If reporting that the number of person(s) adopting the looked after child is two adopters then the code should only be MM, FF or MF.</p> <table border="1" data-bbox="712 443 1870 799"> <thead> <tr> <th data-bbox="712 443 1292 520">Code</th> <th data-bbox="1292 443 1870 520">Gender of the Adopter(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="712 520 1292 596">MM</td> <td data-bbox="1292 520 1870 596">The adopting couple are both males.</td> </tr> <tr> <td data-bbox="712 596 1292 673">FF</td> <td data-bbox="1292 596 1870 673">The adopting couple are both females.</td> </tr> <tr> <td data-bbox="712 673 1292 799">MF</td> <td data-bbox="1292 673 1870 799">The adopting couple are female and male.</td> </tr> </tbody> </table> | Code | Gender of the Adopter(s) | MM | The adopting couple are both males. | FF | The adopting couple are both females. | MF | The adopting couple are female and male. |
| Code | Gender of the Adopter(s) | | | | | | | | | |
| MM | The adopting couple are both males. | | | | | | | | | |
| FF | The adopting couple are both females. | | | | | | | | | |
| MF | The adopting couple are female and male. | | | | | | | | | |
| 513 | Data entry on the legal status of adopters shows they are a couple but data entry for the gender of adopters shows it as a single adopter. | <p>If reporting legal status of adopters is L1, L2 or L3 then the genders of adopters should be coded as MM, FF or MF.</p> <table border="1" data-bbox="712 927 1870 1276"> <thead> <tr> <th data-bbox="712 927 1292 1003">Code</th> <th data-bbox="1292 927 1870 1003">Gender of the Adopter(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="712 1003 1292 1080">MM</td> <td data-bbox="1292 1003 1870 1080">The adopting couple are both males.</td> </tr> <tr> <td data-bbox="712 1080 1292 1157">FF</td> <td data-bbox="1292 1080 1870 1157">The adopting couple are both females.</td> </tr> <tr> <td data-bbox="712 1157 1292 1276">MF</td> <td data-bbox="1292 1157 1870 1276">The adopting couple are female and male.</td> </tr> </tbody> </table> | Code | Gender of the Adopter(s) | MM | The adopting couple are both males. | FF | The adopting couple are both females. | MF | The adopting couple are female and male. |
| Code | Gender of the Adopter(s) | | | | | | | | | |
| MM | The adopting couple are both males. | | | | | | | | | |
| FF | The adopting couple are both females. | | | | | | | | | |
| MF | The adopting couple are female and male. | | | | | | | | | |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) | | | | | | |
|----------------|--|---|------|--------------------------|----|--|----|---------------------------------|
| 514 | Data entry on the legal status of adopters shows a single adopter but data entry for the numbers of adopters shows it as a couple. | <p>If reporting legal status of adopters is L0 then the genders of adopters should be coded as M1 or F1.</p> <table border="1" data-bbox="712 443 1870 676"> <thead> <tr> <th data-bbox="712 443 1294 520">Code</th> <th data-bbox="1294 443 1870 520">Gender of the Adopter(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="712 520 1294 596">M1</td> <td data-bbox="1294 520 1870 596">The single adopter is a male.</td> </tr> <tr> <td data-bbox="712 596 1294 676">F1</td> <td data-bbox="1294 596 1870 676">The single adopter is a female.</td> </tr> </tbody> </table> | Code | Gender of the Adopter(s) | M1 | The single adopter is a male. | F1 | The single adopter is a female. |
| Code | Gender of the Adopter(s) | | | | | | | |
| M1 | The single adopter is a male. | | | | | | | |
| F1 | The single adopter is a female. | | | | | | | |
| 516 | The episode data submitted for this child does not show that he/she was with their former foster carer during the year. | If code in reason episode ceased is E43 or E44 the placement code must be Q1 or Q2. | | | | | | |
| 517 | Data entry on the legal status of adopters shows 'different gender unmarried couple' but data entry on gender of adopters shows it as a same gender couple. | <p>If reporting legal status of adopters is L3 then the genders of adopters should be coded as MF.</p> <table border="1" data-bbox="712 1011 1870 1212"> <thead> <tr> <th data-bbox="712 1011 1294 1088">Code</th> <th data-bbox="1294 1011 1870 1088">Gender of the Adopter(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="712 1088 1294 1212">MF</td> <td data-bbox="1294 1088 1870 1212">The adopting couple are female and male.</td> </tr> </tbody> </table> | Code | Gender of the Adopter(s) | MF | The adopting couple are female and male. | | |
| Code | Gender of the Adopter(s) | | | | | | | |
| MF | The adopting couple are female and male. | | | | | | | |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) | | | | | | | |
|----------------|---|--|--|------|--------------------------|----|--|----|---------------------------------------|
| 518 | Data entry on the legal status of adopter's shows 'same gender couple not in civil partnership' but data entry on genders of adopters shows it as a mixed gender couple. | If reporting legal status of adopters is L4 then the genders of adopters should be coded as MM or FF . <table border="1" data-bbox="712 443 1895 675"> <thead> <tr> <th data-bbox="712 443 1292 520">Code</th> <th data-bbox="1292 443 1895 520">Gender of the Adopter(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="712 520 1292 596">MM</td> <td data-bbox="1292 520 1895 596">The adopting couple are both males.</td> </tr> <tr> <td data-bbox="712 596 1292 675">FF</td> <td data-bbox="1292 596 1895 675">The adopting couple are both females.</td> </tr> </tbody> </table> | | Code | Gender of the Adopter(s) | MM | The adopting couple are both males. | FF | The adopting couple are both females. |
| Code | Gender of the Adopter(s) | | | | | | | | |
| MM | The adopting couple are both males. | | | | | | | | |
| FF | The adopting couple are both females. | | | | | | | | |
| 519 | Data entered on the legal status of adopters shows 'civil partnership couple' but data entered on genders of adopters shows it as a mixed gender couple. | If reporting legal status of adopters is L2 then the genders of adopters should be coded as MM or FF . <table border="1" data-bbox="712 802 1870 1034"> <thead> <tr> <th data-bbox="712 802 1292 879">Code</th> <th data-bbox="1292 802 1870 879">Gender of the Adopter(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="712 879 1292 956">MM</td> <td data-bbox="1292 879 1870 956">The adopting couple are both male.</td> </tr> <tr> <td data-bbox="712 956 1292 1034">FF</td> <td data-bbox="1292 956 1870 1034">The adopting couple are both female.</td> </tr> </tbody> </table> | | Code | Gender of the Adopter(s) | MM | The adopting couple are both male. | FF | The adopting couple are both female. |
| Code | Gender of the Adopter(s) | | | | | | | | |
| MM | The adopting couple are both male. | | | | | | | | |
| FF | The adopting couple are both female. | | | | | | | | |
| 520 | Data entry on the legal status of adopters shows 'married couple' but data entry on genders of adopters shows it as a same gender couple. | If reporting legal status of adopters is L1 then the genders of adopters should be coded as MF . <table border="1" data-bbox="712 1118 1870 1311"> <thead> <tr> <th data-bbox="712 1118 1292 1195">Code</th> <th data-bbox="1292 1118 1870 1195">Gender of the Adopter(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="712 1195 1292 1311">MF</td> <td data-bbox="1292 1195 1870 1311">The adopting couple are female and male.</td> </tr> </tbody> </table> | | Code | Gender of the Adopter(s) | MF | The adopting couple are female and male. | | |
| Code | Gender of the Adopter(s) | | | | | | | | |
| MF | The adopting couple are female and male. | | | | | | | | |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|--|---|
| 521 | Date of local authorities decision that adoption is in the best interests of the child (Date Should be Placed) must be on or prior to the date the child is placed for adoption. | A child cannot be placed for adoption before the local authority decides it is in the child's best interest to be placed for adoption. |
| 522 | Date of decision that the child should be placed for adoption must be on or before the date that a child should no longer be placed for adoption. | It must be decided that the child should be placed for adoption before the decision that a child should no longer be placed for adoption can be made. |
| 523 | Date of decision that the child should be placed for adoption should be the same date as the decision that adoption is in the best interest (date 'Should be placed') | A child adopted during the year cannot have a best interest date before the date it is formally decided that the child should be placed for adoption. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|---|---|
| 525 | A child for whom the decision to be placed for adoption has been reversed cannot be adopted during the year | <p>If the child should no longer be placed for adoption then the child cannot be adopted during the year.</p> <p>If the child has ceased care due to the granting of an Adoption Order then the decision should have been taken to place them for adoption and information on the reversal of the decision to place the child cannot be completed.</p> <p>If the child should no longer be placed for adoption check to make sure that data items relating to adoption have not been completed.</p> |
| 526 | Child is missing a placement provider code for at least one episode. | For each episode of care other than placements T0, T1, T2, T3, T4, M1, M2, M3 and Z1 a placement provider is required. |
| 527 | A placement provider code of PR1 cannot be associated with placements P1, R2 or R5. | Placement provider code of PR1 cannot be associated with placements P1, R2 and R5 as these placements cannot be provided by the local authority. |
| 528 | A placement provider code of PR2 cannot be associated with placements P1, R2 or R5. | Placement provider code of PR2 cannot be associated with placements, P1, R2 and R5 as these placements cannot be provided by another local authority. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|--|--|
| 529 | A placement provider code of PR3 cannot be associated with placements P1, Q1, Q2, A3, A4, A5, A6, K1 or K2. | Placement provider code of PR3 cannot be associated with placements P1, Q1, Q2, A3-A6, K1 and K2 as these placements cannot be provided by other public organisations. |
| 530 | A placement provider code of PR4 cannot be associated with placements P1, A3, A4, A5 or A6. | Placement provider code of PR4 cannot be associated with placements P1, A3-A6 as these placements cannot be provided by private organisations. |
| 531 | A placement provider code of PR5 cannot be associated with placements P1. | Placement provider code of PR5 cannot be associated with placements P1 as these placements cannot be provided by voluntary/third sector organisations. |
| 542 | A child aged under 10 at 31 st March should not have conviction information completed. | Conviction information is only required for children aged 10 or over at 31 st March who have been looked after continuously for at least 12 months. |
| 543 | Child is aged 10 or over at 31 st March and has been looked after continuously for 12 months yet conviction information has not been completed. | Conviction information is required for children aged 10 or over at 31 st March who have been looked after continuously for at least 12 months. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|--|--|
| 544 | A child with conviction information completed must also have data entries for immunisations, teeth checks, Health Assessments and substance misuse problem identified. | Any child who has conviction information completed must also have immunisation, teeth check, Health assessment and substance misuse problem identified fields completed. |
| 545 | Child is aged 5 or under at 31 st March and has been looked after continuously for 12 months yet health promotion information has not been completed. | Health promotion information is only required for children aged 5 or under at 31 st March who have been looked after continuously for at least 12 months. |
| 546 | Children aged over 5 at 31 st March should not have health promotion information completed. | Health promotion information is only required for children aged 5 or under at 31 st March who have been looked after continuously for at least 12 months. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|--|--|
| 547 | A child with health promotion information completed must also have data entries for immunisations, teeth checks, Health Assessments and substance misuse problem identified. | Any child who has health promotion information completed must also have immunisation, teeth check, Health Assessment and substance misuse problem identified fields completed. |
| 550 | A placement provider code of PR0 can only be associated with placement P1. | Placement provider code of PR0 may only be associated with placement P1 as this placement has no formal provider. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|--|---|
| 551 | Child has been placed for adoption but there is no date of the decision that the child should be placed for adoption | <p>If child has a placement code of A3, A4, A5 or A6 then the date of the decision that the child should be placed for adoption must be completed.</p> <p>If the child has been placed for adoption then complete the date of the decision that the child should be placed for adoption.</p> <p>The date completed should be on or before the date the local authority formally decided that the child should be placed for adoption.</p> <p>This rule applies to all records from 1st April 2008.</p> <p>If a child has a placement code of A3, A4, A5 or A6 then the date of the decision that the child should be placed for adoption must be completed.</p> <p>If the child has been placed for adoption then complete the date of the decision that the child should be placed for adoption.</p> <p>The date completed should be on or before the date the local authority formally decided that the child should be placed for adoption.</p> <p>This rule applies to all records from 1st April 2008.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|---|---|
| 552 | Date of decision to place a child for adoption should be on or prior to the date that the child was placed for adoption. | A child cannot be placed for adoption until the local authority has made the formal decision that the child should be placed for adoption. |
| 553 | Placement Order has been granted but there is no date of decision that the child should be placed for adoption. | <p>If the child has a legal status code of E1 then the date of the decision that the child should be placed for adoption must be completed.</p> <p>If a Placement Order has been granted then complete the date the local authority decided that the child should be placed for adoption.</p> <p>The date completed should be on or before the date that the local authority formally decided that the child should be placed for adoption.</p> |
| 554 | Date of decision that the child should be placed for adoption should be on or prior to the date that the Placement Order was granted. | A local authority can only apply to a court for a Placement Order when they have made the formal decision that the child should be placed for adoption. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|--|
| 555 | Freeing Order has been granted but there is no date of decision that the child should be placed for adoption. | <p>If the child has a legal status code of D1 then the date of the decision to place the child for adoption must be completed.</p> <p>If a Freeing Order has been granted then complete the date the local authority formally decided that the child should be placed for adoption.</p> <p><u>NOTE THAT FREEING ORDERS COULD NOT BE APPLIED FOR FROM 30th DECEMBER 2005.</u></p> <p>The date completed should be on or before the date that the Freeing Order was granted.</p> |
| 556 | Date of decision that the child should be placed for adoption should be on or prior to the date that the Freeing Order was granted. | <p>A local authority can only apply to a court for a Freeing Order when they have made the formal decision that the child should be placed for adoption.</p> <p><u>NOTE THAT FREEING ORDERS COULD NOT BE APPLIED FOR FROM 30th DECEMBER 2005.</u></p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|---|---|
| 557 | Child for whom the decision was made that they should be placed for adoption has left care but was not adopted and information on the decision that they should no longer be placed for adoption items have not been completed. | <p>If a child who was previously placed for adoption or subject of a Placement Order (or a Freeing Order) has ceased care without being adopted, then the date and reason why they should no longer be placed for adoption should be completed.</p> <p>Include the date the local authority formally decided that the child should no longer be placed for adoption.</p> <p>Date of the decision that the child should no longer be placed for adoption must be a valid date in the current statistical year and cannot be after the child has left care.</p> |
| 558 | Child has been adopted during the year but date of decision that they should no longer be placed for adoption has been completed. | <p>If a child has been adopted then the decision to place them for adoption has not been disrupted and the date of the decision that a child should no longer be placed for adoption should be left blank.</p> |
| 559 | Date of decision that a child should be placed for adoption was not in the current year but the date of the decision that the child should be placed for adoption was not completed in a previous return. | <p>If the date of decision that a child should be placed for adoption falls in a previous year then this information should be completed for the previous year as well.</p> <p>This rule does not apply if the date falls before 2008-2009 as information on the decision to place a child for adoption was not collected before this time.</p> <p>When the rule applies the date that the child should be placed for adoption should be the same in both years.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|--|--|
| 560 | Date of decision that the child should be placed for adoption this year is different from that recorded last year but the decision to place the child for adoption did not change. | <p>If the date of the decision that the child should be placed for adoption in the current year is different to the date of the decision recorded in a previous year, then the decision to place the child for adoption must have changed, either in the current year or the previous year.</p> <p>Check if the decision was made to place the child for adoption in both years.</p> <p>If the decision was made that the child should be placed for adoption in the previous year and the decision still stands in the current year without any disruptions, then the date and reason why the child should no longer be placed for adoption should be left blank in the previous year. Record the same date that the decision was made to place the child for adoption in both years.</p> <p>If the decision that the child should be placed for adoption changed during the previous year, then record the date and reason as to why the child should no longer be placed for adoption in the previous year; and if applicable, the date of the decision that the child should be placed for adoption in the current year.</p> <p>If the decision that the child should be placed for adoption changed in the current year, then record the same date of this decision in both years. Also record the date and reason as to why the child should no longer be placed for adoption in the current year.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|--|---|
| 561 | Date of the decision that the child should be placed for adoption this year is the same as that recorded last year but records show that the decision changed and the child should no longer be placed for adoption last year. | <p>If the date of the decision that the child should be placed for adoption in the current year is the same as the date of the decision recorded in a previous year, then the decision to place the child for adoption must have remained the same.</p> <p>Check if the decision was made to place the child for adoption in both years.</p> <p>If the decision was made that the child should be placed for adoption in the previous year and the decision still stands in the current year without any disruptions, then the date and reason why the child should no longer be placed for adoption should be left blank in the previous year. Record the same date that the decision was made to place the child for adoption in both years.</p> <p>If the decision that the child should be placed for adoption changed during the previous year, then record the date and reason as to why the child should no longer be placed for adoption in the previous year; and if applicable, the date of the decision that the child should be placed for adoption in the current year.</p> <p>If the decision that the child should be placed for adoption changed in the current year, then record the same date for the decision that the child should be placed for adoption in both years. Also record the date and reason as to why the child should no longer be placed for adoption in the current year.</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|--|---|
| 562 | Episode commenced before the start of the statistical year but there is a missing continuous episode in the previous year. | <p>If the episode started before 1st April of the current year then there must be an episode in the previous year with the same start date and episode information.</p> <p>Add the missing episode to the previous year.</p> |
| 563 | The child should no longer be placed for adoption but the date of the decision that the child should be placed for adoption is blank | <p>If the decision is made that the child should no longer be placed for adoption then the date of the decision that the child should be placed for adoption should be completed as well.</p> |

Stage 6

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|---|
| 601 | The additional fields relating to adoption have not been completed although the episode data shows that the child was adopted during the year. | <p>Code E11 or E12 (showing that the child was adopted during the year) has been entered under Reason Episode Ceased of the episode data submitted for this child but the fields relating to adoption have not been accordingly completed.</p> <ul style="list-style-type: none"> • Check these details and either complete the missing items or amend the episode data accordingly. |
| 602 | The episode data submitted for this child does not show that he/she was adopted during the year. | <p>There is no indication on the episode record that this child was adopted during the year.</p> <ul style="list-style-type: none"> • Either the data items relating to adoption have been completed in error or the episode data requires amendment; • Check that all episodes of care have been included. If the child has been adopted during the year code E11 or E12 should be recoded as being the reason episode ceased. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|--|
| 603 | Data items relating to the child's educational achievements have not been completed although the episode data shows the child left care during the year aged 16 and over. | <p>The episode data shows that this child ceased to be looked after during the year aged 16 and over. All data items relating to educational attainments should be completed for children who fall in this category.</p> <ul style="list-style-type: none"> • Check these details; either the episode data requires amending, or the additional field relating to educational achievements should be completed. • Check that all episodes of care have been included. This error usually occurs when the episode record for the child's continuing care history is incomplete. <p><i>Validation should only apply for years 2011 and earlier – should not apply to 2012 or 2013.</i></p> |
| 604 | The episode data submitted for this child does not show that he/she ceased to be looked after during the year. | <p>There is no indication on the episode record that this child ceased to be looked after during the year.</p> <ul style="list-style-type: none"> • Check that all episodes of care have been included. This error usually occurs when the episode record for the child's continuing care history is incomplete. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|--|
| 605 | No record of the educational achievements for this child has ever been received. | <p>The submission of data relating to the child's activity on its 19th birthday implies that this child left care within recent years but there is no record on our database of the child's educational achievements.</p> <ul style="list-style-type: none"> • Check these details. If the child left care during 2006-2007 then the educational achievements of the child should be completed. If the child left care prior to 1st April 2007 then the completion of an OC3 return for this child for a previous year has been overlooked please complete and return to DfE. <p><i>Validation should only apply for years 2011 and earlier – should not apply to 2012 or 2013.</i></p> |
| 606 | Young person was still being looked after on their 19 th birthday. | <p>The SSDA903 record submitted for this child indicates that he/she was still being looked after aged 19 or over</p> <ul style="list-style-type: none"> • Check date of birth and date ceased to be looked after. If both are correct contact DfE |
| 607 | Child ceased to be looked after in the year but mother field has not been completed. | This data item should be completed for all female children who ceased to be looked after in the year, excluding those looked after under legal status V3 or V4. |
| 611 | Date of birth field is blank but child is a mother. | Date of birth of the child must be completed if the child is a mother. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|---|
| 612 | Date of birth field has been completed but mother field indicates child is not a mother. | Mother field must be completed if the child is a mother. |
| 620 | Child has been recorded as a mother but DOB shows that the mother is under 11 years of age. | <p>If a child has been recorded as being a mother then the mother's age should be 11th birthday or above in the 12 month period.</p> <ul style="list-style-type: none"> • Check "mother's field" and "Mother's DOB" are correct. |
| 621 | Mother's field has been completed but DOB shows that the mother is younger than her child. | <p>Where mother's child date of birth is completed it should be greater than mother's date of birth.</p> <ul style="list-style-type: none"> • Check "child's DOB" and "Mother's DOB" are correct. |
| 622 | Distance and LA Placement are not required for the collection of care leavers information. | Distance and LA Placement fields in the care leavers cohort are excluded from this data requirement. |
| 624 | Date of birth of first child contradicts the date of birth of first child previously recorded. | If a child has been recorded as being a mother in a previous year then the date of birth of first child must be consistent between years, except when comparing to year ending 31 st March 2006 if the date of birth of the first child was recorded as an approximate date. |
| 625 | Date of birth of first child is beyond the end of this reporting year or the date the child ceased to be looked after. | If a child has been recorded as being a mother in the latest reporting year then the date of birth of the first child must not be beyond the end of this reporting year (31/03/2014) or the date the child ceased to be looked after. |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|---|--|
| 626 | Child was reported as a mother but the date of birth of first child is before the current year which contradicts with the mother status recorded last year. | If a child has been recorded as being a mother in the latest reporting year and the date of birth of the first child is in a previous year, then the mother status must be consistent between the year the mother's child was born and the latest year. |
| 627 | SDQ score is zero. | <p>An SDQ score of zero, though a valid score, is very unlikely.</p> <ul style="list-style-type: none"> • Check that this is correct; • An SDQ score of zero should be very rare but if you are certain that the score is correct contact DfE. |
| 628 | Motherhood details are not required for care leaver cohort | Mother status field should be left blank for young people for whom care leaver information is returned. . |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|---|--|
| 630 | Information on previous permanence option should be returned. | <p>A new episode has started in the latest reporting year, with the reason for new episode being "S", therefore data for items relating to previous permanence option must be returned.</p> <p>Data items:</p> <p>Previous permanence option</p> <p>Local authority code where previous permanence option was arranged (unless previous permanence option is Z1)</p> <p>Date of order (unless previous permanence option is Z1)</p> <p>Must be returned for all children starting to be looked after after 1 April 2013, this includes children with legal status of V3 or V4</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|----------------|--|---|
| 631 | Previous permanence option not a valid value | <p>Previous permanence option not a valid value:</p> <p>Valid values are:</p> <p>P1 = Adoption</p> <p>P2 = Special guardianship order (SGO)</p> <p>P3 = Residence order (RO)</p> <p>P4 = Unknown</p> <p>Z1 = No previous permanence option</p> |
| 632 | Date of order not a valid value | <p>Date should be entered in the format DD/MM/YYYY and should contain a valid date. The date should be before the start of this current episode of care.</p> <ul style="list-style-type: none"> • Check you have entered a real date, in the right format (e.g. not '03/20/2001', '31/02/2001', or 31/01/01 etc.). <p>Acceptable value where date is not known will include zz where zz is day, month or year value)</p> |

| New Error Code | Message to be Shown on Validation Report | Coding Rule (and comments which will be provided as guidance for LA staff) |
|-----------------------|---|--|
| 633 | Local authority code where previous permanence option was arranged is not a valid value | <p>The LA code should be a valid LA code or one the following codes:</p> <p>NIR = Northern Ireland</p> <p>NUK = Outside of the UK</p> <p>SCO = Scotland</p> <p>WAL = Wales</p> |
| 634 | There are entries for previous permanence options but child has not started to be looked after from 1 April 2013 onwards | There are entries in either the fields for previous permanent option but he child has no episode indicating that a period of care started after 1 April 2013. |
| 635 | There are entries for date of order and Local authority code where previous permanence option was arranged but previous permanence code is Z1 | If there was no previous permanence option arranged there cannot be a date or order or a Local authority code where previous permanence option was arranged |

Bypassing Errors

The following errors can be by-passed. Errors which can be by-passed are those where the data is unusual but could be correct as it reflects the actual situation. It would not be expected that data which triggers errors outside of this list would be correct and only those errors listed below can be by-passed. All requests to bypass an error must be directed to the DfE helpdesk.

Error numbers of by-passable errors are given in the table below:

| | | | | | |
|------------|-----|------------|------------|-----|-----|
| 115 | 204 | 333, | 406 | 503 | 606 |
| 121 | 212 | 334 to 336 | 408 to 410 | 505 | 626 |
| 122 | | 358 | 431 | 516 | 627 |
| 166 to 168 | | 359 | 433 | 553 | |
| 186 | | 361 to 363 | 442 | 555 | |
| 194 | | 370 to 373 | 443 | 557 | |
| | | 376 to 378 | 445 | | |
| | | 380 | 449 | | |
| | | 383 | 450 | | |
| | | 386 | 451 | | |
| | | 388 | | | |
| | | 390 | | | |
| | | 392 | | | |
| | | 394 to 399 | | | |



Department
for Education

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