



Department  
for Education

# **NCCIS management information requirement 2016 to 2017**

**December 2015**

# Contents

1.	Introduction	5
	Objectives	5
	XML Standards	6
	Changes to the requirement in 2016-17	6
	How to use this document	7
2.	Data requirement to be reported to DfE	8
	Young person dataset	8
	Current activity dataset	9
	Individual characteristic dataset	9
	Intended destination dataset	9
	Year 11 September Guarantee dataset	9
	Year 12 September Guarantee dataset	9
3.	Data items	10
	Data fields	11
4.	Cohort	54
	Primary cohort	54
	Transition at the end of compulsory education	55
	Young people educated out of area	56
	Young people moving between local authority areas	56
	Pupils who have not yet reached the compulsory school leaving age	56
	Young people who have reached the compulsory school leaving age	57
	Service Children's Education	58
	Duplicate matching process	58
	DWP new claimants	59

Young people leaving the cohort	59
Duplicate records	60
5. Annual Activity Survey	61
Coverage	61
Data reference period	61
Conduct of the survey	61
Data to be returned to DfE	64
Format of the data	65
Appendix A: Additional guidance and definitions	66
Current activity	66
Currency	73
Expected course end date	73
Current activity review date	74
Currency rules	74
Currency flow chart	77
Individual characteristics	78
Intended destination	81
September Guarantee	82
Appendix B: Local authority codes	85
Appendix C: Procedures to upload data to DfE	87
Timetable of Returns	87
Appendix D: Error reports	88
Error report definitions	88
File Validation Errors	94
File Rejection Errors	94

Appendix E: DfE report definitions	95
Meeting the duty to participate in education or training	96
NEET adjustment	96
NEET joiners and leavers	97
Appendix F: DfE reports	98
Local authority tables	98
Local authority summary tables	98
Local authority monthly tables	98
At risk tables/vulnerable groups (quarterly)	99
Statistical neighbour tables (monthly)	99
Tables published on GOV.UK	100

# 1. Introduction

1.1 This Management Information (MI) Requirement sets out the information that must be reported to the Department for Education's (DfE) National Client Caseload Information System (NCCIS) in the financial year beginning April 2016. It is designed primarily for data managers who have responsibility for the local client caseload information system (CCIS) and reporting information to DfE.

1.2 Data managers must ensure that all colleagues that input information to CCIS are familiar with and adhere to the definitions set out in appendices A - F of this requirement.

## Objectives

1.3 CCIS is essentially a local database that provides local authorities (LAs) with the information they need to support young people to engage in education and training; to identify those who are not participating and to plan services that meet young people's needs. It also enables LAs to provide management information to DfE through NCCIS. Information recorded on NCCIS is used to:

- monitor the extent to which young people are meeting their duty to participate in education or training. This requires all young people to continue in full time education or training, and apprenticeship, or full time employment combined with part time study until at least their 18th birthday;
- produce local authority monthly tables, which are available on the NCCIS portal, for services to compare and benchmark their performance against others;
- produce public tables that are available on GOV.UK:
  - proportion of 16- and 17-year-olds in education and training;
  - NEET data by local authority;
  - the September Guarantee;
  - NEET Scorecard;
- combine with administrative data to help DfE produce statistical first releases (SFR) such as destination measures and the NEET Quarterly Brief; and
- evaluate government policies.

1.4 This MI Requirement describes the data that must be stored in CCIS and reported to DfE in a way that is consistent between LAs and with other data sources. The descriptions of data items (eg field lengths and data types) do not mean that local systems should necessarily hold the information in that format,

but data must be converted to the required format before being submitted to NCCIS.

1.5 Services may choose to record additional data on their local systems, such as educational attainment or information needed to support a wider range of services delivered by the LA. As this information will not be reported to DfE it can be held and stored according to local needs.

1.6 A key objective for 2016-17 is to further improve the robustness and completeness of information recorded on NCCIS. This will require services to focus more on young people who move between LA areas, and to reduce further the proportion of young people whose activity is not known.

## **XML Standards**

1.7 The UK eGovernment Interoperability Framework (e-GIF) aims to prevent problems arising from incompatible content of different computer systems. It has adopted XML (extensible mark-up language) as the primary standard for data integration and presentation tools for all public sector systems.

1.8 DfE has agreed with the IT software industry, LAs and schools common standards for the collection and dissemination of data. These standards include XML. The DfE's development of new systems and interfaces between its legacy systems and other new government systems, should comply with the e-GIF, which also mandates internet standards.

1.9 In compliance with DfE's strategy, the data defined in the schema will use XML tags, and the definitions of data to be passed between elements of CCIS will be described using XML message structures.

1.10 The XML schemas to support the information exchange required by DfE form part of this requirement and are made available to CCIS software suppliers by emailing the NCCIS Helpline at [helpline@nccis.org.uk](mailto:helpline@nccis.org.uk).

## **Changes to the requirement in 2016-17**

1.11 There have been a small number of changes made to the requirement for 2016-17. These are to reflect policy changes and to help improve the robustness of NCCIS data, especially that relating to the duty to participate. The main changes are:

- activity code 290 “custodial institution (juvenile offender)” given a currency rule to reflect that the current activity review date should be calculated by the LA service as half way through the sentence. This was added because some young people are released early and risked not being followed up;
- young people in EFA funded provision with an actual expected course end date in May, June or July should have an expected course end date of 31 August in the current academic year;
- those young people in EFA provision who are studying short courses with an expected course end date before May, should have actual expected course end date taken from the Individualised Learner Record (ILR), college or EFA; and
- updated definitions of SEN, refugees, asylum seekers, looked after children and care leavers.

## How to use this document

1.12 This document is designed to make it as easy as possible to understand the data entities required to be reported via NCCIS. [Section 2](#) defines the groups of data by relevant area, eg current activity or September Guarantee. It also gives guidance on what the items mean and how to submit the monthly XML returns.

1.13 If more information is required for a particular data item then the user can navigate to that section by clicking on the data number. For example, for the detail of the data field “Young Person Record ID” in the “Young Person dataset” click on the number “YP01”. This takes the user to the relevant page in the document.

1.14 It is not possible to cover all eventualities in the requirement, and if in doubt guidance should be sought from the NCCIS helpline (see below). Supplements to this requirement, or additional guidance, may be issued from time to time.

1.15 It is expected that LAs will collect information to support their equal opportunities policy and record information on their own client caseload information system. However, there is only a limited requirement to report equal opportunities information to DfE.

1.16 Further information is available from the NCCIS Helpline on 08700 113 031 or by emailing the NCCIS Helpline at [helpline@nccis.org.uk](mailto:helpline@nccis.org.uk).

## 2. Data requirement to be reported to DfE

2.1 This section details the different data sets that need to be consistent within local CCIS systems in order to report information to DfE or exchange with other local authority (LA) systems.

### Young person dataset

Field Ref	Field Name	Page
<a href="#">YP01</a>	Young person ID (YPID)	11
<a href="#">YP02</a>	Given name	12
<a href="#">YP03</a>	Family name	13
<a href="#">YP04</a>	Middle name	14
<a href="#">YP07</a>	Gender	15
<a href="#">YP08</a>	Date of birth	16
<a href="#">YP09</a>	Lead LA code	17
<a href="#">YP10</a>	Cohort status	18
<a href="#">YP12</a>	LA code at year 11	19
<a href="#">YP13</a>	Transferred to LA code	20
<a href="#">YP18</a>	Address	21
<a href="#">YP19</a>	Address postcode	22
<a href="#">YP27</a>	Ethnic code	23
<a href="#">YP32</a>	LA code currently educated	24
<a href="#">YP37</a>	Unique learner number (ULN)	25
<a href="#">YP45</a>	SEND flag	26
<a href="#">YP59</a>	Guarantee status indicator	27
<a href="#">YP60</a>	Youth Contract indicator	28
<a href="#">YP61</a>	Youth Contract start date	29
<a href="#">YP62</a>	Previous young person identifier	30
<b>For all young people in education or training</b>		
<a href="#">EP03</a>	DfE establishment number	31
<a href="#">EP04</a>	Unique pupil number (UPN)	32
<a href="#">EP06</a>	Establishment name	33
<a href="#">EP07</a>	UK provider reference number (UKPRN)	34



## Current activity dataset

Field Ref	Field Name	Page
<a href="#">CA01</a>	Current activity code	35
<a href="#">CA02</a>	Current activity start date	38
<a href="#">CA03</a>	Current activity recorded date	39
<a href="#">CA04</a>	Current activity verification date	40
<a href="#">CA06</a>	Current activity review date	41
<a href="#">CA07</a>	Date currency due to lapse	42
<a href="#">CA08</a>	Currency lapsed indicator	43
<a href="#">CA13</a>	Level of need code	44
<a href="#">CA15</a>	NEET start date	45
<a href="#">CA16</a>	Expected course end date	46

## Individual characteristic dataset

Field Ref	Field Name	Page
<a href="#">IC01</a>	Characteristic type	47

## Intended destination dataset

Field Ref	Field Name	Page
<a href="#">ID01</a>	Year 11 intended destination	48

## Year 11 September Guarantee dataset

Field Ref	Field Name	Page
<a href="#">SG02</a>	Year 11 September Guarantee status	50
<a href="#">SG19</a>	Year 11 September Guarantee LA code	51

## Year 12 September Guarantee dataset

Field Ref	Field Name	Page
<a href="#">SG11</a>	Year 12 September Guarantee status	52
<a href="#">SG20</a>	Year 12 September Guarantee LA code	53

### 3. Data items

3.1 This section sets out the format that must be used for each data item that appears in the data sets. Additional information about the definitions that should be used can be found in [appendix A](#).

3.2 The data fields are described as follows:

<b>Field type</b>	<p><b>Alphanumeric</b> – a standard string up to the max length</p> <p><b>Numeric</b> – a value containing only numbers</p> <p><b>Date</b> – a valid date (length is not applicable)</p> <p><b>Yes / No</b> – a Boolean that must at least store yes and no. Locally a CCIS may store don't know (length is not applicable)</p>
<b>Field required</b>	<p><b>M</b> – Mandatory. The CCIS must have provision to store this information locally. Storage need not be against a record directly, but can be derived from other information eg establishment name can be derived from establishment number</p> <p><b>R</b> – Recommended. The CCIS is recommended to store this information</p>
<b>Value required</b>	<p><b>M</b> – Mandatory. The CCIS must record this data value for a primary cohort client. Where a data entity is Y/N, positive information should be sought; ie 'unknown' or no value is not acceptable</p> <p><b>C</b> – Conditional Mandatory. The CCIS may conditionally require this information; eg the educational establishment is mandatory for a client activity with an education activity</p> <p><b>O</b> – Optional. The CCIS should include a value where it is appropriate to do so; eg a young person's middle name.</p>

## Data fields

Field	YP01 Young person ID		
Field required	M	Field length	13
Value required	M	Field type	Numeric
Schema ref	YoungPersonsID		
Description	The identification number of the individual		
Valid entries	See the notes below. The number must be a unique 13 digit code for each young person		
Validation rule	'YoungPersonsID' not of the correct length	Error code	1
	Duplicate 'YoungPersonsID' found		902
	'YoungPersonsID' does not contain a value that is specified as the DatabaseID in the FileHeader		903

### Notes

Services must have a system generated unique reference created as follows:

00099999999999 where:

000 : DfE Database Registration ID

9999999999 : Unique number allocated by CCIS database

All numeric values must be leading 0 padded.

The same CCIS Young Person ID (YPID) must NOT be allocated to more than one young person. Nor must numbers that have been used previously be re-used.

Where a service changes software suppliers, or merges with / splits from other services, a new YPID will be created. Where this is the case, the previous YPID must be stored in a new field (YP62) so that it can be referenced in future.

[Return to Dataset List](#)

Field	YP02 Given name		
Field required	M	Field length	20
Value required	M	Field type	Alphanumeric
Schema ref	GivenName		
Description	The forename or first name of the young person		
Valid entries	Any none Null string		
Validation rule	'GivenName' does not contain a value	Error code	2

### Notes

The young person's name must be recorded in full and not a shortened or familiar version.

For young people of compulsory education age information may be sourced from the pupil census. Schools have a duty to provide the name, address and date of birth (DoB) of all pupils.

[Return to Dataset List](#)

Field	YP03 Family name		
Field required	M	Field length	30
Value required	M	Field type	Alphanumeric
Scheme Ref	FamilyName		
Description	Last name		
Valid entries	Any none Null string		
Validation rule	'FamilyName' does not contain a value	Error code	3

### Notes

For young people of compulsory education age information may be sourced from the pupil census. Schools have a duty to provide the name, address and DoB of all pupils.

[Return to Dataset List](#)

Field	YP04 Middle name		
Field required	M	Field length	30
Value required	O	Field type	Alphanumeric
Schema ref	MiddleName		
Description	Middle name		
Valid entries			
Validation Rule		Error code	

#### Notes

For young people of compulsory education age information may be sourced from the pupil census.

[Return to Dataset List](#)

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Field	YP07 Gender		
Field required	M	Field length	1
Value required	M	Field type	Alphanumeric
Schema ref	Gender		
Description	Pupil Gender		
Valid entries	F - Female M - Male U - Not Known W - Withheld		
Validation rule	'Gender' does not contain a value	Error code	4
	'Gender' does not contain a recognised value		5

### Notes

For young people of compulsory education age most information will be sourced from the pupil census.

This is a required field for CCIS systems. Where the young person's gender is not recorded, or the young person refuses to disclose their gender, the CCIS must use the correct corresponding code.

U - 'Not known' means that the gender of the person has not been recorded and should also be used when a young person discloses a gender which is neither male nor female.

W - 'Withheld' means that the young person refuses to disclose their gender.

[Return to Dataset List](#)

Field	YP08 Date of birth		
Field required	M	Field length	10
Value required	M	Field type	Date
Schema ref	DOB		
Description	Date of birth		
Valid entries	CCYY-MM-DD		
Validation rules	'DOB' does not contain a value	Error code	8
	'DOB' contains a value which makes the young person over the academic age of 25		9
	'DOB' contains a value which makes the young person below academic age of 15		10
	'DOB' contains a value which makes the young person without a SEND flag over the age of 20		40

### Notes

For young people of compulsory education age most information will be sourced from the pupil census. Schools have a duty to provide the name, address and DoB of all pupils.

[Return to Dataset List](#)



Field	YP09 Lead LA code		
Field required	M	Field length	3
Value required	M	Field type	Numeric
Schema ref	LeadLEA		
Description	LA code for the authority responsible for supporting the young person		
Valid entries	See <a href="#">appendix B</a> for valid LA codes		
Validation rules	Mandatory 'LeadLEA' does not contain a value	Error code	14
	'LeadLEA' does not contain a recognised value		15
	'LeadLEA' does not contain the LEA specified in the XML return header		26

## Notes

This is to identify the LA with primary responsibility for the young person, ie:

- For those of **compulsory education** age, this will be the 3 digit code of the LA area where they are being educated
- For young people who have **reached compulsory school leaving age**, this will be the 3 digit code of where they reside regardless of their current activity

See [section 4](#) for further information about the cohort for which LAs are responsible.

Services may wish to generate secondary registrations for young people that they are supporting but for whom they are not the lead authority (eg where they are the corporate parent for a care leaver who has moved to another area, or a young person with a SEND who is educated out of area pre-16).

Where secondary registrations are generated, the 'LeadLEA' must contain the code for the authority that is responsible for the young person. Secondary registrations must not be included in the XML sent to DfE.

[Return to Dataset List](#)

Field	YP10 Cohort status		
Field required	M	Field length	1
Value required	M	Field type	Alphanumeric
Schema ref	CohortStatus		
Description	The young person's status within the Service cohort		
Valid entries	P = Primary cohort G = No longer in primary cohort but covered by September Guarantee A = Age reached where an "active record" is no longer required L = Young person aged 20 – 25 whose EHCP/LDA has ceased T = Transferred to another LA so no longer an "active record" E = Left England so no longer an "active record" M = Found to be a duplicate record D = The young person is deceased		
Validation rules	'CohortStatus' contains an unrecognised value, the file will fail validation	Error code	904
	'CohortStatus' of 'T' but no value in 'Transferred ToLACode'		13
	YP in Guarantee cohort but either 'GuaranteeStatus' or 'LEACode' is missing from the 'September Guarantee' node		905

## Notes

**Code P** should be used for young people in the primary cohort – see [section 4](#).

**Code G** should be used from May to September for young people who are no longer in the primary cohort but for whom the authority is responsible for delivering the September Guarantee.

There is further information about the cohort status codes in [section 4](#).

The XML extract to DfE should only cover young people with a cohort status of either "P" or "G" and report once only those who have left the cohort as either 'A', 'L', 'T', 'E', 'M' or 'D'.

[Return to Dataset List](#)

Field	YP12 LA code at year 11		
Field required	M	Field length	3
Value required	M	Field type	Numeric
Schema ref	LEACodeAtYear11		
Description	LA code where young person was educated on 31 May in the academic year in which they reached the compulsory school leaving age		
Valid entries	See <a href="#">appendix B</a> for valid LA codes		
Validation rule	'LEACodeAtYear11' does not equal the Year 11 Offer 'LEACode' (SG19)	Error code	25
	'LEACodeAtYear11' does not contain a recognised value		24

### Notes

The LA code for the LA responsible for the young person at the end of their last year in compulsory education, including those resident in the LA area but who were not in school eg home educated or their activity was not known. This must be the same as the area responsible for ensuring that the young person has an offer under the Y11 September Guarantee and is surveyed in the annual activity survey.

This field will be used by DfE to track the activities of young people over time, so should be completed for all young people who move into the area after completing compulsory education. LA codes 000 to 003 should be used for young people who whose pre-16 education was outside England (see [appendix B](#)).

[Return to Dataset List](#)

Field	YP13 Transferred to LA code		
Field required	M	Field length	3
Value required	C	Field type	Numeric
Schema ref	TransferredToLACode		
Description	The LA code of the area that a young person has moved to		
Valid entries	See <a href="#">appendix B</a> for valid LA codes		
Validation rule	'TransferredToLACode' exists but 'CohortStatus' is not 'T'	Error code	34
	'TransferredToLACode' is not a recognised value		35
	'TransferredToLACode' returned is 004 which is not valid		41
	'TransferredToLACode' should not be the same as the lead LA code		42

## Notes

Value required for Cohort Status = 'T' and 'E'

This field should be used when a young person has left the LA area either because:

- They were educated in area but resident out of area in Year 11, and now they have completed compulsory education responsibility for their support has been passed to the authority where they live; or
- The young person has moved to a new LA area and their record has been transferred.

This code must only be used where the service is satisfied that the 'importing' authority has taken responsibility for tracking the young person in the future.

On no account must young people be transferred to the unknown code 004.

If a young person is known to have moved away, but their new address is not known, the young person should be recorded as "Current situation not known – cannot be contacted".

There is further information about managing the records of young people who move between LA areas in [section 4](#) of this document.

[Return to Dataset List](#)

Field	YP18 Address		
Field required	M	Field length	See below
Value required	M	Field type	Alphanumeric
Schema ref	Address1-4, Town, County		
Description	Address of young person		
Valid entries			
Validation rule	'Address' field does not contain any data	Error code	31

### Notes

Complies with BS7666 standard address formats.

The primary requirement is to store a valid contact address of the following:

Sub dwelling  
Dwelling  
Street  
Locality  
Town  
County

Where data is not routinely stored in BS7666 format, a 4 line address format can be accepted.

[Return to Dataset List](#)

Field	YP19 Address postcode		
Field required	M	Field length	9
Value required	M	Field type	Alphanumeric
Schema ref	Postcode		
Description	Postcode of the young person's main residence		
Valid entries	BS7666 postcode Valid postcode formats are: An nAA AAn nAA AnA nAA Ann nAA AAnA nAA AAnn nAA where 'A' is an alphabetical character and 'n' a numeric character.		
Validation rule	'Postcode' does not contain a value	Error code	32
	'Postcode' is not in a recognised format		43

### Notes

If the young person's current address is not known, or they are of no fixed abode, the XML extract should record their post code as ZZ99 9ZZ.

Services may continue to record their local office address or dummy post code in their local systems, but it should default to ZZ99 9ZZ in the XML extract.

For young people educated away from home (including at independent specialist providers or higher education institutions), their main residence should be recorded and not their temporary term time address.

[Return to Dataset List](#)

Field	YP27 Ethnic code		
Field required	M	Field length	4
Value required	M	Field type	Alphanumeric
Schema ref	Ethnicity		
Description	Ethnicity code of young person		
Valid entries	<u>White</u> WBRI = White British WIRI = White Irish WROM = Gypsy or Irish Traveller WOTH = Any other White background <u>Mixed/multiple ethnic groups</u> MWBC = White and Black Caribbean MWBA = White and Black African MWAS = White and Asian MOTH = Any other mixed/multiple ethnic background <u>Asian/Asian British</u> AIND = Indian APKN = Pakistani ABAN = Bangladeshi CHNE = Chinese AOTH = Any other Asian background <u>Black/African/Caribbean/Black British</u> BCRB = Caribbean BAFR = African BOTH = Any other Black background <u>Other ethnic group</u> OARA = Arab OOTH = Any other ethnic group <u>Not known</u> REFU = Refused to disclose NOBT = Information not obtained		
Validation rules	'Ethnicity' does not contain a value	Error code	6
	'Ethnicity' does not contain a recognised value		7

### Notes

Services are required to report to DfE using the 2011 Census classification above. This ensures that data from NCCIS are consistent with those recorded across government. Services choosing to use the DfE extended codes locally should map these to the codes above before submission to NCCIS. The ethnicity codes can be found at the [Office for National Statistics website](#).

[Return to Dataset List](#)

Field	YP32 LA code currently educated		
Field required	M	Field length	3
Value required	C	Field type	Numeric
Schema ref	EducatedLEA		
Description	LA code where the young person is currently educated		
Valid entries	See <a href="#">appendix B</a> for valid LA codes		
Validation rule	'EducatedLEA' does not contain a recognised value	Error code	19

### Notes

Value required if the young person is in an education destination.

Leave blank if young people are not in education.

[Return to Dataset List](#)

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Field	YP37 Unique learner number		
Field required	M	Field length	10
Value required	C	Field type	Numeric
Schema ref	UniqueLearnerNo		
Description	Unique Learner Number (ULN)		
Valid entries	10 digit value		
Validation rule	'UniqueLearnerNo' invalid format	Error code	30

### Notes

Value required for all young people unless there is any doubt about the reliability of a ULN (eg where a young person appears to have two different ULNs). It is better to leave this field blank than to risk recording an incorrect ULN.

The 10 digit ULN is allocated to an individual learner once and will stay with them for life.

The ULN is key to matching information received from schools and colleges with that held on CCIS; for checking for duplicate records; and for sharing information with neighbouring authorities.

Schools are required to obtain ULNs and to include these in their census returns from January 2014.

Further information is available from the [Learning Records Service website](#).

[Return to Dataset List](#)

Field	YP45 SEND flag		
Field required	M	Field length	1
Value required	M	Field type	Yes / No
Schema ref	SENDFlag		
Description	Young people with an education, health and care (EHC) plan, statement of special educational need (SEN) or learning difficulty assessment (LDA)		
Valid entries	Y - Yes N - No		
Validation rule	'SENDFlag' does not contain a value	Error code	103
	'SENDFlag' does not contain a recognised value		102

### Notes

For CCIS purposes, a young person is deemed to have a special educational need or disability if he/she:

- had an active statement of special educational need (SEN) or education, health and care (EHC) plan at the time of completing compulsory education; or
- is still attending school and has been given an EHC plan since completing compulsory education; or
- has received a learning difficulty assessment (LDA); or
- has an EHC plan.

Young people who require minimal support but who have never had a statement, LDA or EHC plan should not be recorded as having SEN on the XML return. Services may, of course, wish to record this information locally.

The SEND flag should remain on the young person's record throughout their further education and the young person's record remains in the data until their 20th birthday regardless of their activity.

LAs are required to provide information through NCCIS of young adults who have a SEND and whose permanent address is within the LA area. Young adults are defined as those who are between the calendar age of 20 and academic age 25, and 20-25 year olds should only be included in the XML extract if they have a current EHC plan or LDA.

[Return to Dataset List](#)

Field	YP59 Guarantee status indicator		
Field required	M	Field length	1
Value required	C	Field type	Yes / No
Schema ref	GuaranteeStatusIndicator		
Description	Guarantee Status Indicator		
Valid entries	Y - Yes N - No		
Validation rule	'GuaranteeStatusIndicator' does not contain a recognised value	Error code	27
	'GuaranteeStatusIndicator' = 'Y' but either 'GuaranteeStatus' or 'LEACode' is missing from the 'SeptemberGuarantee' node.		906

### Notes

Value required for all young people who are in the final year of compulsory education or in the first year of post compulsory education. Yes / No indicator to determine whether the young person should be counted in the September Guarantee cohort in the current year. The Guarantee cohort is 'locked' at the end of May. There is further guidance in [appendix A](#).

The young person's age – and not their year group - determines whether or not they are eligible for an offer. The indicator should be recorded as 'Yes' for all young people who are:

16 year old/Year 11 Guarantee: Young people in their last year of compulsory education (including those who have been 'held back' or are a 'year ahead') and:

- were registered at an education institution in the LA area on 31 May 2016; or
- were not registered at an education institution but who were resident in the LA area on 31 May 2016.

17 year old/Year 12 Guarantee): Young people who reached the compulsory school leaving age in summer 2014 and were resident in the LA area on 31 May 2016.

[Return to Dataset List](#)

Field	YP60 Youth Contract indicator		
Field required	M	Field length	1
Value required	C	Field type	Yes / No
Schema ref	YouthContractIndicator		
Description	Youth Contract Indicator (16/17 year old element)		
Valid entries	Y - Yes N - No		
Validation rule	'YouthContractIndicator' does not contain a recognised value	Error code	36

### Notes

The Youth Contract ends on **31 March 2016** and all entries must be 'N' after this date. However, this field is retained in 2016-17 in the event that a similar programme is introduced.

[Return to Dataset List](#)

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Field	YP61 Youth Contract start date		
Field required	M	Field length	10
Value required	C	Field type	Date
Schema ref	YouthContractStartDate		
Description	Date participation in Youth Contract started		
Valid entries	CCYY-MM-DD		
Validation rule	'YouthContractStartDate' must contain a value as 'YouthContractIndicator' is "Y"	Error code	29

### Notes

The Youth Contract ends on **31 March 2016** and all entries must be left blank after this date. However, this field is retained in 2016-17 in the event that a similar programme is introduced.

[Return to Dataset List](#)

Field	YP62 Previous young person identifier		
Field required	M	Field length	13
Value required	C	Field type	Numeric
Schema ref	PreviousYPIDIdentifier		
Description	The young person's previous individual identifier		
Valid entries	See below		
Validation rule	'PreviousYPIDIdentifier' not of the correct length.	Error code	37

### Notes

Value required if the young person has been allocated a second YP identifier.

The young person's identifier (YPID) should normally remain unchanged. But there can be exceptions, for example:

- where a sub-regional database is split into separate LA databases and young people are given new identifiers;
- where a young person moves between LA areas.

In these cases, the young person's previous identifier should be recorded. This should be the full 13-digit identifier made up of the 3-digit database code plus 10-digit unique number previously allocated to that young person.

[Return to Dataset List](#)

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Field	EP03 DfE establishment number		
Field required	M	Field length	7
Value required	C	Field type	Numeric
Schema ref	EstablishmentNumber		
Description	DfE Establishment Number for the educational establishment attended by the young person		
Valid entries	A list of valid establishment numbers is available from the EduBase portal		
Validation rule	'EstablishmentNumber' does not contain a valid value.	Error code	228

### Notes

Value required for all young people in full time education in schools and colleges ie activity codes 110, 120, 210, 220, 230, 270 and 280. The DfE establishment number should also be recorded for young people in secure children's homes and secure training centres.

The DfE number should be the 3-digit LA code followed by the 4-digit establishment number. Establishment numbers can be found on the [EduBase portal](#). Where a young person is educated at home or there is no valid establishment number use code 9999 plus the relevant prefix.

[Return to Dataset List](#)

Field	EP04 Unique pupil number (UPN)		
Field required	M	Field length	13
Value required	C	Field type	Alphanumeric
Schema ref	UniquePupilNumber		
Description	Unique pupil number (UPN)		
Valid entries	See <a href="#">Unique Pupil Numbers (UPN) - A guide for schools and local authorities</a>		
Validation rule	'UniquePupilNumber' not of correct length	Error code	38

### Notes

Value required for all young people where the unique pupil number (UPN) is known to LA services.

The UPN identifies each pupil in England. UPNs are allocated to pupils according to a nationally specified formula on first entry to school (or in some cases earlier). Pupils' UPNs are intended to remain with them throughout their school career and transfer with them when they change school.

It is particularly important for the UPN to be recorded if the ULN is not known.

The UPN would normally be obtained from the school census.

[Return to Dataset List](#)



Field	EP06 Establishment name		
Field required	M	Field length	80
Value required	C	Field type	Alphanumeric
Schema ref	EstablishmentName		
Description	Name of the education/training establishment attended by young person		
Valid entries	A valid school or college name or description of young person's education activity eg educated at home		
Validation rule		Error code	

### Notes

Value required for all young people who are enrolled at an educational establishment.

A list of valid establishment names is available from the [EduBase portal](#).

Names of other providers can found at [the UK Register of Learning Providers](#).

[Return to Dataset List](#)

Field	EP07 UK Provider Reference Number (UKPRN)		
Field required	M	Field length	8
Value required	C	Field type	Numeric
Schema ref	UKProviderReferenceNumber		
Description	A reference number issued by the UK Register of Learning Providers (UKRLP). This number is issued to all educational establishments registered on the UKRLP		
Valid entries	A list of valid establishment numbers is available from the UKRLP		
Validation rule	'UKProviderReferenceNumber' is not of the correct format	Error code	39

### Notes

Value required for all young people who are enrolled at a UK registered learning provider. Services are not expected to source UKPRNs for all learners, but should record this information where it is provided as part of a data exchange with the EFA.

The UKPRN is a reference number issued by the UK Register of Learning Providers (UKRLP). The UKPRN is widely used by the Education Funding Agency (EFA) and recording it on NCCIS can help with the upload and matching of data both locally and nationally. It also identifies education and training establishments that do not have a DfE number.

UKPRNs can be checked on [the UK Register of Learning Providers](#).

[Return to Dataset List](#)

<b>Field</b>	<b>CA01 Current activity code</b>		
<b>Field required</b>	M	<b>Field length</b>	3
<b>Value required</b>	M	<b>Field type</b>	Numeric
<b>Schema ref</b>	ActivityCode		
<b>Description</b>	The current activity of the young person		
<b>Valid entries</b>	<p><b>For those who have not yet reached the compulsory school leaving age</b></p> <p>110 - Registered at a school or other educational establishment</p> <p>120 - Educated at home</p> <p>130 - Custodial institution</p> <p>140 - Not registered at school or educational establishment</p> <p>150 - Current situation not known</p> <p><b>For those who have reached the compulsory school leaving age</b></p> <p><u>Education</u></p> <p>210 - Full time education - school sixth-form</p> <p>220 - Full time education - sixth-form college</p> <p>230 - Full time education - further education</p> <p>240 - Full time education - higher education</p> <p>250 - Part time education</p> <p>260 - Gap Year students</p> <p>270 - Full time education - other</p> <p>280 - Independent specialist provider</p> <p>290 - Full time education – custodial institution (juvenile offender)</p> <p><u>Employment</u></p> <p>310 - Apprenticeship</p> <p>320 - Full time employment with study (regulated qualification)</p> <p>330 - Employment without training</p> <p>340 - Employment with training (other)</p> <p>350 - Temporary employment</p> <p>360 - Part time employment</p> <p>380 - Self-employment</p> <p>381 - Self-employment with study (regulated qualification)</p> <p>550 - Work not for reward with study (regulated qualification)</p> <p><u>Training</u></p> <p>410 - EFA/SFA funded Work Based Learning</p> <p>430 - Other training (eg private training organisations)</p> <p>440 - Training through the Work Programme</p> <p>450 - Traineeship</p> <p>460 - Supported Internship</p>		

	<p><u>Re-engagement activities</u> 530 - Re-engagement provision</p> <p><u>NEET</u> 540 - Working not for reward 610 - Not yet ready for work or learning 615 - Start date agreed (other) 616 - Start date agreed (RPA compliant) 619 - Seeking employment, education or training 620 - Not available to labour market/learning – carer 630 - Not available to labour market/learning – teenage parent 640 - Not available to labour market/learning - illness 650 - Not available to labour market/learning - pregnancy 660 - Not available to labour market/learning - religious grounds 670 - Not available to labour market/learning - unlikely ever to be economically active 680 - Not available to labour market/learning - other reason</p> <p><u>Other</u> 710 - Custody (young adult offender) 720 - Refugees/Asylum seekers who have not yet been granted British citizenship or indefinite leave to remain</p> <p><u>Current situation not known</u> 810 - Current situation not known 820 - Cannot be contacted – no current address 830 - Refused to disclose activity</p>		
<p><b>Validation rule</b></p>	<p>Mandatory field 'ActivityCode' does not contain a value</p> <p>Field 'ActivityCode' does not contain a recognised value</p> <p>Young person is not old enough to have a post-16 activity code</p> <p>Young person is too old for a compulsory education activity</p> <p>Activity of carer without supporting characteristic</p> <p>Activity of teenage parent without supporting characteristic</p> <p>Activity of pregnancy without supporting characteristic</p> <p>Activity of refugee/asylum seeker without supporting characteristic</p>	<p><b>Error code</b></p>	<p>200</p> <p>201</p> <p>229</p> <p>230</p> <p>233</p> <p>234</p> <p>235</p> <p>236</p>

	Activity of Work Programme not allowed for 16 and 17 year olds		253
	Activity of Independent Specialist Provider without 'SENDFlag' of 'Y'		254
	Activity of Supported Internship without 'SENDFlag' of 'Y'		255

## Notes

Evidence of a young person's current activity must be verified either:

- i) through exchange of information with schools, colleges or other services working with the young person, or
- ii) directly from the young person or their representative (this might be a parent or other family member).

Only one current activity should apply to each young person, and that should be their primary activity.

Recording the current activity of all young people in the cohort allows services to identify those who require support to participate under S68 of the 2008 Education and Skills Act.

Current activity is also used by DfE to produce NEET and participation estimates, in the production of Destination Measures and for evaluation. **It is, therefore, essential that LAs record this information in a standard way. Please refer to the definitions at [appendix A](#).**

[Return to Dataset List](#)

Field	CA02 Current activity start date		
Field required	M	Field length	10
Value required	M	Field type	Date
Schema ref	StartDate		
Description	The date on which the young person began their current activity		
Valid entries	CCYY-MM-DD		
Validation rule	'StartDate' does not contain a value	Error code	202

### Notes

The young person's current activity start date is one of the fields used to assess whether a young person was in a sustained employment or NEET outcome in the education destination measures.

It is important, therefore, that the young person's current activity start date is established when a young person changes activity.

[Return to Dataset List](#)

Field	CA03 Current activity recorded date		
Field required	M	Field length	10
Value required	M	Field type	Date
Schema ref	DateAscertained		
Description	The date on which the young person's current activity was recorded or input to CCIS		
Valid entries	CCYY-MM-DD		
Validation rule	'DateAscertained' does not contain a value	Error code	203
	'DateAscertained' is greater than 'DateVerified'		237
	'DateAscertained' is less than 'StartDate'		242

#### Notes

This date must not be earlier than the current activity start date (CA02).

[Return to Dataset List](#)

Field	CA04 Current activity verification date		
Field required	M	Field length	10
Value required	M	Field type	Date
Schema ref	DateVerified		
Description	The date on which the young person's current activity was last confirmed		
Valid entries	CCYY-MM-DD		
Validation rules	'DateAscertained' is greater than 'DateVerified'	Error code	237
	'DateVerified' is less than 'StartDate'		256

### Notes

Current activity verification date is used to calculate the young person's currency period and determine when their current activity is due to lapse. The length of currency will depend on the type of activity (see [appendix A](#)) but will always be calculated from this date ie when the current activity was last verified.

The date verified is the date when the young person's school, college, training provider or employer last confirmed that the young person was attending their institution/employment.

This field should be updated every time a young person's current activity is verified; even if there is no change to their current activity.

[Return to Dataset List](#)



Field	CA06 Current activity review date		
Field required	M	Field length	10
Value required	C	Field type	Date
Schema ref	ReviewDate		
Description	The date on which the young person's activity is due to be reviewed		
Valid entries	CCYY-MM-DD		
Validation rule	'ReviewDate' is greater than the 'PredictedEndDate'	Error code	257
	'ActivityCode' is 260, 290, 350, 616, 710, or 720 and 'ReviewDate' doesn't contain a value		262

## Notes

Value required for all young people whose current activity is:

- temporary employment that is expected to end on a specific date (350)
- gap year students whose gap year is expected to end when they take up their deferred HE place in September/October (260)
- in the first year of a two year course
- start date agreed (RPA compliant) (616)
- a custodial sentence which has a planned release date (290/710) or
- asylum/seekers or refugees who are yet to be granted British citizenship or indefinite leave to remain (720)

The current activity review date alerts services when a young person's circumstances are liable to change. If the current activity of a young person undertaking one of the activities listed above is not verified within 4 weeks of the current activity review date their record will lapse.

Local services may also use review dates for young people who are not meeting the duty to participate or who have been identified as being at risk of dropping out. On no account should the activity review date extend beyond the young person's expected course end date. See [appendix A](#) for further information.

[Return to Dataset List](#)

Field	CA07 Currency due to lapse date		
Field required	M	Field length	10
Value required	M	Field type	Date
Schema ref	DueToLapseDate		
Description	The date on which the young person's current activity is due to lapse		
Valid entries	CCYY-MM-DD		
Validation rule	'DueToLapseDate' does not contain a value	Error code	243
	'DueToLapseDate' does not contain a recognised value		244
	'DueToLapseDate' is greater than 'PredictedEndDate'		238

### Notes

A young person's current activity recorded on CCIS will lapse on the earliest of the three dates below:

- they have reached their expected course end date (CA16) or
- 4 weeks after their current activity review date (CA06) or
- when the currency period for that activity has been reached

On **no** account should the currency due to lapse date extend beyond the young person's expected course end date.

See [appendix A](#) for further information.

[Return to Dataset List](#)

Field	CA08 Currency lapsed indicator		
Field required	M	Field length	1
Value required	M	Field type	Alphanumeric
Schema ref	CurrencyLapsed		
Description	Identifies a young person whose record is no longer current		
Valid entries	Y - Yes N - No		
Validation rule	Mandatory field 'CurrencyLapsed' does not contain a value	Error code	220
	Field 'CurrencyLapsed' does not contain a recognised value		221
	Field 'CurrencyLapsed' is 'Y' but 'DueToLapseDate' is greater than 'PeriodEndDate'		231
	Field 'CurrencyLapsed' is 'N' but 'DueToLapseDate' is less than 'Period End Date'		232

### Notes

Local systems may want to automate this field based on whether the 'currency due to lapse date' has been passed.

See [appendix A](#) for further information.

[Return to Dataset List](#)

Field	CA13 Level of need code		
Field required	M	Field length	1
Value required	M	Field type	Numeric
Schema ref	LevelOfNeedCode		
Description	Indicates young person's level of need		
Valid entries	1 – Intensive support 2 – Supported 3 – Minimum Intervention		
Validation rule	'LevelOfNeedCode' does not contain a value	Error code	100
	'LevelOfNeedCode' does not contain a recognised value		101

### Notes

This section identifies the young person's current level of need. Each young person must have an associated level of need entity; this should default to 3 if the actual level has not yet been determined.

The national definitions for this field have been removed to allow local areas to adapt this indicator to meet their local needs; for example, to match the definitions agreed locally in their risk of NEET indicators (RONI).

[Return to Dataset List](#)

Field	CA15 NEET start date		
Field required	M	Field length	10
Value required	C	Field type	Date
Schema ref	NEETStartDate		
Description	The actual date that the young person entered the NEET group as their current destination		
Valid entries	CCYY-MM-DD		
Validation rule	No value in 'NEETStartDate' for a young person with a current NEET Activity	Error code	224
	'NEETStartDate' is after the young person's current Activity 'StartDate'		225
	'NEETStartDate' should not be populated for a young person whose current activity is not NEET		226
	'NEETStartDate' is before the young person's 15th Birthday		251

## Notes

Value required for all NEET activities.

NEET start date is required to capture the actual date that the young person became NEET. This is necessary so that a young person's activity history can be created, and it may determine their eligibility for support. Because young people may move between different categories of NEET, DfE requires this date to be completed for each young person in the NEET group in order to calculate their length of stay in NEET. This field should be blank when the current activity is not a NEET destination.

[Return to Dataset List](#)

Field	CA16 Expected course end date		
Field required	M	Field length	10
Value required	C	Field type	Date
Schema ref	PredictedEndDate		
Description	The date that the young person's current activity is expected to end		
Valid entries	CCYY-MM-DD		
Validation rule	'PredictedEndDate' doesn't contain a recognised value	Error code	258
	Young person's current activity in education or training (210-240, 270, 280 or 290) without a 'PredictedEndDate'		259

### Notes

Value required for all young people in education and training (except apprenticeships). Information should be obtained from the young person's school, college or ILR.

The expected course end date will be used in the currency calculations because the calculated currency due to lapse date cannot be greater than the expected end of the course.

See [appendix A](#) for more information.

[Return to Dataset List](#)

Field	IC01 Characteristic type		
Field required	M	Field length	3
Value required	C	Field type	Numeric
Schema ref	CharacteristicCode		
Description	Type of characteristic assigned to young person		
Valid entries	Values to be reported to DfE are: 110 - Looked-after / In care 120 - Parent - caring for own child 130 - Refugee / Asylum seeker 140 - Carer not own child 150 - Client disclosed substance misuse 160 - Care Leaver 170 - Supervised by YOT 180 - Pregnant 190 - Parent – not caring for own child		
Validation rule	'CharacteristicCode' does not contain a recognised value	Error code	104
	'CharacteristicCode' is 180 (pregnant) but Gender is recorded as Male		260

### Notes

Value required for all young people with an appropriate characteristic type.

Code 180 is not a valid entry if field YP07 = Male.

See [appendix A](#) for additional guidance and definitions.

Multiple entries should be recorded where appropriate.

[Return to Dataset List](#)

Field	ID01 Year 11 intended destination		
Field required	M	Field length	3
Value required	M	Field type	Numeric
Schema ref	IntendedDestinationYr11		
Description	Intended destination of a young person on reaching compulsory school leaving age		
Valid entries	<u>Activities that meet the duty to participate</u> 111 - Full time education - same school 121 - Full time education or training - other institution 211 - Apprenticeship or traineeship 311 - Full time employment with study (regulated qualification) <u>Activities that do not meet the duty to participate</u> 321 - Employment without training 411 - Other destination 511 - Undecided 611 - Not obtained		
Validation rule	'IntendedDestinationYr11' does not have a value	Error code	301
	'IntendedDestinationYr11' does not contain a recognised value		302

### Notes

This field should reflect the intended post-16 destination of the young person on reaching compulsory school leaving age.

The intended destination field is aimed at helping LAs to deliver their duties by:

- i) identifying young people who are undecided about their future, or whose aspirations are unrealistic, and who need additional help to make their post-16 choices; and
- ii) providing information on the demand for post-16 education and training which LAs and the EFA can use to ensure that there is sufficient provision to meet demand.

Intended destinations are not recorded as current activity as they are liable to change.



When exporting to NCCIS if the young person does not have any information relating to the 'IntendedDestination', the value should default to 611. See [appendix A](#) for further definitions.

[Return to Dataset List](#)

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Field	SG02 Year 11 September Guarantee status		
Field required	M	Field length	3
Value required	M	Field type	Numeric
Schema ref	GuaranteeStatus		
Description	Offer status		
Valid entries	<p><b>Offer made</b>  110 - Education or training (regulated qualification)  124 - Re-engagement activities</p> <p><b>Offer not appropriate at this time</b>  120 - Going into employment without training  122 - Personal circumstances prevent learning at this time  123 - Other reason</p> <p><b>No offer made</b>  140 - Application made and awaiting outcome  150 - No appropriate provision  151 - Considering options/ not applied for learning</p> <p><b>No contact</b>  153 - Unable to contact - current address not known  154 - Unable to contact - other reason  159 - Guarantee status not yet recorded</p>		
Validation rule	'GuaranteeStatus' does not contain a recognised value	Error code	27

### Notes

To reflect the guarantee status of the young person when in their last year of compulsory education (academic age 15). They are entitled to an offer of a suitable place in education or training. When exporting to NCCIS **if the young person does not have any information relating to the offer, the status should default to 159.** The XML export should also include the LA code at Y11 (SG19) of the area responsible for delivering the offer to the young person.

Note: Codes 111 to 113 used previously for guaranteed and conditional offers can be retained for local use and mapped to code 110 in the XML extract.

There is further guidance in [appendix A](#).

[Return to Dataset List](#)

Field	SG19 Year 11 September Guarantee LA code		
Field required	M	Field length	3
Value required	M	Field type	Numeric
Schema ref	LEACode		
Description	LA code for the area responsible for making the offer - Y11		
Valid entries	See <a href="#">appendix B</a> for valid LA codes		
Validation rule	Guarantee 'LEACode' is not a recognised value	Error code	261

### Notes

To reflect the LA code of the area responsible for reporting the year 11 September Guarantee and the Annual Activity Survey.

This is the code of the LA where the young person was in education on 31 May in the academic year in which they reached the compulsory school leaving age. It should be the same as 'LEACodeAtYear11' (YP12).

[Return to Dataset List](#)

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Field	SG11 Year 12 September Guarantee status		
Field required	M	Field length	3
Value required	M	Field type	Numeric
Schema ref	GuaranteeStatus		
Description	Y12 offer status		
Valid entries	<p><b>Offer made</b></p> <ul style="list-style-type: none"> <li>110 - Education or training (regulated qualification)</li> <li>114 - Continuing in education or training</li> <li>115 - Continuing in employment with study (regulated qualification)</li> <li>124 - Re-engagement activities</li> </ul> <p><b>Offer not appropriate at this time</b></p> <ul style="list-style-type: none"> <li>120 - Going into employment without training</li> <li>122 - Personal circumstances prevent learning</li> <li>123 - Other reason</li> </ul> <p><b>No Offer Made</b></p> <ul style="list-style-type: none"> <li>140 - Application awaiting outcome</li> <li>150 - No appropriate provision</li> <li>151 - Considering options / not applied for learning</li> </ul> <p><b>No contact</b></p> <ul style="list-style-type: none"> <li>153 - Unable to contact – current address not known</li> <li>154 - Unable to contact - other reason</li> <li>159 - Guarantee status not yet recorded</li> </ul>		
Validation rule	'GuaranteeStatus' does not contain a recognised value	Error code	27

### Notes

To reflect the guarantee status of the young person when in their first year following compulsory education (academic age 16). They are entitled to an offer of a suitable place in education or training. When exporting to NCCIS if the young person does not yet have any information relating to the September Guarantee offer, the status should default to 159. The September Guarantee for 17 year olds applies to all those of academic age 16.

Codes 111-113 may continue to be used locally but should be mapped to code 110 in the XML extract. There is further guidance in [appendix A](#).

[Return to Dataset List](#)

Field	SG20 Year 12 September Guarantee LA code		
Field required	M	Field length	3
Value required	M	Field type	Numeric
Schema ref	LEACode		
Description	LA Code for the area responsible for making the offer - Y12		
Valid entries	See <a href="#">appendix B</a> for valid codes		
Validation rule	Guarantee 'LEACode' is not a recognised value	Error code	261

### Notes

To reflect the LA code of the area responsible for reporting on the young person in their first year following compulsory education (academic age 16). LA code of the area responsible for reporting on the Y12 September Guarantee (17 year olds). This is the LA where the young person was resident at the end of May 2016.

[Return to Dataset List](#)

## 4. Cohort

4.1 This section describes the cohort of young people that must be included in the XML sent to DfE and the arrangements that services must have in place when young people move between LA areas. All references to age refer to academic age rather than actual age, unless stated otherwise.

### Primary cohort

4.2 **Compulsory education age:** Young people who have not yet reached the compulsory school leaving age (ie who have not attained the calendar age of 16 on 31 August 2016).

4.3 Only those in their final year of compulsory education; ie academic age 15; should be returned in the XML extract. This includes those who have progressed to post-16 education early, or who have been 'held back' in years below year 11.

4.4 Young people who are registered at school or other educational establishments (including custodial institutions) should be recorded by the LA in which their educational institution is located. Young people who are not registered at an educational institution or who are home educated should be recorded by the area where they are resident.

4.5 It is the young person's age – and not their stage – that defines responsibility for their tracking. That means that a young person who is a 'year ahead', and attending post-16 education outside their home area, remains the responsibility of the area where they are in education until they attain compulsory school leaving age.

4.6 **16-19 year olds:** Young people who have reached the compulsory school leaving age, but who have not yet reached their 20<sup>th</sup> birthday, and who are resident in the LA area. This includes students whose permanent address is within the LA area, but who are currently studying away from home or serving a custodial sentence.

4.7 This is consistent with LAs' duties to encourage, enable and assist young people to participate in education or training (Education and Skills Act 2008, S68). The Act defines young people as those below the age of 20.

4.8 **20-25 year olds with a special educational need or disability (SEND):** LAs are required to provide information through NCCIS of young adults who have a SEND and whose permanent address is within the LA area. Young adults are

defined as those who are between the calendar age of 20 and academic age 25, and 20-25 year olds should only be included in the XML extract if they have a **current** Education, Health and Care (EHC) plan or a Learning Difficulty Assessment (LDA). Information about 20-25 year olds whose EHC plan, SEN or LDA has ceased should not be returned to DfE. Paragraphs 9.199 to 9.210 of the [SEND Code of Practice](#) explain the circumstances in which an EHC plan may cease.

4.9 EHC plans were introduced for new assessments from September 2014. There is a process for transferring existing statements and LDAs as appropriate to EHC plans over a transition period ending April 2018. Current CCIS definitions of LDD/SEND are expected to remain as they are until then.

4.10 Further information about this process can be found in the guidance [Transition to the new 0 to 25 special educational needs and disability system](#).

## Transition at the end of compulsory education

4.11 Where young people were educated out of area in their last year of compulsory education, there is a period of ‘dual running’ at the beginning of the following academic year when the ‘educating authority’ and the ‘resident authority’ each have reporting responsibilities. These are set out in the table below, including the information which must be shared between the authorities concerned.

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Responsibility for the Y11 September Guarantee and Activity Survey	The LA where the young person was educated at the end of compulsory education										
Responsibility for the main MI	The LA where the young person was educated at the end of compulsory education				The local authority where the young person lives						
					Period of dual reporting						

4.12 The cohort status of young people who attended compulsory education in the LA area, but who reside elsewhere, should change from P to G at the beginning of September.

4.13 The cohort status of young people in year 12 who move away from their LA area after the end of May should change from P to G when they move home.

## **Young people educated out of area**

4.14 Education institutions are expected to provide information about their students to the LA in which their school/college is located. It is for authorities to agree with neighbouring areas how and when information relating to young people who are resident in their area will be passed to them. This includes information given by educational institutions under the duty to notify their LA about any 16 and 17 year olds 'dropping out' of education and training and set out in the [Statutory guidance on the participation of young people in education, employment or training](#).

4.15 Particular attention should be paid to ensure that young offenders who move to a different LA area at the end of their custodial sentence are identified and recorded on CCIS.

4.16 The NCCIS portal will continue to offer a facility for LAs to pass information between one another on a secure basis.

4.17 Services may wish to generate secondary registrations for young people that they are supporting but for whom they are not the lead authority (eg where they are the corporate parent for a care leaver who has moved to another area, or a young person with a SEND who is educated out of area pre-16).

4.18 Where secondary registrations are generated, the 'LeadLEA' must contain the code for the authority that is responsible for the young person. Secondary registrations must not be included in the XML sent to DfE.

## **Young people moving between local authority areas**

### **Pupils who have not yet reached the compulsory school leaving age**

4.19 When a pupil moves from one school to another, the outgoing school prepares a 'common transfer file' (CTF). This is sent to the incoming school through the School to School (S2S) system. LAs have access to S2S and can use this to identify young people who move from one LA to another.



4.20 When a young person is found to have moved authorities, the outgoing authority should:

- Contact the CCIS team in the incoming authority to ensure that they are aware that the young person is now being educated in their area. The incoming area should register the young person on their CCIS database. The CTF should provide sufficient evidence that the young person is now educated in their area, and their contact details, without further checks being made.
- The incoming and outgoing areas are encouraged to exchange any relevant information that is needed to support the young person in the future, and to provide the young person's previous YP identifier (YP62) so that their records can be linked. The outgoing area can then update the young person's cohort status (YP10) to 'T' (transferred) and record the LA number of the authority that will support the young person in future (YP13).

4.21 S2S also has a 'lost pupil database' which identifies young people who have left one school but who do not appear to have enrolled at another. Pupils recorded on the lost pupil database should remain on the CCIS system of the LA, and are recorded as 'current situation not known' (150) until their whereabouts are established.

## **Young people who have reached the compulsory school leaving age**

4.22 Where services learn that a young person has left their previous address and moved to another LA area, the following action must be taken:

- The outgoing area must attempt to find the young person's new address, including a telephone number if possible, and contact the incoming authority with these details.
- Where the outgoing area cannot provide the young person's new contact information the incoming authority may ask for a few days to check that the young person is indeed resident in their area, but this should be done as quickly as possible. In exceptional circumstances, where it might take slightly longer, the incoming authority is expected to make reasonable progress to establish evidence for whether or not a young person has moved into their area. They should agree a timescale for completing these checks with the outgoing authority.
- Once it has been established that the young person is now resident in their area, the incoming authority must register the young person on their CCIS database. The incoming and outgoing areas are encouraged to

exchange any relevant information that is needed to support the young person in the future, and to provide the young person's previous YP identifier (YP62) so that their records can be linked. The outgoing authority can then update the young person's cohort status (YP10) to 'T' (transferred) and record the LA number of the authority that will support the young person in future (YP13).

- Where the young person's new address is not known, the incoming authority is expected to make enquiries. This might include checking school and college lists or undertaking a sibling search. If the young person is traced, then the action above should be taken.
- Where the young person cannot be traced, they must remain on the outgoing authority's database with a current activity of 'cannot be contacted' until their new address can be identified, either through new information or through the duplicate matching process.

4.23 LAs have a statutory responsibility towards all young people who are resident in their area. Therefore, on no account must an authority 'refuse' to accept a transfer if there is evidence that the young person is now resident in their area, nor must they transfer young people to LA code 004; this is not a valid LA code for young people leaving the cohort.

## **Service Children's Education**

4.24 Service Children's Education (SCE) provides schools and educational support for the children of the UK armed forces, MoD personnel and sponsored organisations stationed overseas. Their LA code can be found in [appendix B](#) and the establishment code and UKPRN for schools provided by the SCE can be found on [EduBase](#).

## **Duplicate matching process**

4.25 NCCIS will check the record for every young person who has reached the compulsory school leaving age and whose activity is NEET or not known (including 'currency lapsed' and 'cannot be contacted') to see if there is a possible match elsewhere in England. Matching will be based on the young person's given name, family name, date of birth and ULN. Services will be advised each month of possible matches in their area. Before any action can be taken to make duplicate records inactive, services must contact the other authority(ies) concerned to assure themselves that both records are for the same young person. If they are, then the services involved must agree which authority

will maintain the primary registration in future – that would normally be the area that had the most recent contact with the young person concerned.

4.26 The service that no longer holds the primary registration should then record the young person as no longer having an active record on CCIS. The young person must be recorded as 'T' (transferred) in field YP10 and their new LA area recorded in field YP13. The incoming authority should also record the young person's previous YP identifier (YP62).

## **DWP new claimants**

4.27 Named contacts in LAs will be sent a list each month of 18 and 19 year olds making a new claim for benefits. It is likely that this list will include names of young people who are not currently known to the authority – for example, those who have recently moved to the area. LAs must record these young people on CCIS and contact them at the earliest opportunity.

4.28 Further information about this process, including data sharing arrangements with DWP, can be found here in [Working together to support young people \(NEET\)](#).

## **Young people leaving the cohort**

4.29 Other than the instances above, a young person's record can only be removed from NCCIS where:

- they have reached the age of 20 (or the end of the academic year in which they turn 25 if they have a current EHC plan or LDA). In this instance, the young person's cohort status should be recorded as 'A'
- the EHC plan or LDA for a young adult aged 20-25 has ceased and the young adult's education is no longer supported by the LA. In this instance, the young person's cohort status should be recorded as 'L'
- they are deceased. In this instance, the young person's cohort status should be recorded as 'D'
- there is evidence that the young person has left England on a permanent basis. The young person's cohort status (YP10) should be recorded as "E" as long as the adviser is satisfied that this is a permanent move. Young people travelling abroad, or taking an extended holiday, must remain in the cohort and be recorded appropriately.

4.30 On no account should a young person's record be removed from CCIS for other reasons. This means that - as information is reported by academic age - the 16-18 cohort should remain largely unchanged from one month to the next.

## Duplicate records

4.31 Management checks can sometimes identify duplicate records for the same young person. The records should be merged and any duplicate record that is no longer active given a cohort status of 'M'.

## 5. Annual Activity Survey

5.1 The purpose of the Annual Activity Survey is to establish young people's destinations, on 1 November, in the year they completed compulsory education.

5.2 The collated results of the survey will be made available in the annual 'Moving On' publication. The survey should not be confused with the Key Stage 4 Destination Measure; whilst it focusses on the same cohort, the destination measure shows sustained destinations over a period of time.

### Coverage

5.3 The Annual Activity Survey should cover all young people who reached the compulsory school leaving age in 2016 who were educated in schools or other institutions in the LA area on 31 May 2016. The survey should also include young people resident in the authority area who are not enrolled at a school, including those receiving home tuition.

5.4 This is the same as the cohort covered by intended destinations and the year 11 September Guarantee, and services are expected to ensure that the data they provide under the Activity Survey is consistent with both intended destinations and the year 11 September Guarantee.

### Data reference period

5.5 The date of the reported activity should be as close to **1 November 2016** as possible. It is expected that by this time clients will have made firm decisions about further education etc.

### Conduct of the survey

5.6 Information on activity status should be sought from institutions in the first instance. Those not covered by institutional information or where inadequate information has been obtained should be surveyed directly by post, telephone, email, social media or other means.

5.7 Those who are known to have left the country need not be followed-up but services should endeavour to identify the activity of those who have moved out of the area since completing Year 11, working with neighbouring authorities where appropriate.

5.8 Individual activity status will be grouped by DfE as follows:

	Item	Activity Code
<b>MEETING THE DUTY TO PARTICIPATE</b>	<b>Full time education</b>	
	School sixth-form	210
	Sixth-form college	220
	Further education	230
	Higher education	240
	Other post-16 education	270
	Independent specialist provider	280
	Custodial institution (juvenile offender)	290
	<b>Full time training*</b>	
	EFA delivered work based learning	410
	Other training (eg private training provider)	430
	Traineeship	450
	Supported Internship	460
	<b>Apprenticeship</b>	
	Apprenticeship	310
	<b>Employment with study</b>	
	Full time employment with study (regulated qualification)	320
	Self-employment with study (regulated qualification)	381
Work not for reward with study (regulated qualification)	550	
<b>WORKING TOWARDS ARDS</b>	<b>Working towards participation</b>	
	Re-engagement provision	530
	Start date agreed (RPA compliant)	616
<b>TEMPORARY BREAK FROM LEARNING</b>	<b>Temporary break from learning</b>	
	Supporting family - teenage parents	630
	Illness	640
	Pregnancy	650
<b>NOT PARTICIPATING</b>	<b>Employment without training</b>	
	Employment without training	330
	Employment with training (other)	340
	Temporary employment	350
	Self-employment	380
	<b>Not settled (active in the labour market)</b>	
	Part time education	250
	Part time employment	360
	Start date agreed (other)	615
	Working not for reward	540
	Not ready for work or learning	610
	Seeking employment, education or training	619
	<b>Not settled (not active in the labour market)</b>	
	Not available - young carer	620
	Not available on religious grounds	660
	Unlikely ever to be economically active	670
	Not available – other reason	680
	<b>Current activity not established</b>	
	Current situation not known	810
	Cannot be contacted – no current address	820
	Refused to disclose activity	830
	<b>Other</b>	
	Refugee/asylum seeker **	720

\* Codes 440 (DWP Work Programme), 260 (Gap year) and 710 (Young adult offender) are not valid codes for the activity survey.

\*\* Code 720 (Refugees/asylum seekers) are excluded from the denominator used to calculate participation rates.

## Data to be returned to DfE

Item	Description
DatabaseID	3 digit database identifier of sending organisation used to return monthly XML data available from NCCIS Helpline ( <a href="mailto:helpline@nccis.org.uk">helpline@nccis.org.uk</a> ).
YoungPersonsID	3-digit database ID + the CCIS Young Persons ID padded to 10 characters with 0s. <b>(The full length of the field must be 13 characters long).</b>
CohortStatus	Indicates if the young person's status within the service cohort: P – primary G – no longer in primary cohort but covered by the September Guarantee (and Activity Survey) T – transferred to another LA so no longer an active record E – left England so no longer an active record M – duplicate record D – the young person is deceased
Postcode	Young person's postcode
Gender	Gender of the young person. Valid entries are: F – Female M – Male U – Unknown W - Withheld
Ethnicity	<u>White</u> WBRI = White British WIRI = White Irish WROM = Gypsy or Irish Traveller WOTH = Any other White background <u>Mixed/multiple ethnic groups</u> MWBC = White and Black Caribbean MWBA = White and Black African MWAS = White and Asian MOTH = Any other mixed/multiple ethnic background <u>Asian/Asian British</u> AIND = Indian APKN = Pakistani ABAN = Bangladeshi CHNE = Chinese AOTH = Any other Asian background <u>Black/African/Caribbean/Black British</u> BCRB = Caribbean BAFR = African BOTH = Any other Black background <u>Other ethnic group</u> OARA = Arab OOTH = Any other ethnic group <u>Not known</u> REFU = Refused to disclose NOBT = Information not obtained



Item	Description
Lead LEA	LA code where YP was educated in year 11. Only those codes contained in <a href="#">appendix B</a> are valid.
SENDFlag	Young people with a statement of special educational needs and/or learning difficulty assessment/education, health and care plan. Valid entries are: Y - Yes N - No
StartDate	Date reported activity started. Format: CCYY-MM-DD
ActivityCode	Activity status as at 1 November. See <a href="#">appendix A</a> for definitions of valid activity codes.
DateAscertained	The date when the current activity was ascertained. Format: CCYY-MM-DD
EstablishmentNumber	DfE establishment number for each educational establishment attended in Y11 prefixed with the 3 digit LA code. As young people should only be recorded in the Activity Survey if they were educated in the authority area in year 11, the LA code should be the same for every young person contained in the CSV file. <b>Where the establishment number is not available eg educated at home please return the LA code followed by 9999.</b>
EstablishmentName	Name of the establishment to help identify institutions without a number. Format: Alphanumeric string

## Format of the data

5.9 Data must be in **CSV format** and **compressed**.

5.10 Files must be sent to DfE using the secure file upload facility on the NCCIS website. The data file should be returned no later than end of **January 2017**.

5.11 It is important that only LA codes covered by that area are returned in the CSV file, ie the LA code where the young person was educated in Year 11 and not the LA code responsible for supporting the young person in November.

## Appendix A: Additional guidance and definitions

### Current activity

A.1 The following table defines each activity in the current activity dataset (CA01). These definitions also relate to the intended destinations and September Guarantee datasets.

<b>Those who have not yet reached compulsory school leaving age and attending education in your area</b>	
The activities below must only be used for young people in their last year of compulsory education. See section 4 for details.	
Registered at a school or other educational establishment in the authority area (110)	Young people who are registered at a school or educational establishment (including FE colleges) in the area. Include young people who are resident in another authority area (including Scotland, Wales or NI) but attend education in your area. Include both maintained and independent schools.
Educated at home (120)	Young people resident in the authority area whose parents have opted to educate their child at home. Most authorities have a 'home education service' that will be able to provide details of young people educated in this way. However parents are not legally required to inform their LA when they decide to educate their children at home.
In a custodial institution (130)	Young people in education in a young offender institution, secure children's home or secure training centre that is located in the LA area.
Not registered at a school or other educational establishment (140)	Young people who are resident in the area and who are not known to be registered with any school, being educated at home through parental choice, or in secure accommodation. This would <u>include</u> those excluded from school or who have long term health issues and are receiving LA home tuition.
Current situation not known (150)	Young people who are known to have left an educational establishment in the area but whose current activity is not known.

**Those who have reached compulsory school leaving age (ie aged 16-19 or 25 with SEND**

See [Section 4](#) for details of the cohort to be reported here.

<p>Full time education (210, 220, 230, 240, 270)</p>	<p>Young people who have reached compulsory school leaving age and are continuing in full time education.</p> <p>Full time education means a minimum of 540 hours guided learning hours per year. This is the equivalent of around 18 hours per week and may include work experience and other development activities as well as qualifications. It can be assumed that Education Funding Agency (EFA) funded <a href="#">16-19 full time study programmes</a> will meet the criteria for full time education.</p> <p>Young people in full time education should be broken down as follows:</p> <ul style="list-style-type: none"> <li>- School sixth-forms (including independent and maintained schools, special schools, academies, City Technology colleges and free schools)</li> <li>- Sixth-form colleges</li> <li>- Further education (including FE courses delivered in higher education institutions or charitable and commercial providers)</li> <li>- Higher education (including HE courses delivered in FE institutions)</li> <li>- Other full time post-16 education (including young people who are taking or re-taking years 10 or 11, attending specialist dance and drama colleges, being home educated or taking distance learning leading to a regulated qualification)</li> </ul>
<p>Part time education (250)</p>	<p>Courses of less than 540 hours of learning per year as set out in individual learning agreements. Courses not funded by the EFA or National Council for Education and Training (Wales) are still generally defined as full/part time and are therefore not subject to the guided learning hours rules. For these courses decisions should be made on the basis of the evidence available including any statement from the course provider.</p>
<p>Gap year students (260)</p>	<p>Young people who have completed KS5 and have accepted an offer for deferred entry to higher education. All young people who meet this definition should be recorded as gap year students, even if they are known to be NEET or in temporary employment/volunteering, or travelling abroad. Young people taking a break from study before applying to HE must not be recorded here.</p>
<p>Independent specialist provider (ISP) (280)</p>	<p>Specialist provision for young people who are over the compulsory school leaving age but under 25 and are subject to an Education, Health and Care Plan or a learning difficulty assessment. A list of ISPs can be found in annex 3 of <a href="#">Placement Information: Learners with learning difficulties and/or disabilities at independent specialist providers</a>.</p>

<p>Full time education – custodial institution (juvenile offender) (290)</p>	<p>Young people aged 16 or 17 who would normally be resident in the LA area but who are in custody in a secure children’s home, secure training centre or under-18 young offender’s institution. Details of these institutions, and contact details, can be found here:</p> <p><a href="#">Secure children's homes contact details</a></p> <p><a href="#">Secure training centre contact details</a></p> <p><a href="#">Under-18 young offender institution contact details</a></p> <p>Young people are entitled to continue with the programme of study they had been working on prior to turning 18, so may remain in the youth secure estate after their 18<sup>th</sup> birthday if they only have a short period of their sentence to serve.</p> <p>Juvenile offenders are deemed to be meeting the duty to participate.</p>
<p>Apprenticeship (310)</p>	<p>Full time employees who are undertaking an apprenticeship that has been commissioned and delivered through the National Apprenticeship Service.</p>
<p>Full time employment with study – regulated qualification (320)</p>	<p>Full time employees in a job that provides training or is combined with part time study that leads to a regulated qualification.</p> <p>The training or study must be the equivalent of at least 280 hours per year. This is the equivalent of around a day a week, but may be undertaken on a block release basis.</p> <p>For those young people with a duty to participate the employment must be for eight or more weeks consecutively and for 20 or more hours per week. Where a young person’s employment hours vary, employment of an average of 40 or more hours over a two-week period can be considered as meeting the requirement.</p> <p>Young people serving in the armed forces should be recorded here.</p> <p>In exceptional cases where a young person aged 16 or 17 has assumed a full-time unpaid caring role for another person, they will be considered to be meeting their duty to participate if they are also undertaking part-time education or training leading to a regulated qualification. Further guidance can be found in <a href="#">Participation of young people in education, employment or training - Statutory guidance for local authorities</a>.</p>
<p>Employment without training (330)</p>	<p>Full time employees in a job that does not provide any training leading to a regulated qualification.</p>
<p>Employment with training - other (340)</p>	<p>Full time employees in a job that provides training that does not lead to a regulated qualification but which does offer a structured package of on and/or off the job training.</p> <p>In order to count here the training must be more than a simple health and safety or induction training and should incorporate a structured written training plan at the conclusion of which the employee will be competent to do the job to which he/she has been appointed and which will enable the young person to progress.</p>
<p>Temporary employment (350)</p>	<p>Full time employment with a fixed term appointment of fewer than 8 weeks and not offering training or study leading to a regulated qualification.</p>

Part time employment (360)	Part time means working an average of less than 16 hours a week.
Self-employment (380 and 381)	Young people who are in business for themselves or who work on a freelance basis. Self-employment should be treated in the same way as employment for young people under a duty to participate.
EFA/SFA funded work based learning (410)	EFA/SFA funded work based learning for 16-19 year olds such as pre-apprenticeships, Work Pairings or locally branded programmes with non-employed status.
Other training eg private training provider (430)	Full time training that is not EFA/SFA funded (for example, private colleges or training centres, seminary and talmudic colleges).
Training through the Work Programme (440)	Jobcentre Plus customers (aged 18-24) who are undertaking a formal work related training course as part of the Work Programme. These young adults will generally be in receipt of a training allowance rather than Jobseekers Allowance (JSA). Do not count here short periods of work preparation such as work trials, work experience or sector based academies where the young adult continues to be unemployed and in receipt of JSA.
Traineeship (450)	EFA/SFA funded traineeship that includes a high quality work placement, work preparation training and English and maths. The duration of traineeships will be a maximum of six months. This code should only be used for EFA/SFA funded traineeships that meet the requirements set out in ' <a href="#">Traineeships: Framework for Delivery</a> ' Young people undertaking work related learning that does not conform to the traineeships framework (eg pre-apprenticeship courses) should continue to be recorded under 'work based learning'.
Supported internships (460)	Supported internships are a personalised study programme for young people aged 16-25 with an EHC plan, SEN statement or Learning Difficulty Assessment. They are based primarily with an employer and include an extended work placement which will hopefully lead to paid employment.
Work not for reward with study – regulated qualification (550)	Young people who are undertaking voluntary work, an internship, or holding office on a full time basis. Part time study must be the equivalent of at least 280 hours per year. This is the equivalent of around a day a week, but may be undertaken on a block release basis. The young person must be studying towards a regulated qualification.
Re-engagement provision (530)	Young people undertaking a re-engagement programme that meets the requirements set out in <a href="#">statutory guidance for local authorities on their duties relating to the participation of young people in education, employment or training.</a>

NEET (not in education, employment or training)	Young people who are not in any form of education, employment or training. This includes those who are actively seeking help via other agencies eg Jobcentre Plus and those not seeking assistance from the LA in finding a suitable opportunity.
Not yet ready for work or learning (610)	<p>Young people who have reached compulsory school leaving age but who need intensive support and/or specialised provision to prepare them for full time education or training. This may include, for example, motivational, behavioural or social issues that need to be addressed before they would be able to effectively engage in education or training.</p> <p>To be included in this situation we would expect the young person to have been assessed and be working with targeted services and/or your Youth Contract provider.</p> <p>Young people facing barriers that <u>prevent</u> them from accessing education or training should be recorded in one of the economically inactive NEET situations.</p>
Working not for reward (540)	Young people who are undertaking voluntary work, an internship, or holding office on a full time basis.
Start date agreed - other (615)	Young people who have an agreed start date for employment but have yet to start. This would include part time or temporary employment or voluntary work. Those with a start date for an apprenticeship or employment with training should be recorded as 616 (see below).
Start date agreed – RPA compliant (616)	<p>Young people who have an agreed start date for education or training, an apprenticeship or employment combined with training leading to a regulated qualification but have yet to take up that offer.</p> <p>If the start date is vague or conditional on finding a placement the young person should be counted as seeking education, employment or training.</p>
Seeking education, employment or training (619)	Young people, other than those above, who are unemployed and looking for a suitable place in education, employment or training and where there are no barriers to prevent take up. This category should be used as a transition for those clients referred by Jobcentre Plus who have yet to be interviewed.
Not available to the labour market: Carer (620)	Carers who are looking after siblings, parents or other family members and because of this are unable to enter education, training or employment at this time. Services are reminded that young carers (under 18s) can only be considered to be meeting their duty to participate if they are also undertaking part-time education or training leading to a regulated qualification.
Not available to the labour market: Teenage parent (630)	<p>Young parents who are unable to enter any form of education, training or employment because they are looking after their own children.</p> <p>New mothers, such as those still within the statutory maternity period, should be recorded as 'Not available – pregnancy'. 16 and 17 year old parents should only be recorded here while their adviser feels that their parenting responsibilities require the young person to take a temporary break from education or training.</p>

Not available to the labour market: illness (640)	Young people who have a serious or on-going health problem which prevents them taking up education, training or employment at this time.
Not available to the labour market: pregnancy (650)	Young women whose pregnancy (or those who have recently had a baby) prevents them from entering full time education, training or employment. As a general rule this means in receipt of Statutory Maternity Benefit or Maternity Allowance.
Not available to the labour market: religious grounds (660)	Young people who are unavailable to enter education, training or employment on religious grounds.
NEET - unlikely to be economically active (670)	Young people with a permanent disability or illness that prevents them from undertaking any form of education, employment or training. This activity should <u>not</u> be used for any young person, who with the relevant support, could continue their learning with an independent specialist provider or in a sheltered environment.
NEET – other reason not available (680)	Young people who are unable to enter education, training or employment at this time <u>and</u> who are not covered by any of the other categories. This would include, for example, young people who are out of the country for an extended period.
Custody – young adult offenders (710)	<p>Young people aged 18 or over, who were previously resident in the LA area, and who are on remand or in custody in a young offender institution.</p> <p>Young adult offenders are offered a range of education or training opportunities which focus on developing skills and routes to employment, especially in the 12 months before release. However, this is needs led and may vary during their sentence. For this reason, young adult offenders are deemed to be ‘neither EET or NEET’.</p> <p>Juvenile offenders (ie 16 and 17 year olds) serving a custodial sentence should be recorded under ‘Full time education – custodial institution (juvenile offender) (290)’.</p>
Refugees / Asylum seekers (720)	Young people whose immigration status is refugee or asylum seeker.
Current situation not known (810)	<p>The destination of the young person is unknown and information has not yet been gained from other reliable sources about his/her whereabouts. This includes young people who:</p> <ul style="list-style-type: none"> <li>- have reached their course end date</li> <li>- are known to have left their previous activity</li> <li>- but whose new destination has not yet been determined.</li> </ul>

<p>Cannot be contacted – no current address (820)</p>	<p>This category must only be used to record those whose current situation is not known.</p> <p>Young people <b>can only</b> be moved from NEET to ‘not known – cannot be contacted’ if all reasonable efforts to contact the young person, over a period of time, have been exhausted. For example:</p> <ul style="list-style-type: none"> <li>i) At least 6 months must have lapsed since the young person was last contacted (taken from their current activity verification date); and</li> <li>ii) Services are expected to have: <ul style="list-style-type: none"> <li>• Tried a range of different ways to contact the young person (such as letter, phone, e-mail and home visit) and at different times of the day</li> <li>• Checked their CCIS database to make sure that the young person is not registered under a different name, checked for duplicate records and undertaken a sibling search</li> <li>• Made enquiries of other local authority services, such as teenage pregnancy services, troubled families teams and youth offending teams</li> <li>• Contacted neighbouring services if the young person is thought to have moved to their area</li> <li>• Checked DWP data on new claimants to see if the young person has made a claim for benefits</li> <li>• Checked the Electoral Register</li> <li>• Considered the use of social networking where this is within the authorities’ policy</li> </ul> </li> </ul>
<p>Refused to disclose activity (830)</p>	<p>Young people who have successfully been contacted but have refused to confirm their current activity.</p>



## Currency

A.2 It is extremely important that information on the activity of young people is as up to date as possible so that those who are not participating, or who are NEET, can be identified and supported to re-engage. To support this, a young person's current activity recorded on CCIS will lapse on the earliest of the three dates below:

- expected course end date, or
- 4 weeks after their current activity review date, or
- when the currency period for their current activity has been reached

A.3 All young people whose current activity cannot be confirmed before the earliest of these dates must be recorded as 'not known' until their current activity is re-established.

A.4 The currency requirements set out below mean that it is normal for the proportion of young people whose current activity is not known to rise sharply over the summer, especially where most provision is in FE rather than school based. DfE does not monitor 'not knowns' between July and September and services are advised not to benchmark their performance against others during this period.

## Expected course end date

A.5 All young people in education, training (except employed status apprentices), re-engagement provision or in a custodial institution must have an expected course end date (CA16). This should be set as follows:

- young people of compulsory education age should have a course end date of 31 August of the current academic year
- young people in school sixth-form (or repeating Y11) should have an expected course end date at the end of 31 August of the current academic year
- 'A' level courses should be deemed to be two year courses. Young people in the first year of a two year course must be given a currency activity review date of 31 August
- Young people in EFA funded provision with an expected course end date in May, June or July should have an expected course end date of 31 August in the current academic year
- Young people in EFA funded provision who are studying short courses with an expected course end date before May, should have the actual expected course end date taken from the Individualised Learner Record (ILR), college or EFA

A.6 On no account should any young person on a one-year course, or in the second year of a two year course, have a course end date that extends beyond 31 August.

### Current activity review date

A.7 There are some groups for whom it is mandatory to set a review date on which their current activity should be confirmed:

- temporary employment that is expected to end on a specific date (350)
- gap year students whose gap year is expected to end when they take up their deferred HE place in September/October (260)
- in the first year of a two year course
- start date agreed (RPA compliant) (616)
- a custodial sentence which has a planned release date (290/710) or
- asylum/seekers or refugees who are waiting to hear if they have been granted British citizenship or indefinite leave to remain (720)

A.8 Services may also want to set review dates for young people who are covered by the duty to participate, but who are not in education or training, to ensure that they are contacted regularly, or who have been identified as being at risk of 'dropping out' (for example, through local RONI arrangements).

### Currency rules

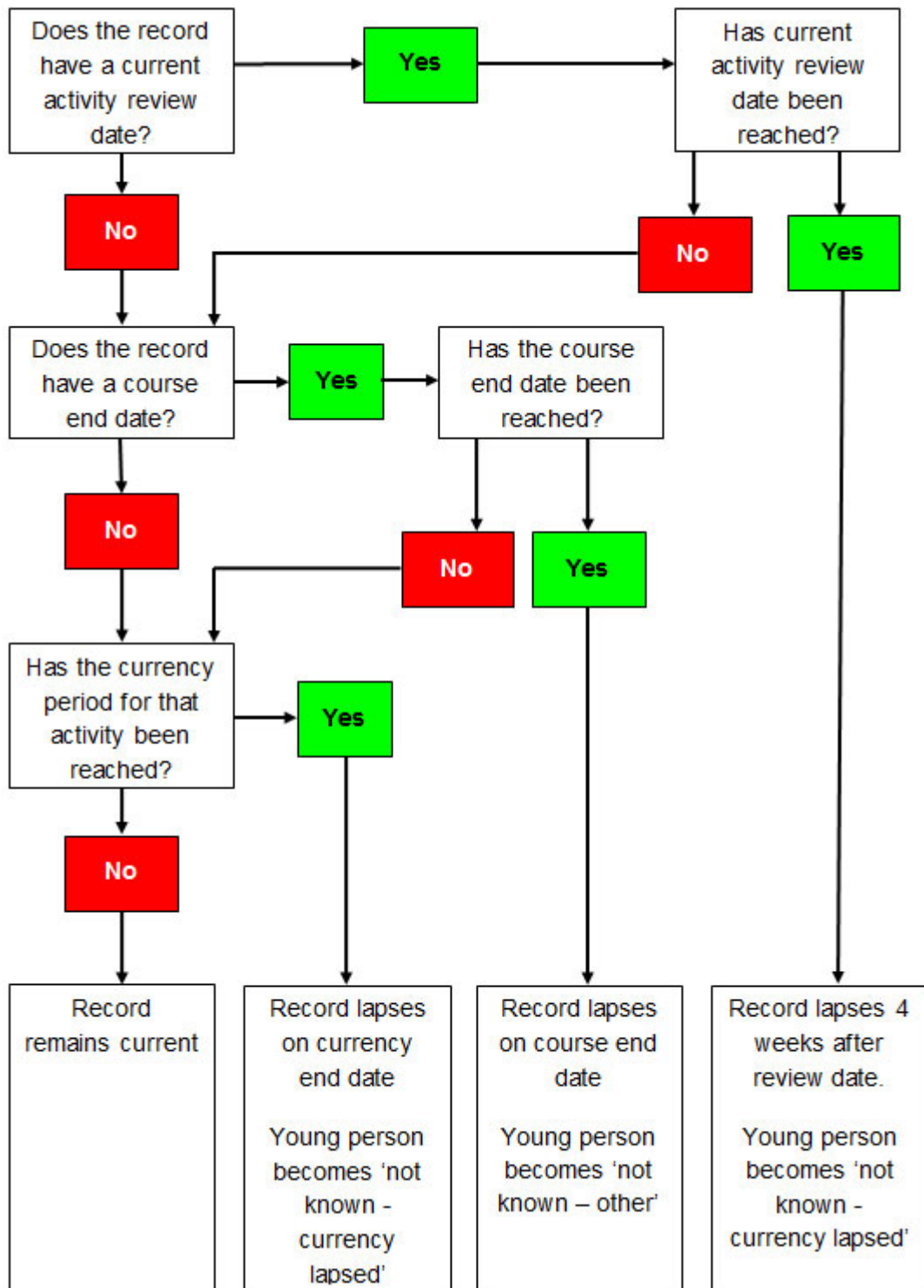
A.9 In addition to the expected course end and review dates described above, records should also have a fixed currency period to ensure that the young person's activity is verified at a regular interval. Currency rules are set out below:

Young people of compulsory education age	
All activities	<p>Course end date mandatory</p> <p>Current activity review date should be used where appropriate (eg young people serving a custodial sentence)</p> <p>Currency lapses 12 months after the latest 'current activity verification date'</p>

<b>16-19 year olds and 20-25 year olds with SEND</b>	
210-240, 270, and 280 Full time education	<p>Course end date mandatory</p> <p>Current activity review date of 31 August mandatory for those in the first year of two year courses</p> <p>Currency lapses 12 months after the latest 'current activity verification date'. This can be extended to two years for those in HE</p>
250 Part time education	<p>Course end date mandatory</p> <p>Currency lapses 6 months after the latest 'current activity verification date'</p>
290 Custodial institution (juvenile offender)	<p>Course end date mandatory (sentence release date)</p> <p>Current activity review date calculated by the LA service as half way through the sentence</p> <p>Currency lapses 4 weeks after the activity review date unless contact has been made to confirm status</p>
320 Full time employment with study (regulated qualification) 310 Apprenticeship	<p>Currency lapses 12 months after the latest 'current activity verification date'</p> <p>May be extended to 2 years for those 18 and over at the time of verification</p>
330 Employment without training 340 Employment with training (other) 360 Part time employment 380 Self-employment 381 Self-employment with study (regulated qualification) 550 Work not for reward with study (regulated qualification)	<p>Current activity review date advisory for young people of compulsory participation age</p> <p>Currency lapses 6 months after the latest 'current activity verification date'</p>
410 Work based learning 430 Other training 440 Training through the Work Programme 450 Traineeship 460 Supported internship	<p>Course end date mandatory</p> <p>Currency lapses 6 months after the latest 'current activity verification date'</p>
530 Re-engagement provision	<p>Course end date mandatory</p> <p>Currency lapses 3 months after the latest 'current activity verification date'</p>

350 Temporary employment 260 Gap year 616 Start date agreed (RPA compliant) 710 Custody (young adult offender) 720 Refugee/Asylum seeker	Current activity review date mandatory Currency lapses 4 weeks after the activity review date unless contact has been made to confirm status
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## Currency flow chart



## Individual characteristics

Item	Definition
Looked-after children (110)	A child is looked-after by a LA if he or she has (i) been provided with accommodation by a LA for a continuous period of more than 24 hours, in exercise of the LA's social service functions (in particular under the Children Act 1989), or (ii) is placed in the care of a LA by virtue of an order made under part IV of the 1989 Act. Children will cease to be looked after on their 18th birthday.
Parent - caring for own child (120)	A young person who provides regular and on-going care for their own child whether as part of a larger family unit or as a single parent.
Carer – not own child (140)	Young people who provide regular and on-going care and emotional support to family members who are physically or mentally ill, disabled or have drug/alcohol addiction. The term does not apply to the everyday and occasional help around the home that may often be expected of or given by children in families.
Substance misuser (150)	A young person who misuses substances or drugs.
Care leaver (160)	<p>Defined here as a young person who is no longer looked after, but who was looked after for a total of 13 weeks after their 14th birthday, including at least some time after their 16th birthday. It is possible for the 13 week period to be made up of a number of separate periods of care. LA statutory responsibilities regarding care leavers, and more detailed definitions, can be found here:</p> <p><a href="#">The Children Act 1989 Guidance and Regulations Volume 3: Planning Transition to Adulthood for Care Leavers</a></p> <p>This captures “relevant children” and “former relevant children” as defined in the legal framework.</p>
Pregnant (180)	A young woman who is pregnant.
Parent – not caring for own child (190)	A young parent who does not provide regular and on-going care for their own child.

<p>Refugee/Asylum Seeker (130)</p>	<p><b>Asylum Seeker</b> – means a person who—</p> <p>(a) is an asylum-seeker for the purposes of Part 6 of the Immigration and Asylum Act 1999 (see section 94 of that Act), or</p> <p>(b) would be such an asylum-seeker if the person were aged over 18;</p> <p>“child” means a person under the age of 18;</p> <p>“dependant”, in relation to an asylum-seeker, has the same meaning as in Part 6 of the Immigration and Asylum Act 1999 (see section 94(1) of that Act).</p> <p><b>Refugee status</b> is granted to a person who "owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership in a particular social group, or political opinion, is outside the country of his nationality, and is unable to or, owing to such fear, is unwilling to avail himself of the protection of that country." A person with refugee status will normally have a residence permit in the form of a small biometric card and this will be stated on the card itself.</p> <p>Young people who have been granted either British citizenship or granted indefinite leave to remain are able to access public funds. Officially, this is classed as having “no restrictions” on their residence and so visas and passport endorsements will not carry any restrictive wording. For others, the visa or passport will normally be endorsed “no recourse to public funds”.</p> <p>Some young people will have been classed as an “unaccompanied asylum seeking child” before the age of eighteen. Once turned eighteen they are regarded as an adult, and a subsequent asylum application will have to be made as an adult.</p>
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Supervised by YOT (170)	<p>A young person who is under the supervision of the local Youth Offending Team (YOT). In some instances the level of supervision is agreed locally after taking account of the young person's individual circumstances and is not a statutory requirement. The table below shows the situations where supervision is either statutory and/or where the YOT may be involved.</p> <table border="1"> <tr> <td colspan="2"><b>Pre-court measures</b></td> </tr> <tr> <td>Community resolutions</td> <td>Not statutory but YOT may be involved</td> </tr> <tr> <td>Youth Caution</td> <td>YOT may be involved if there are set conditions</td> </tr> <tr> <td>Youth Conditional Caution</td> <td>Statutory supervision</td> </tr> <tr> <td colspan="2"><b>Anti-social behaviour measures</b></td> </tr> <tr> <td>Acceptable Behaviour Contract</td> <td rowspan="2">Not statutory but YOT may be involved</td> </tr> <tr> <td>Anti-Social Behaviour Order</td> </tr> <tr> <td colspan="2"><b>Other measures</b></td> </tr> <tr> <td>Gang Injunctions</td> <td rowspan="2">Not statutory but YOT may be involved</td> </tr> <tr> <td>Youth Restorative Disposal (pilot measure)</td> </tr> <tr> <td colspan="2"><b>Sentences in the community</b></td> </tr> <tr> <td>Youth Rehabilitation Order</td> <td rowspan="3">Statutory supervision</td> </tr> <tr> <td>Referral Order</td> </tr> <tr> <td>Reparation Order</td> </tr> <tr> <td colspan="2"><b>Parenting Order</b></td> </tr> <tr> <td>Sentences to custody</td> <td rowspan="4">Statutory supervision</td> </tr> <tr> <td>Detention and Training Order</td> </tr> <tr> <td>Section 90/91</td> </tr> <tr> <td>Section 226/228</td> </tr> </table> <p>Further information can be found on the <a href="#">Ministry of Justice website</a>.</p> <p>Young people generally make the transition to adult services after their 18<sup>th</sup> birthday, although exact timing will depend on the needs of the young person.</p>	<b>Pre-court measures</b>		Community resolutions	Not statutory but YOT may be involved	Youth Caution	YOT may be involved if there are set conditions	Youth Conditional Caution	Statutory supervision	<b>Anti-social behaviour measures</b>		Acceptable Behaviour Contract	Not statutory but YOT may be involved	Anti-Social Behaviour Order	<b>Other measures</b>		Gang Injunctions	Not statutory but YOT may be involved	Youth Restorative Disposal (pilot measure)	<b>Sentences in the community</b>		Youth Rehabilitation Order	Statutory supervision	Referral Order	Reparation Order	<b>Parenting Order</b>		Sentences to custody	Statutory supervision	Detention and Training Order	Section 90/91	Section 226/228
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## Intended destination

A.10 This field identifies where the young person intends to move to following the completion of compulsory education (including those who have been ‘held back’ or are a ‘year ahead’). The intended destination field helps LAs identify those who have still to make a decision about their future and who might need additional support; and to ensure that there is sufficient, suitable provision to meet young people’s needs.

A.11 It is recognised that young people may have more than one intended destination depending on for example, the outcome of GCSE results. For MI purposes the intended destination should be reported to DfE by the end of May.

A.12 The local system may allow for “dependency comments” to support the recorded intended destination.

Item	Definition
Full time education - same school (111)	Include both those progressing to 6 <sup>th</sup> form or who are entering or retaking year 11 or earlier.
Full time education or training - other (121)	Full time education or training in a different school, sixth form college, other education establishment or home education.
Apprenticeship or traineeship (211)	
Full time employment with study (regulated qualification) (311)	Full-time employment, self-employment, or volunteering (20 hours or more) combined with part-time education or training (about one day a week) leading to a regulated qualification.
Employment without training (321)	Employment, temporary employment, or self-employment without education or training that leads to a regulated qualification.
Other destination (411)	Young people who have plans that do not fit into any of the fields above. This would include those planning to undertake activities that do not meet the duty to participate, or to live outside England post-16.
Undecided (511)	The young person had still to make a decision about his/her post-16 plans.
Not obtained (611)	The young person has not yet been contacted, or has not provided information about their post-16 plans.

## September Guarantee

A.13 All young people who reach compulsory school leaving age in 2016, or who did so in 2015, are entitled to a place in education or training. This includes young people who are not on a school roll, are home educated, or are in a custodial or residential institution. It is the young person's age – and not their year group – that determines whether or not they are entitled to an offer.

A.14 The offer of a place in education or training must meet the young person's needs. Education and training places that are dependent on GCSE attainment may count as an offer, but should be reviewed when the results are known.

A.15 It is expected that most of this information will be collected and recorded before the young person leaves school or college so that those who have not received an offer can be identified and supported throughout the summer.

A.16 The number reported in the Guarantee cohort at the end of May 2016 will be 'locked'. Once locked, the cohort will remain the same for the remainder of the Guarantee period. Where fewer or more young people are reported in a LA's June - September data than there were in their locked May data, the 'missing' number of young people's records will be added to the number reported as 'Guarantee status not recorded', or the additional numbers subtracted, in order to make the numbers balance. This will apply to both the LA monthly tables on the NCCIS portal and to the Annual September Guarantee statistics published on GOV.UK.

A.17 There may be occasions where a record has been duplicated, or a 'new' young person has been identified or become deceased between May and September. The number of these are expected to be insufficient to affect the final figures. However if LA services find that their combined year 11 and year 12 cohort has changed by 10 or more since the cohort was fixed, then they must contact the NCCIS helpline for advice.

A.18 Note that changes will not be considered where:

i) a school informs LA services that a young person has left. The young person is still entitled to an offer and should remain on CCIS. Their primary record should be updated to 'not enrolled in school' or 'not known'. Their Guarantee Status Indicator (YP59) must be recorded as 'Y' and offers tracked as normal.

ii) the young person is known to have left the country. In this case, the young person's Guarantee Status Indicator (YP59) be recorded as 'Y'. But it would be appropriate to record their Guarantee code (SG02 or SG11) as 'offer not appropriate'.

Item	Definition
<b>Offer made</b>	
Education or training - regulated qualification (110)	<p>Offer of a place in education, an apprenticeship or employment with training that meets the duty to participate.</p> <p>To be deemed as 'suitable' and recorded on CCIS, the young person's adviser must be satisfied that the offer is:</p> <ul style="list-style-type: none"> <li>• of a place on a specific course in school, college, with an independent provider, or apprenticeship;</li> <li>• includes both the training element and a job or work placement where this is a condition of the young person taking up the place;</li> <li>• is appropriate to the young person's individual needs. That means it must be at the right level; geographical location; occupational sector and learning method; and</li> <li>• includes an agreed start date (which should be no later than the beginning of the January term).</li> </ul> <p>Young people taking up full time employment, self-employment or working not for reward can be recorded here as long as they have an offer of part time education or training leading to a regulated qualification.</p> <p>Young people who are serving a sentence in a young offender institution, secure children's home or secure training centre and whose sentence extends into the new academic year should also be recorded here.</p>
Re-engagement activities (124)	Offer of a place on a re-engagement programme or Youth Contract.
Continuing in education, training or employment with study - regulated qualification (114, 115)	<p>17 year olds only.</p> <p>Young people who are undertaking 2-year courses, or who are in employment with training to level 2 and who are expected to continue in the next year. Completion of this field will be automated using the young person's expected completion date.</p>
<b>Offer not appropriate at this time</b>	
Going into employment without training (120)	<p>Young people who have a firm offer of a job which they intend to take up (or have already started). This includes 17 year olds who are expected to remain in employment and who have not indicated that they wish to return to learning.</p> <p>This includes jobs with training that does not lead to a regulated qualification, jobs without training, temporary or part time employment. It also includes all young people who might have gone into education or training, but who were not able to find a suitable place. Young people who want to go into employment, but who have not been offered a job, must <u>not</u> be recorded here.</p>

Item	Definition
Personal circumstances prevent learning at the time (122)	<p>The young person's personal circumstances <u>prevent</u> them from taking up any form of learning before January; eg serious illness or pregnancy.</p> <p>It is expected that these young people will be engaged with targeted services, and that they will be offered a place in education, training or re-engagement activity when they are ready to progress.</p>
Other reason (123)	<p>Young people for whom an offer would not be appropriate because they have other plans. This would include those who:</p> <ul style="list-style-type: none"> <li>- have chosen to do some other activity, such as voluntary work</li> <li>- are travelling or temporarily living outside England</li> <li>- despite advice to the contrary, have made it clear that they will not consider any form of post-16 education or training and have not, therefore, submitted any applications</li> </ul>
<b>No offer made</b>	
Application awaiting outcome (140)	The young person has applied for a place in learning but the result is not yet known.
No appropriate provision (150)	<p>Young people who do not have an offer because:</p> <ul style="list-style-type: none"> <li>- they cannot find a place that meets their needs</li> <li>- they applied for a course that is fully subscribed, and no additional places are being made available</li> <li>- had their application rejected and cannot find a suitable alternative</li> <li>- have been offered an apprenticeship place which they cannot take up until they have found a job</li> <li>- are on a waiting list or who do not have a start date</li> </ul>
Considering options/ not yet applied for learning (151)	Young people who do not have a job, or a reason why they cannot take up education or training, and who are undecided about what they want to do. Because of this, they have not applied for a learning place (including a re-engagement activity if that is the most appropriate route).
<b>No contact</b>	
Unable to contact – current address not known (153)	The young person does not appear to have been made an offer. The young person cannot be contacted as they are known to have moved away from the address held on CCIS and have not left a forwarding address.
Unable to contact – other reason (154)	The young person does not appear to have been made an offer. The service has tried to contact the young person to discuss their next steps, but they have not responded to phone calls, letters, e-mails, text messages, home visits or any other attempted contact.
Guarantee status not yet recorded (159)	CCIS systems should default blank entries to this code so that any 16 and 17 year old who does not have a Guarantee status can be identified and contacted.

## Appendix B: Local authority codes

Code	Local authority name	Code	Local authority name
301	Barking and Dagenham	308	Enfield
302	Barnet	881	Essex
370	Barnsley	390	Gateshead
800	Bath and North East Somerset	916	Gloucestershire
822	Bedford	203	Greenwich
303	Bexley	204	Hackney
330	Birmingham	876	Halton
889	Blackburn with Darwen	205	Hammersmith and Fulham
890	Blackpool	850	Hampshire
350	Bolton	309	Haringey
837	Bournemouth	310	Harrow
867	Bracknell Forest	805	Hartlepool
380	Bradford	311	Havering
304	Brent	884	Herefordshire
846	Brighton and Hove	919	Hertfordshire
801	Bristol	312	Hillingdon
305	Bromley	313	Hounslow
825	Buckinghamshire	921	Isle of Wight
351	Bury	420	Isles of Scilly
381	Calderdale	206	Islington
873	Cambridgeshire	207	Kensington and Chelsea
202	Camden	886	Kent
823	Central Bedfordshire	314	Kingston upon Thames
895	Cheshire East	810	Kingston upon Hull
896	Cheshire West and Chester	382	Kirklees
201	City of London	340	Knowsley
908	Cornwall	208	Lambeth
331	Coventry	888	Lancashire
306	Croydon	383	Leeds
909	Cumbria	856	Leicester
841	Darlington	855	Leicestershire
831	Derby	209	Lewisham
830	Derbyshire	925	Lincolnshire
878	Devon	341	Liverpool
371	Doncaster	821	Luton
835	Dorset	352	Manchester
332	Dudley	887	Medway
840	Durham	315	Merton
307	Ealing	806	Middlesbrough
811	East Riding of Yorkshire	826	Milton Keynes
845	East Sussex	391	Newcastle upon Tyne

Code	Local authority name	Code	Local authority name
316	Newham	935	Suffolk
926	Norfolk	394	Sunderland
812	North East Lincolnshire	936	Surrey
813	North Lincolnshire	319	Sutton
802	North Somerset	866	Swindon
392	North Tyneside	357	Tameside
815	North Yorkshire	894	Telford and Wrekin
928	Northamptonshire	883	Thurrock
929	Northumberland	880	Torbay
892	Nottingham	211	Tower Hamlets
891	Nottinghamshire	358	Trafford
353	Oldham	384	Wakefield
931	Oxfordshire	335	Walsall
874	Peterborough	320	Waltham Forest
879	Plymouth	212	Wandsworth
836	Poole	877	Warrington
851	Portsmouth	937	Warwickshire
870	Reading	869	West Berkshire
317	Redbridge	938	West Sussex
807	Redcar and Cleveland	213	Westminster
318	Richmond upon Thames	359	Wigan
354	Rochdale	865	Wiltshire
372	Rotherham	868	Windsor and Maidenhead
857	Rutland	344	Wirral
355	Salford	872	Wokingham
333	Sandwell	336	Wolverhampton
343	Sefton	885	Worcestershire
373	Sheffield	816	York
893	Shropshire	702	Service Children's Education
871	Slough	LA codes for young people educated outside England, or who have left the cohort	
334	Solihull	000	Abroad
933	Somerset	001	Wales
803	South Gloucestershire	002	Scotland
393	South Tyneside	003	Other UK Province or crown dependency [1]
852	Southampton	004	Unknown [2]
882	Southend on Sea		
210	Southwark		
342	St Helens		
860	Staffordshire		
356	Stockport		
808	Stockton on Tees		
861	Stoke on Trent		

**Notes:**

- [1] Northern Ireland, Guernsey, Jersey and the Isle of Man
- [2] Code 004 is not valid for young people leaving the cohort

## Appendix C: Procedures to upload data to DfE

C.1 Data returns are provided to DfE using the secure NCCIS website to capture the local management information in XML format which then uploads the data to the NCCIS database. The information is collected to provide a national picture on participation as well as providing information which will allow LAs to compare their performance with neighbouring services to help with local accountability.

C.2 The specific process of extracting the data from local systems is defined by the software vendor of those local systems to meet the standard contained in the NCCIS XSD. The XML schema definition document details what information is required to be supplied to DfE on a monthly basis. The data specified within the document corresponds to the NCCIS data requirements in [section 2](#) of this document.

C.3 The [NCCIS website](#) maintains the latest version of the XML schema definition and reporting requirements.

### Timetable of Returns

Month	Month ending	Due Date	Local authority monthly tables available via NCCIS
April	30 April 2016	16 May 2016	23 May 2016
May	31 May 2016	15 June 2016	22 June 2016
June	30 June 2016	15 July 2016	22 July 2016
July	31 July 2016	15 August 2016	22 August 2016
August	31 August 2016	15 September 2016	22 September 2016
September*	30 September 2016	31 October 2016	7 November 2016
October	31 October 2016	15 November 2016	22 November 2016
November	30 November 2016	15 December 2016	22 December 2016
December	31 December 2016	16 January 2017	23 January 2017
January	31 January 2017	15 February 2017	22 February 2017
February	28 February 2017	15 March 2017	22 March 2017
March	31 March 2017	17 April 2017	24 April 2017

\* DfE has previously asked services to submit two separate submissions for September to allow for the September Guarantee. To reduce the burden on authorities this year only one submission is required in October.

C.4 A separate CSV data file is also required for the 2016 Annual Activity Survey - due date end of January 2017.

## Appendix D: Error reports

### Error report definitions

Error code	Description	Priority	Explanation
1	'YoungPersonsID' not of the correct length	1	The young person's identifier must contain 13 digits; the 3 digit DatabaseID followed by the local CCIS ID, and with padded 0s. eg 4440000123456
2	'GivenName' does not contain a value	1	The young person's given name is missing
3	'FamilyName' does not contain a value	1	The young person's family name is missing
4	'Gender' does not contain a value	2	The young person's gender has not be recorded
5	'Gender' does not contain a recognised value	2	The value input is not valid – see YP07 for a list of valid entries
6	'Ethnicity' does not contain a value	2	The young person's ethnicity has not been recorded on CCIS
7	'Ethnicity' does not contain a recognised value	2	The value input is not valid – see YP27 for a list of valid entries
8	'DOB' does not contain a value	1	The young person's date of birth has not been recorded
9	'DOB' contains a value which makes the young person over the academic age of 25	2	This error has occurred either because the young person's date of birth has been entered incorrectly, or because the young person has reached the end of the academic year in which they had their 25th birthday and is, therefore, no longer in the cohort to be returned in the XML
10	'DOB' contains a value which makes the young person below the academic age of 15	2	This error has occurred either because the young person's date of birth has been entered incorrectly, or because the young person has not yet reached the academic age of 15 and is, therefore, outside the cohort to be returned in the XML
11	'CohortStatus' does not contain a value	1	This field must be completed for every record
13	'Cohort Status' of T but no value in 'TransferredToLEACode'	2	Where a young person's record has been transferred to another LA, the LA code of the importing authority must be recorded
14	Mandatory field 'LeadLEA' does not contain a value	1	This field must be completed for every record



<b>Error code</b>	<b>Description</b>	<b>Priority</b>	<b>Explanation</b>
15	'LeadLEA' does not contain a recognised value	1	The 'LeadLEA' code that has been entered on CCIS is not one of the recognised LA codes – see appendix B for valid codes
19	'EducatedLEA' does not contain a recognised value	2	The code shown in the XML is not one of the recognised LA codes – see appendix B for valid codes
24	'LEACodeAtYear11' does not contain a recognised value	2	The code shown in the XML is not one of the recognised LA codes – see appendix B for valid codes
25	'LEACodeAtYear11' does not equal the Year 11 Offer LEACode	1	These two codes must have the same value
26	'LeadLEA' does not contain the LEA specified in the XML return Header	2	The XML should only include young people for whom the service has lead responsibility. Secondary registrations must not be returned in the XML
27	'GuaranteeStatusIndicator' does not contain a recognised value	1	The value input is not a valid entry – see SG02 or SG11 for a list of valid entries
29	'YouthContactStartDate' must contain a value as 'YouthContractIndicator' is Y	2	The Youth Contract Indicator shows that the young person is participating in the Youth Contract, but their start date has not been input
30	'UniqueLearnerNo' invalid format	2	The ULN should contain 10 numbers. If it is too short, too long, or contains letters an error will be returned
31	'Address' fields do not contain any data	1	This field must be completed for every record
32	'Postcode' does not contain a value	1	This field must be completed for every record
34	'TransferredToLACode' exists but 'CohortStatus' is not 'T'	2	Where a young person's record has been transferred to another LA and the LA code of the importing authority is recorded, the 'CohortStatus' must be recorded as 'T'
35	'TransferredToLACode' is not a recognised value	2	The code shown in the XML is not one of the recognised LA codes – see appendix B for valid codes
36	'YouthContractIndicator' does not contain a recognised value	2	The Youth Contract Indicator shows that the young person is participating in the Youth Contract. Recognised values are 'Y' and 'N'
37	'PreviousYPIDIdentifier' not of the correct length.	1	This should be the full 13-digit identifier made up of the 3-digit database code plus the 10-digit unique number previously allocated to that young person

<b>Error code</b>	<b>Description</b>	<b>Priority</b>	<b>Explanation</b>
38	'UniquePupilNumber' not of correct length	2	The unique pupil number (UPN) identifies each pupil in England and must be a unique 13 digit number, including the LA code and DfE establishment number of the school/academy allocating the UPN, and year of allocation and 3 digit serial number
39	'UKProviderReferenceNumber' is not the correct format	2	This should be an 8 digit number starting with 1
40	DOB' contains a value which makes the young person without a SEND flag over the age of 20	1	20-25 year olds should only be included in the XML extract if they have a current Education, Health and Care (EHC) plan or a Learning Difficulty Assessment (LDA)
41	'TransferredToLACode' returned is 004 which is not valid	1	No young person should be transferred to an unknown LA
42	'TransferredToLACode' should not be the same as the Lead LA code	1	Services should not be transferring a young person to themselves
43	'Postcode' is not in a recognised format	2	Postcode should meet the required format YP19
100	'LevelOfNeedCode' does not contain a value	1	This field must be completed for every record
101	'LevelOfNeedCode" does not contain a recognised value	2	The value in the XML is not valid– see CA13 for a list of valid codes
102	'SENDFlag' does not contain a recognised value	2	Recognised values are 'Y' and 'N'
103	'SENDFlag' does not contain a value	2	This field must be completed for every record
104	'CharacteristicCode' does not contain a recognised value	2	The characteristic type shown in the XML is not valid – see IC01 for a list of valid codes
200	Mandatory field 'ActivityCode' does not contain a value	1	This field must be completed for every record
201	'ActivityCode' does not contain a recognised value	1	The activity code input is not one of the valid codes listed in CA01
202	'StartDate' does not contain a value	1	This field must be completed for every record
203	'DateAscertained' does not contain a value	1	This field must be completed for every record
220	'CurrencyLapsed' does not contain a value	1	This field must be completed for every record
221	'CurrencyLapsed' does not contain a recognised value	1	Recognised values are 'Y' and 'N'

<b>Error code</b>	<b>Description</b>	<b>Priority</b>	<b>Explanation</b>
224	No value in 'NEETStartDate' for a Young Person with a current NEET Activity	1	The young person's current activity is NEET, but the date on which they became NEET has not been entered
225	'NEETStartDate' is after the young person's current Activity 'StartDate'	1	The young person's NEET start date must always be the same as or earlier than their current activity start date
226	'NEETStartDate' should not be populated for a young person whose current Activity is not NEET	1	A NEET start date should only be recorded if the young person's current activity is NEET. Please check the young person's current activity and update it to NEET if appropriate
228	'EstablishmentNumber' does not contain a valid value	1	Length must be 7 digits; the 3 digit LA code followed by the 4 digit DfE Number. Where a young person is educated at home or there is no valid DfE number, use the relevant LA code followed by 9999
229	Young person is not old enough to have a post-16 Activity Code	1	Either the young person's date of birth has been input incorrectly, or they have been given a current activity code that is not appropriate to their age.
230	Young person is too old for a compulsory education activity	1	Either the young person's date of birth has been input incorrectly, or they have been given a current activity code that is not appropriate to their age
231	Field 'CurrencyLapsed' is Y but 'DueToLapseDate' is greater than 'Period End Date'	2	The young person's record is marked as having lapsed but the 'DueToLapseDate' is after the period end date of the XML submission
232	Field 'CurrencyLapsed' is N but 'DueToLapseDate' is less than 'Period End Date'	2	Record is marked as NOT being lapsed but the 'DueToLapseDate' is before the period end date for the XML submission
233	Activity of carer without supporting characteristic	2	The young person's current activity is recorded as 'NEET – carer' so characteristic type of 140 should also be recorded
234	Activity of teenage parent without supporting characteristic	2	The young person's current activity is recorded as 'NEET – caring for own child' so characteristic type 120 should also be recorded
235	Activity of pregnancy without supporting characteristic	2	The young person's current activity is recorded as 'NEET – pregnant, so characteristic type 180 should also be recorded
236	Activity of refugee/asylum seeker without supporting characteristic	2	The young person's current activity is recorded as 'Refugee/asylum seeker' so characteristic type 130 should also be recorded

<b>Error code</b>	<b>Description</b>	<b>Priority</b>	<b>Explanation</b>
237	'DateAscertained' is greater than 'DateVerified'	2	The date on which a record was created should never be greater (later) than the date on which the young person's activity was last verified
238	'DueToLapseDate' is greater than 'PredictedEndDate'	2	The currency of a young person's record must never extend beyond their expected course end date
242	'DateAscertained' is less than 'StartDate'	2	The date on which a record was created should never be less than the date the young person's activity started
243	'DueToLapseDate' does not contain a value	2	The date on which the young person's current activity is due to lapse is missing
244	'DueToLapseDate' does not contain a recognised value	2	The date on which the young person's current activity is not of the format CCYY-MM-DD
251	'NEETStartDate' is before the young person's 15th Birthday	2	A young person of this age should not have a NEET activity, therefore should not have a NEETStartDate
253	Activity of Work Programme not allowed for 16 and 17 year olds	2	The young person is 16 or 17 so shouldn't have an activity code of 440
254	Activity of 'Independent Specialist Provider' without SEND Flag of 'Y'	1	This activity is only valid for young people with a SEND
255	Activity of 'Supported Internship' without SEND Flag of "Y"	1	This activity is only valid for young people with a SEND
256	'DateVerified' is less than 'StartDate'	1	The date on which a young person's activity was last verified should never be before the start date of their current activity
257	'ReviewDate' is greater than the 'PredictedEndDate'	2	The young person's current activity review date must not extend beyond their course end date
258	'PredictedEndDate' doesn't contain a recognised value	1	This error is most likely to have occurred if the course end date has been input incorrectly
259	Young person's current activity is education or training (210-240, 270, 280 or 290) without a 'PredictedEndDate'	1	The course end date is mandatory for all education and training destinations except apprenticeships
260	'CharacteristicCode' is 180 (Pregnant) but Gender is recorded as Male	2	Either the characteristic needs removing or the gender correcting
261	Guarantee 'LEACode' is not a recognised value (used for year 11 and 12)	1	Valid LA codes can be found in appendix B.

<b>Error code</b>	<b>Description</b>	<b>Priority</b>	<b>Explanation</b>
262	'ActivityCode' is 260, 290, 350, 616, 710 or 720 and the 'ReviewDate' doesn't contain a value	1	All young people in temporary employment, gap year, custody, asylum seekers or those with an agreed start date should have a current activity review date
301	'IntendedDestinationYr11' does not have a value	2	Data missing
302	'IntendedDestinationYr11' does not contain a recognised value	2	The value given in the XML is not valid– see ID01 for a list of valid codes
902	Duplicate 'YoungPersonsID' found	1	The same value for 'YoungPersonsID' was found more than once in the XML file. If both records are for the same young person, they may be merged. If they are for different young people, then the young person's identifier should be amended as appropriate
905	Young person in Guarantee cohort but either 'GuaranteeStatus' or 'LEACode' is missing from the 'September Guarantee' node	1	The young person's cohort status indicates that they are covered by the September Guarantee, but neither their guarantee status, nor LA code, have been recorded
906	'GuaranteeStatusIndicator' = Y but either 'GuaranteeStatus' or 'LEACode' is missing from The September Guarantee node	1	The 'GuaranteeStatusIndicator' has been marked as 'Y' for this young person but either the 'GuaranteeStatus' code or 'LEACode' for this record is missing
907	'ULN' used more than once for different young person records	1	Check that the ULN has been input correctly, and if in doubt, please remove the ULN as having an incorrect ULN causes more problems
908	Suspected duplicate young person found by 'GivenName', 'FamilyName' and 'DOB'	3	This error won't count in the monthly error reports but indicates to the service that they have potential duplicates on their system

## File validation errors

Error code	Description	Priority	Explanation
240	Node Activities not found in young person's record	1	'Activities' node missing from XML file. File will be rejected and marked as 'Failed'. Notification will be sent
903	'YoungPersonsID' does not contain a value that is specified as the 'DatabaseID' in the FileHeader	1	The first three digits of the 'YoungPersonsID' must always be the same as the 'DatabaseID' returned in the XML FileHeader
904	The field 'CohortStatus' contains an unrecognised value, the file will fail validation	1	See YP10 for a list of recognised values

## File rejection errors

Error	Action
XML submission does not contain a FileHeader node	Contact software supplier
Cannot find closing root node in the XML submission	Contact your software supplier
More than one root node in the XML submission	Contact your software supplier
Submission zip file does not contain an XML file or contains more than one file	Check that the correct file is in the zip and that there is only one
Period end date is not last day of month	Check that the correct month's data is being used Contact your software supplier
No database IDs in FileHeader	Contact your software supplier
Invalid database IDs found in FileHeader	Contact your software supplier
No LEA values in FileHeader	Contact your software supplier
Invalid LEA values found in FileHeader	Contact your software supplier
YoungPersonRecord without PersonalDetails node	Contact your software supplier
Incorrect CohortStatus of X found, please use either A,T,D,M,L or E	Contact your software supplier
YoungPersonRecord [2598] Invalid Lead LEA for submission (YPID - )	Check that LeadLEA is specified in the file header

## Appendix E: DfE report definitions

E.1 The table below shows how current activities will be grouped in order to calculate the number of young people meeting the duty participate and NEET.

Code	Current activity	Education and training	Meeting the duty to participate	EET, NEET, NK
210	FTE – school sixth-form	FTE	Participating	EET
220	FTE – sixth-form college	FTE	Participating	EET
230	FTE – further education	FTE	Participating	EET
240	FTE – higher education	FTE	Participating	EET
250	Part time education	PTE	-	EET
260	Gap year students	-	Participating	EET
270	FTE - other	FTE	Participating	EET
280	Independent specialist provider	FTE	Participating	EET
290	FTE – custodial institution (juvenile offender)	FTE	Participating	EET
310	Apprenticeship	Apprenticeship	Participating	EET
320	Full time employment with study (regulated qualification)	E&T	Participating	EET
330	Employment without training	-	-	EET
340	Employment with training (other)	-	-	EET
350	Temporary employment	-	-	EET
360	Part time employment	-	-	EET
380	Self-employment	-	-	EET
381	Self-employment with study (regulated qualification)	E&T	Participating	EET
550	Work not for reward with study (regulated qualification)	E&T	Participating	EET
410	EFA/SFA funded WBL	WBL	Participating	EET
430	Other Training	Other	Participating	EET
440	Training through Work Programme	Other		EET
450	Traineeship	WBL	Participating	EET
460	Supported internship	WBL	Participating	EET
530	Reengagement provision	-	Working towards	EET
540	Working not for reward	-	-	NEET
610	Not yet ready for work or learning	-	[1]	NEET
615	Start date agreed - other	-	-	NEET
616	Start date agreed (RPA Compliant)	-	Working towards	NEET
619	Seeking employment, education or training	-	[1]	NEET
620	Carer	-	-	NEET
630	Teenage parent	-	Temporary break	NEET
640	Illness	-	Temporary break	NEET
650	Pregnancy	-	Temporary break	NEET
660	Not available on religious grounds	-	-	NEET
670	Unlikely ever to be economically active	-	-	NEET
680	Not available – other reason	-	-	NEET
710	Custody – young adult offender	[2]	-	[2]
720	Refugees/asylum seekers	[2]	[2]	[2]
810	Current situation not known	-	-	Not known
820	Cannot be contacted	-	-	Not known
830	Refused to disclose activity	-	-	Not known

[1] Will be counted as working towards participation if the Youth Contract indicator has been applied

[2] Refugees/asylum seekers and young adult offenders in custody are excluded from the denominator used to calculate participation and NEET rates

## Meeting the duty to participate in education or training

E.2 The government has raised the participation age so that all young people in England are now required to continue in education or training leading to a regulated qualification. Guidance on how young people can meet the duty to participate can be found in: [Statutory guidance for local authorities on their duties relating to the participation of young people in education, employment or training.](#)

E.3 The Office of Qualifications and Examinations Regulation (Ofqual) regulates qualifications, examinations and assessments in England. A list of regulated qualifications can be found at [Find-a-regulated-qualification.](#)

## NEET adjustment

E.4 The Department has applied an adjustment factor to the NEET figures since 2003 when mandatory currency rules were introduced. As a result of the currency rules large numbers of young people whose records had not been followed up were removed from the NEET group and recorded as 'currency lapsed – NEET' and reported as not known. However, in order to minimise the impact of high not known figures artificially suppressing the number of young people who are NEET the Department adjusted the final NEET figure using a formula applied to lapsed EET and NEET. The adjustment factor was updated from April 2013 to reflect the decision to no longer apply currency rules to young people NEET. The adjustment factor used from April 2013 is:

$$\text{Adjusted NEET} = \text{NEET} + 8\% \text{ currency lapsed EET}$$

$$\text{Adjusted EET} = \text{EET} + 92\% \text{ currency lapsed EET}$$

$$\text{Adjusted \% NEET} = \frac{\text{adjusted NEET}}{\text{adjusted NEET} + \text{adjusted EET}} \times 100$$

(rounded to 1 d.p)

$$\text{Estimated number NEET} = \text{adjusted \% NEET (unrounded)} \times \text{cohort}$$

(rounded to nearest 10)



## Worked example

<b>Unadjusted figures used in the calculation</b>		
Total EET	2,540	
Total NEET	300	
Currency lapsed EET	82	
Cohort	2,943	
<b>EET adjustment</b>		
Total EET	2,540.00	
Plus 92% lapsed EET	75.44	(82 x 92%)
Adjusted EET	2,615.44	
<b>NEET adjustment</b>		
Total NEET	300	
Plus 8% lapsed EET	6.56	(82 x 8%)
Adjusted NEET	306.56	
<b>Adjusted % NEET (rounded)</b>	10.5%	$\frac{306.56}{(306.56 + 2,615.44)} \times 100 = 10.49\%$
<b>Estimated number NEET</b>	310	(Adjusted % NEET (unrounded) x Cohort) 10.49% x 2943 = 310 (rounded to nearest 10)

## NEET joiners and leavers

E.5 Tables 4 and 5 in the local authority monthly tables show how many young people have joined or left the NEET group since the end of the previous month.

E.6 NEET joiners and leavers are defined as follows:

**NEET leaver:** A young person who has a NEET activity code at the end of one month, but who is not recorded NEET in the following month is counted as a NEET leaver.

Young people who leave the NEET group because they have reached the age of 20 or moved from the LA area will also be recorded as a NEET leaver, but will be identified separately.

**NEET joiner:** A young person who did not have a NEET activity code at the end of one month, but who did have a NEET activity code at the end of the next month is counted as a NEET joiner.

E.7 Services that cover multiple LAs should note that a young person who moves between LAs at the same time as they leave or join the NEET group may not be identified as a joiner/leaver in their local statistics. But they would be identified as such on NCCIS.

## Appendix F: DfE reports

### Local authority tables

F.1 Monthly and quarterly tables that show the numbers and proportions of young people in education, training and employment are made available to LAs on the NCCIS portal. These tables allow local areas to benchmark their performance against neighbours. The definitions used in these tables are set out in [appendix E](#) above.

### Local authority summary tables

Academic age summary -  
3-month average - NEET  
3-month average - Not known  
3-month average - In learning

} 3-month averages are less prone to 'statistical blips' and provide a more robust assessment of year-on-year performance

### Local authority monthly tables

- 1 16-18 year olds NEET by age
- 1b 16-18 year olds NEET by activity indicator
- 1c 16-18 year olds NEET – last contact
- 1d Youth Contract participants by activity indicator
- 2 16-18 year olds whose current activity is not known by age
- 2a 16-18 year olds whose current activity is not known by activity indicator
- 2b 16-18 Cohort by age and change in year
- 3 16-18 year olds in education and training by age
- 3a 16-18 year olds in education and training by activity indicator
- 3b 16-18 year olds in employment by activity indicator
- 3c 16 year olds meeting the duty to participate
- 3d 17 year olds meeting the duty to participate
- 4 NEET joiners – year to date
- 4a NEET joiners – in month
- 5 NEET leavers – year to date
- 5a NEET leavers – in month
- 6a Y11 Offers\*
- 6b Y12 Offers\*

\*May – September only

## **At risk tables/vulnerable groups (quarterly)**

TM1	Number of teenage mothers known to the LA
TM2	Activity of teenage mothers
SEND1	Activity of 16-18 year olds with a SEND
SEND2	16-18 year old SEND cohort
SEND3	Activities of 19-24 year olds with SEND
CL1	Activity of 16-18 year old care leavers
EM1	16-18 cohort by ethnic group
EM2	16-18 year olds whose activity is not known by ethnic group
EM3	16-18 year olds in full time education by ethnic group
EM4	16-18 year olds in employment by ethnic group
EM5	16-18 year olds NEET by ethnic group

## **Statistical neighbour tables (monthly)**

% 16-18 year olds in education and training, NEET and not known in the 10 authorities that are the most statistically similar

## Tables published on GOV.UK

F.2 In addition to the tables above, DfE will also make the information below publicly available on GOV.UK. Local areas will have an opportunity, through the NCCIS portal, to verify data in advance of publication.

	Period ending	Published
<b>Participation of 16 and 17 year olds in education and training</b>		
Young people of academic age 16 and 17 who are participating in education or training Table 1: By type of activity and 'not known' Table 2: Duty to participate Table 3: By age and gender Table 4: By ethnic group Table 5: SEND Table 6: Time series	June 2016	Sept 2016
	Dec 2016	March 2017
	March 2017	June 2017
<b>September Guarantee</b>		
Year 11 leavers from schools in LA area and 17 year olds resident in LA area  Proportion of 16 and 17 year olds (combined) who have received an offer of a place in education or training; for whom an offer is not appropriate; who did not have an offer; or for whom no information was recorded	Sept 2016	Jan 2017
<b>16-18 year olds NEET</b>		
Young people of academic age 16, 17 and 18 who are resident in the LA area  Number and proportion NEET (adjusted) and not known	Nov 2016 – Jan 2017 average	March 2017
<b>NEET Scorecard</b>		
Scorecards for each LA including summaries of the above data plus some additional information,	Various – depends on each data set.	June 2017
<b>Annual Activity Survey (Moving On)</b>		
Year 11 leavers from schools in LA area, broken down by gender, disability and ethnic group  Time series	1 November 2016	April 2017



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