Department for Education

NCCIS management information requirement 2015 to 2016

December 2014

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1 Introduction

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 2015. It is designed primarily for data managers who have responsibility for the local client caseload information system (CCIS) and reporting information to DfE.

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

CCIS is essentially a local database that provides local authorities 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 local authorities to provide management information to DfE through NCCIS. Information recorded on NCCIS is used to:

- monitor the extent to which young people are meeting the duty to participate in education or training. This requires pupils who reached the compulsory school leaving age in summer 2014 and beyond 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 monthly tables, which are available on the NCCIS portal, for services to compare and benchmark their performance against others

- produce tables relating to participation, young people not in education, employment or training (NEET) and the September Guarantee which are made available on GOV.UK

- combine with other administrative data to produce KS4 and KS5 destination measures and the NEET Quarterly Brief

- evaluate policies such as the Youth Contract and traineeships

This MI Requirement describes the data that must be stored in CCIS and reported to DfE in a way that is consistent between local authorities 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.

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 local authority. As this information will not be reported to DfE it can be held and stored according to local needs.

A key objective for 2015-16 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 local authority areas, and to reduce further the proportion of young people whose activity is not known. In order to achieve this, services are reminded of the importance of:

- recording the young person's Unique Learner Number (ULN) where that is available
- having arrangements in place with other authorities to identify and share information about young people who have moved between areas
- making effective use of information provided through NCCIS about young people educated out of area in year 11; potential duplicate records; and information from DWP about young people making a claim for benefits

XML Standards

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.

DfE has agreed with the IT software industry, local authorities 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.

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.

The XML schemas to support the information exchange required by DfE form part of this requirement and are available on the NCCIS portal.

Changes to the requirement in 2015-16

There have been a small number of changes made to the requirement for 2015-16. 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:

- the replacement of references to 'Learning Difficulties and Disabilities (LDD)' with 'Special Education Needs and Disabilities (SEND)' in line with the 2014 Children's Act;
- the addition of a new code to the current activity indicator field (CA01) for young people in full-time education in a custodial institution (secure children's home, secure training centre or under-18 young offender's institution);
- the addition of a new code to the current activity indicator field (CA01) for young people who have found employment and who have an agreed start date;
- the addition of a new requirement for young people in the first year of two year courses to have a 'current activity review date' (CA06) of 31 August;
- to add clarity about the use of the 'expected course end date (CA16);
- to revise the 'intended destinations' dataset (ID01) to better align with the duty to participate;
- to add clarity about the cohort of young people to be recorded on CCIS; and the process to be followed when young people move between local authority areas (Section 4);
- to add clarity about the cohort to be tracked for September Guarantee purposes (appendix A); and
- the addition of a new appendix (appendix D) to give further information about the error codes given in the main body of the document.

How to use this document

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.

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.

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.

It is expected that local authorities 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.

Further information is available from the NCCIS Helpline (helpline@nccis.org.uk).

2 Data requirement to be reported to DfE

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
YP01	Young person ID (YPID)	11
YP02	Given name	12
YP03	Family name	13
YP04	Middle name	14
YP07	Gender	15
YP08	Date of birth	16
YP09	Lead LA code	17
YP10	Cohort status	18
YP12	LA code at year 11	19
YP13	Transferred to LA code	20
YP18	Address	21
YP19	Address postcode	22
YP27	Ethnic code	23
YP32	LA code currently educated	24
YP37	Unique learner number (ULN)	25
YP45	SEND flag	26
YP59	Guarantee status indicator	27
YP60	Youth Contract indicator	28
YP61	Youth Contract start date	29
YP62	Previous YP identifier	30

For all young people in education or training

EP03	DfE number	31
EP04	Unique pupil number (UPN)	32
EP06	Establishment name	33
EP07	UK provider reference number (UKPRN)	34

Current activity dataset

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

Individual characteristic dataset

Field Ref	Field Name	Page
IC01	Characteristic type	47

Intended destination dataset

Field Ref	Field Name	Page
ID01	Year 11 intended destination	48

Year 11 September Guarantee dataset

Field Ref	Field Name	Page
SG02	Year 11 September Guarantee status	50
SG19	Year 11 September Guarantee LA code	50

Year 12 September Guarantee dataset

Field Ref	Field Name	Page
SG11	Year 12 September Guarantee status	52
SG20	Year 12 September Guarantee LA code	53

3 Data items

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.

The data fields are described as follows:

Field type	**Alphanumeric** – a standard string up to the max length **Numeric** – a value containing only numbers **Date** – a valid date (length is not applicable) **Yes / No** – a Boolean that must at least store yes and no. Locally a CCIS may store don't know (length is not applicable)
Field Required	**M** – 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 **R** – Recommended. The CCIS is recommended to store this information
Value Required	**M** – 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 **C** – Conditional Mandatory. The CCIS may conditionally require this information; eg the educational establishment is mandatory for a client activity with an education activity **O** – Optional. The CCIS should include a value where it is appropriate to do so; eg a young person's middle name.

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 Duplicate 'YoungPersonsID' found 'YoungPersonsID' does not contain a value that is specified as the DatabaseID in the FileHeader	**Error code**	1 902 903

Notes

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

0009999999999 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 Record 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

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 N – Not Specified			
Validation rule	‘Gender’ does not contain a value ‘Gender’ does not contain a recognised value		**Error code**	4 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 known, or the young person refuses to disclose the gender, the CCIS must use the correct corresponding code.

U - ‘Not known' means that the gender of the person has not been recorded.

N - ‘Not specified' means indeterminate, ie unable to be classified as either male or female.

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 appendix B for valid LA codes			
Validation rules	Mandatory 'LeadLEA' does not contain a value 'LeadLEA' does not contain a recognised value 'LeadLEA' does not contain the LEA specified in the XML return header		**Error code**	14 15 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 local authorities 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 be excluded from 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 appendix B for valid LA codes			
Validation rule	'LEACodeAtYear11' does not equal the Year 11 Offer 'LEACode' (SG19) 'LEACodeAtYear11' does not contain a recognised value		**Error code**	25 24

Notes

The LA code where the young person was educated at the end of their compulsory education. 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 004 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 local authority code of the area that a young person has moved to			
Valid entries	See appendix B 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

Mandatory for Cohort Status = 'T' and 'E'

This field should be used when a young person has left the local authority 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 local authority 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 local authority 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 'Postcode' is not in a recognised format	**Error code**	32 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	White WBRI = White British WIRI = White Irish WROM = Gypsy or Irish Traveller WOTH = Any other White background Mixed/multiple ethnic groups MWBC = White and Black Caribbean MWBA = White and Black African MWAS = White and Asian MOTH = Any other mixed/multiple ethnic background Asian/Asian British AIND = Indian APKN = Pakistani ABAN = Bangladeshi CHNE = Chinese AOTH = Any other Asian background Black/African/Caribbean/Black British BCRB = Caribbean BAFR = African BOTH = Any other Black background Other ethnic group OARA = Arab OOTH = Any other ethnic group Not known REFU = Refused to disclose NOBT = Information not obtained		
Validation rules	'Ethnicity' does not contain a value 'Ethnicity' does not contain a recognised value	**Error code**	6 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 appendix B for valid LA codes			
Validation rule	'EducatedLEA' does not contain a recognised value		**Error code**	19

Notes

Should be blank if not in an education destination.

Return to Dataset List

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

Notes

The 10 digit unique learner number (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. If 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 that to risk recording an incorrect ULN.

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 a special educational need or disability		
Valid entries	Y – Yes N - No		
Validation rule	'SENDFlag' does not contain a value 'SENDFlag' does not contain a recognised value	**Error code**	103 102

Notes

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

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

Young people assessed as school action or school action plus should not be recorded as having a SEND on the XML return. Services may, of course, wish to record this information locally.

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 'GuaranteeStatusIndicator' = 'Y' but either 'GuaranteeStatus' or 'LEACode' is missing from the 'SeptemberGuarantee' node.		**Error code** 	27 906

Notes

Yes / No indicator to determine whether the young person should be counted in the September Guarantee cohort in the current year.

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 local authority area on 31 May 2015; or
- were not registered at an education institution but who were resident in the local authority area on 31 May 2015.

17 year old/Year 12 Guarantee): Young people who reached the compulsory school leaving age in summer 2014 and were resident in the local authority area on 31 May 2015.

The Guarantee cohort is 'locked' at the end of May. There is further guidance in appendix A.

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

Yes / No indicator to determine whether the young person is receiving support under the 16/17 element of the Youth Contract.

Young people must be aged 16 or 17 on the date of entry but may remain on the programme for up to 12 months.

The indicator should remain in place as long as the young person is participating in the programme. It should be used alongside the young person's relevant activity code – eg education, training, NEET.

This indicator should not be used for 18/19 year olds jobseekers accessing the Youth Contract through Jobcentre Plus.

Return to Dataset List

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	'YouthContactStartDate' must contain a value as 'YouthContractIndicator' is "Y"		**Error code**	29

Notes

Return to Dataset List

Field	YP62 Previous YP 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

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 local authority databases and young people are given new identifiers;
- where a young person moves between local authority 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

Field	EP03 DfE 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

Mandatory 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			
Field Required	M	**Field length**	13	
Value Required	C	**Field type**	Numeric	
Schema Ref	UniquePupilNumber			
Description	Unique pupil number (UPN)			
Valid entries	See Unique Pupil Numbers (UPN) - A guide for schools and local authorities			
Validation rule	'UniquePupilNumber' not of correct length		**Error code**	38

Notes

The unique pupil number (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

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

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.

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.

UKPRNs can be checked on the UK Register of Learning Providers.

Return to Dataset List

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

	460 – Supported Internship <u>Re-engagement activities</u> 530 – Re-engagement provision <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 – young carer 630 – Not available to labour market/learning - parent 640 – Not available to labour market/learning - illness 650 – Not available to labour market/leaning - 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 <u>Other</u> 710 – Custody (young adult offender) 720 – Refugees/Asylum seekers who have not yet been granted citizenship <u>Current situation not known</u> 810 – Current situation not known 820 – Cannot be contacted – no current address 830 – Refused to disclose activity		
Validation rule	Mandatory field 'ActivityCode' does not contain a value	**Error code**	200
	Field 'ActivityCode' does not contain a recognised value		201
	Young person is not old enough to have a post-16 activity code		229
	Young person is too old for a compulsory education activity		230
	Activity of young carer without supporting characteristic		233
	Activity of teenage parent without supporting characteristic		234
	Activity of pregnancy without supporting characteristic		235
	Activity of refugee/asylum seeker without supporting characteristic		236

	Activity of full time education – custodial institution without supporting characteristic		241
	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).

One and only one current activity should apply to each young person, and that should be their primary positive 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 local authorities 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 'DateAscertained' is greater that 'DateVerified' 'DateAscertained' is less than 'StartDate'		**Error code**	203 237 242

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' 'DateVerified' is less than 'StartDate'		**Error code**	237 256

Notes

Current activity verification date is one of the fields used to check that the young person's record remains current (see appendix A).

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' 'ActivityCode' is 260, 290, 350, 710, or 720 and 'ReviewDate' doesn't contain a value	**Error code**	257 262

Notes

The current activity review date alerts services when a young person's circumstances are liable to change.

A review date is required for all young people whose current activity is:

- temporary employment
- gap year
- full time education - custodial institution
- custody
- refugee/asylum seeker

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 'DueToLapseDate' does not contain a recognised value 'DueToLapseDate' is greater than 'PredictedEndDate'		**Error code**	243 244 238

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			
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 Field ‘CurrencyLapsed’ does not contain a recognised value Field ‘CurrencyLapsed’ is ‘Y’ but ‘DueToLapseDate’ is greater than ‘PeriodEndDate’ Field ‘CurrencyLapsed’ is ‘N’ but ‘DueToLapseDate’ is less than ‘Period End Date’		**Error code**	220 221 231 232

Notes

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

Return to Dataset List

Field	CA13 Level of need indicator			
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 'LevelOfNeedCode' does not contain a recognised value		**Error code**	100 101

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 yung 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

NEET start date is required to capture the actual date that the young person entered the NEET group as their current destination. This is necessary so that a young person's activity history can be created, and it may determine their eligibility for certain programmes (eg DWP Work Programme). Because there are so many 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.

Required for all NEET activities.

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 Young person's current activity in education or training (except Apprenticeships) without a 'PredictedEndDate'		**Error code**	258 259

Notes

Expected course end date is mandatory 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 as the calculated currency expiry 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 ‘CharacteristicCode’ is 180 (pregnant) but Gender is recorded as Male		**Error code**	104 260

Notes

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 part time accredited study <u>Activities that do not meet the duty to participate</u> 321 Employment without accredited training 411 Other destination 511 Undecided 611 Not obtained		
Validation rule	'IntendedDestinationYr11' does not have a value 'IntendedDestinationYr11' does not contain a recognised value	**Error code**	301 302

Notes

This field should reflect the young person's post-16 plans. The intended destination field is aimed at helping local authorities 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 local authorities 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

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	**Offer made** 110 – Education or training 124 - Re-engagement activities **Offer not appropriate at this time** 120 - Going into employment without accredited training 122 - Personal circumstances prevent learning at this time 123 - Other reason **No offer made** 140 - Application made and awaiting outcome 150 - No appropriate provision 151 - Considering options/ not applied for learning **No contact** 153 - Unable to contact - current address not known 154 - Unable to contact - other reason 159 - Guarantee status not yet recorded			
Validation rule	'GuaranteeStatus' does not contain a recognised value		**Error code**	27

Notes

All young people in their last year of compulsory education 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 appendix B for valid LA codes			
Validation rule	Guarantee 'LEACode' is not a recognised value		**Error code**	261

Notes

The LA code of the area responsible for reporting the September Guarantee and the Annual Activity Survey.

This is the code of the authority 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

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	**Offer made** 110 - Education or training 114 - Continuing in education or training 115 - Continuing in employment combined with accredited training 124 - Re-engagement activities **Offer not appropriate at this time** 120 - Already in or going into employment without accredited training 122 - Personal circumstances prevent learning 123 - Other reason **No Offer Made** 140 - Application made and awaiting outcome 150 - No appropriate provision 151 - Considering options / not yet applied for learning **No contact** 153 - Unable to contact – current address not known 154 - Unable to contact - other reason 159 - Guarantee status not yet recorded			
Validation rule	'GuaranteeStatus' does not contain a recognised value		**Error code**	27

Notes

When exporting to NCCIS if the young person does not 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 Year 12.

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 appendix B for valid codes			
Validation rule	Guarantee 'LEACode' is not a recognised value		**Error code**	261

Notes

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 2015.

Return to Dataset List

4 Cohort

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 local authority areas. All references to age refer to academic age rather than actual age, unless stated otherwise.

Primary cohort

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 2015).

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.

Young people who are registered at school or other educational establishments (including custodial institutions) should be recorded by the local authority 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.

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.

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

This is consistent with local authorities' 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.

20-25 year olds with a special educational need or disability (SEND): Local authorities are required to provide information through NCCIS of young adults who have a SEND and whose permanent address is within the local authority 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.

EHC plans were introduced for new assessments from September 2014 and existing statements and LDAs transferred 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.

Further information about this process can be found in Statutory guidance on changes to legislation relating to children and young people with special educational needs and disabilities.

Transition at the end of compulsory education

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 required information to be shared between the authorities concerned.

<table>
<tr><th colspan="3">Year 11</th><th colspan="5">Year 12</th></tr>
<tr><th>June</th><th>July</th><th>Aug</th><th>Sept</th><th>Oct</th><th>Nov</th><th>Dec</th><th>Jan</th></tr>
<tr><td colspan="8">The Y11 September Guarantee and the Activity Survey are the responsibility of the LA where young person was educated at end of their compulsory education</td></tr>
<tr><td colspan="3">Main MI reported by the LA where the young person was educated during their last year of compulsory education until end August</td><td colspan="5"></td></tr>
<tr><td colspan="3"></td><td colspan="5">Main MI from September onwards reported by the LA where young person lives</td></tr>
</table>

Period of dual responsibility for the two different purposes as above

Young people educated out of area

Education institutions are expected to provide information about their students to the local authority 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 local authority 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.

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

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

Young people moving between local authority areas

Where services learn that a young person has left their previous address and moved to another local authority 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.
- 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 ingoing 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.

Local authorities 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

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. The SCE provides secondary schools in Germany and Cyprus and the processes above should be followed where a young person moves between services provided by the SCE in Germany or Cyprus and local authorities in England.

The SCE manages a CCIS database in the same way as local authorities and there are contact details on the NCCIS portal. 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

NCCIS will check the record for every young person whose activity is NEET or not known (including 'currency expired' and 'cannot be contacted') to see if there is a possible match(es) 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.

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 local authority area recorded in field YP13. The incoming authority should also record the young person's previous YP identifier (YP62).

DWP new claimants

Named contacts in local authorities will be sent a list each month of 18 and 19 year olds making a 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. Local authorities must record these young people on CCIS and to contact them at the earliest opportunity.

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

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 SEN). In this instance, the young person's cohort status should be recorded as 'A'
- the EHC plan for a young person aged 20-25 with a SEND has ceased and the young person's education is no longer supported by the local authority. 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 cohort and recorded as appropriate

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

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

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

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

The Annual Activity Survey should cover all young people who reached the compulsory school leaving age in 2015 who were educated in schools or other institutions in the local authority area on 31 May 2015. The survey should also include young people resident in the authority area who are not enrolled at a school, including those receiving home tuition.

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 Guarantee.

Data reference period

The date of the reported activity should be as close to **1 November 2015** as possible. It is expected that by this time clients will have made firm decisions as regards to going to further education etc.

Conduct of the survey

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, whether through postal, telephone or other means.

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.

Individual activity status will be grouped by DfE as follows:

	Item	Activity Code
MEETING THE DUTY TO PARTICIPATE	**Full time education**	
	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	290
	Full time training*	
	EFA delivered work based learning	410
	Other training	430
	Traineeship	450
	Supported Internship	460
	Apprenticeship	
	Apprenticeship	310
	Employment combined with training	
	Full time employment combined with accredited study	320
	Self-employment combined with accredited training	381
	Working not for reward with accredited training	550
WORKING TOWARDS	**Working towards participation**	
	Re-engagement activities	530
	Start date agreed (RPA compliant)	616
TEMP BREAK FROM LEARNING	**Temporary break from learning**	
	Supporting family - teenage parents	630
	Illness	640
	Pregnancy	650
NOT PARTICIPATNG	**Employment without training**	
	Employment without training	330
	Employment with non-accredited training	340
	Temporary employment	350
	Self-employment	380
	Not settled (active in the labour market)	
	Part time education	250
	Part time employment	360
	Start date agreed (other)	615
	Working not for reward	540
	Not settled (not active in the labour market)	
	Not ready for work or learning -	610
	Seeking employment, education or training	619
	Supporting family - young carers	620
	Not available on religious grounds	660
	Not economically active	670
	Not available – other reason	680
	Current activity not established	
	Current situation not known	810
	Cannot be contacted – no current address	820
	Refused to disclose activity	830

* Code 440 (DWP Work Programme) is not a valid code for 16/17 year olds.
** 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 (helpline@nccis.org.uk).
YoungPersonsID	3-digit database ID + the CCIS Young Persons Record ID padded to 10 characters with 0s. **(The full length of the field must be 13 characters long**).
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	White WBRI = White British WIRI = White Irish WROM = Gypsy or Irish Traveller WOTH = Any other White background Mixed/multiple ethnic groups MWBC = White and Black Caribbean MWBA = White and Black African MWAS = White and Asian MOTH = Any other mixed/multiple ethnic background Asian/Asian British AIND = Indian APKN = Pakistani ABAN = Bangladeshi CHNE = Chinese AOTH = Any other Asian background Black/African/Caribbean/Black British BCRB = Caribbean BAFR = African BOTH = Any other Black background Other ethnic group OARA = Arab OOTH = Any other ethnic group Not known 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 appendix B 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 appendix 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. **Where the establishment number is not available eg educated at home please return the LA code followed by 9999.**
EstablishmentName	Name of the establishment to help identify institutions without a number. Format: Alphanumeric string

Format of the data

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

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 2016**.

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

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

Those who have not yet reached compulsory school leaving age and attending education in your area	
The activities below must only be used for young people in their last year of statutory 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 local authority 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 include 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.	
Full time education (210, 220, 230, 240, 270)	Young people who have reached compulsory school leaving age and are continuing in full time education. 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 formal learning. It can be assumed that Education Funding Agency (EFA) funded 16-19 full time study programmes will meet the criteria for full time education.

Those who have reached compulsory school leaving age (ie aged 16-19 or 25 with SEND	
	Young people in full time education should be broken down as follows: - School sixth-forms (including independent and maintained schools, special schools, academies, City Technology colleges and free schools) - Sixth-form colleges - Further education (including FE courses delivered in higher education institutions) - Higher education (including HE courses delivered in FE institutions) - 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 if it is accredited)
Part time education (250)	Courses of less than 540 hours of learning per year as set out in individual learning agreements. Courses not funded by 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.
Gap year students (260)	Young people who have an actual **agreed** deferred entry date to higher education. All young people who meet this definition should be recorded as gap year students including those who are known to be in employment or travelling abroad.
Independent specialist provider (ISP) (280)	Specialist provision for young people who are over the compulsory school leaving age but under 25 and are subject to a learning difficulty assessment. A list of ISPs can be found in annex 3 of Placement Information: Learners with learning difficulties and/or disabilities at independent specialist providers.
Full time education – custodial institution (juvenile offender) (290)	Young people aged 16 or 17 who would normally be resident in the local authority 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: Secure children's homes contact details Secure training centre contact details Under-18 young offender institution contact details 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 18th birthday if they only have a short period of their sentence to serve. Juvenile offenders are deemed to be meeting the duty to participate.
Apprenticeship (310)	Full time employees who are undertaking an apprenticeship that has been commissioned and delivered through the National Apprenticeship Service.

Those who have reached compulsory school leaving age (ie aged 16-19 or 25 with SEND	
Employment with accredited training/part time study (320)	Full time employees in a job that provides training or is combined with part time study accredited by Ofqual. 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. 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. Young people serving in the armed forces should be recorded here. 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 accredited part-time education or training. Further guidance can be found in Participation of young people in education, employment or training - Statutory guidance for local authorities.
Employment without training (330)	Full time employees in a job that does not provide any training that is not accredited by Ofqual.
Employment with non-accredited training (340)	Full time employees in a job that provides training not accredited by Ofqual but which does offer a structured package of on and/or off the job training. 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.
Temporary employment (350)	Full time employment with a fixed term of appointment of fewer than 8 weeks and not offering accredited training.
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 as 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 (430)	Full time training that is not EFA/SFA funded (for example, private colleges or training centres, seminary and talmudic colleges).

Those who have reached compulsory school leaving age (ie aged 16-19 or 25 with SEND	
Training delivered 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 people 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 person 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 'Traineeships: Framework for Delivery' 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' above.
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 onto paid employment.
Working not for reward combined with part time study (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 qualification accredited by Ofqual.
Re-engagement provision (530)	Young people undertaking a re-engagement programme that meets the requirements set out in the DfE's 'Principles for effective re-engagement provision'. There are no minimum hours for re-engagement provision, recognising that participants may have significant barriers to learning and that full time participation may not be possible at this stage. Young people who are participating in the Youth Contract or other mentoring programme should only be recorded here if they have enrolled on a programme of re-engagement activities. A list of national engagement programmes for young people aged 16 to 18 year olds (up to 25 year olds for learners with special educational needs and disabilities) can be found in Mapping engagement programmes for young people.
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 local authority in finding a suitable opportunity.

Those who have reached compulsory school leaving age (ie aged 16-19 or 25 with SEND	
Not yet ready for work or learning (610)	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. 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. Young people facing barriers that PREVENT them from accessing education or training should be recorded in one of the economically inactive NEET situations.
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)	Young people who have an agreed start date for education or training, an apprenticeship or employment combined with accredited training but have yet to take up that offer. If the start date is vague or conditional on finding a placement the young person should be counted as seeking education, employment or training.
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: Young carers (620)	Young 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 can only be considered to be meeting their duty to participate if they are also undertaking accredited part-time education or training in the same way as employment for young people are under a duty to participate.
Not available to the labour market: Teenage parent (630)	Young parents who are unable to enter any form of education, training or employment because they are looking after their own children. 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.
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.

Those who have reached compulsory school leaving age (ie aged 16-19 or 25 with SEND	
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.
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 not 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 and 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)	Young people aged 18 or over, who were previously resident in the local authority area, and who are on remand or in custody in a young offender institution. 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'. Juvenile offenders (ie 16 and 17 year olds) serving a custodial sentence should be recorded under 'Full time education – custodial institution (290)'.
Asylum seekers not yet granted asylum or extended leave (720)	Young people who have not yet been granted either full asylum status or granted extended leave to stay until their 18th birthday. Where this status has been granted then count by current activity.
Current situation not known (810)	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: have reached their course end date are known to have left their previous activity but whose new destination has not yet been determined.
Cannot be contacted – no current address (820)	This category must only be used to record those whose current situation is not known and where all reasonable efforts to contact the young person over a sustained period of time have been exhausted. For example where there is evidence that the young person no longer lives at the last known address, but their new address cannot be determined.
Refused to disclose activity (830)	Young people who have successfully been contacted but have refused to confirm their current activity.

Currency

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

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.

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

All young people in education, training (except employed status apprentices) or re-engagement provision 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
- the expected course end date for young people in school sixth-form (or repeating Y11) should be assumed to be the end of the academic year (ie 31 August)
- '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
- the expected course end date for young people in EFA funded provision should be recorded on the young person's Individualised Learner Record (ILR) and obtained from their college or EFA
- the expected course end date for young people in re-engagement provision should be obtained from their provider

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

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
- gap year students whose gap year is expected to end when they take up their deferred HE place in September/October
- in the first year of a two year course
- start date agreed (education and training or employment)
- a custodial sentence which has an planned release date or
- asylum/seekers or refugees who are waiting to be granted citizenship

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, though local RONI arrangements).

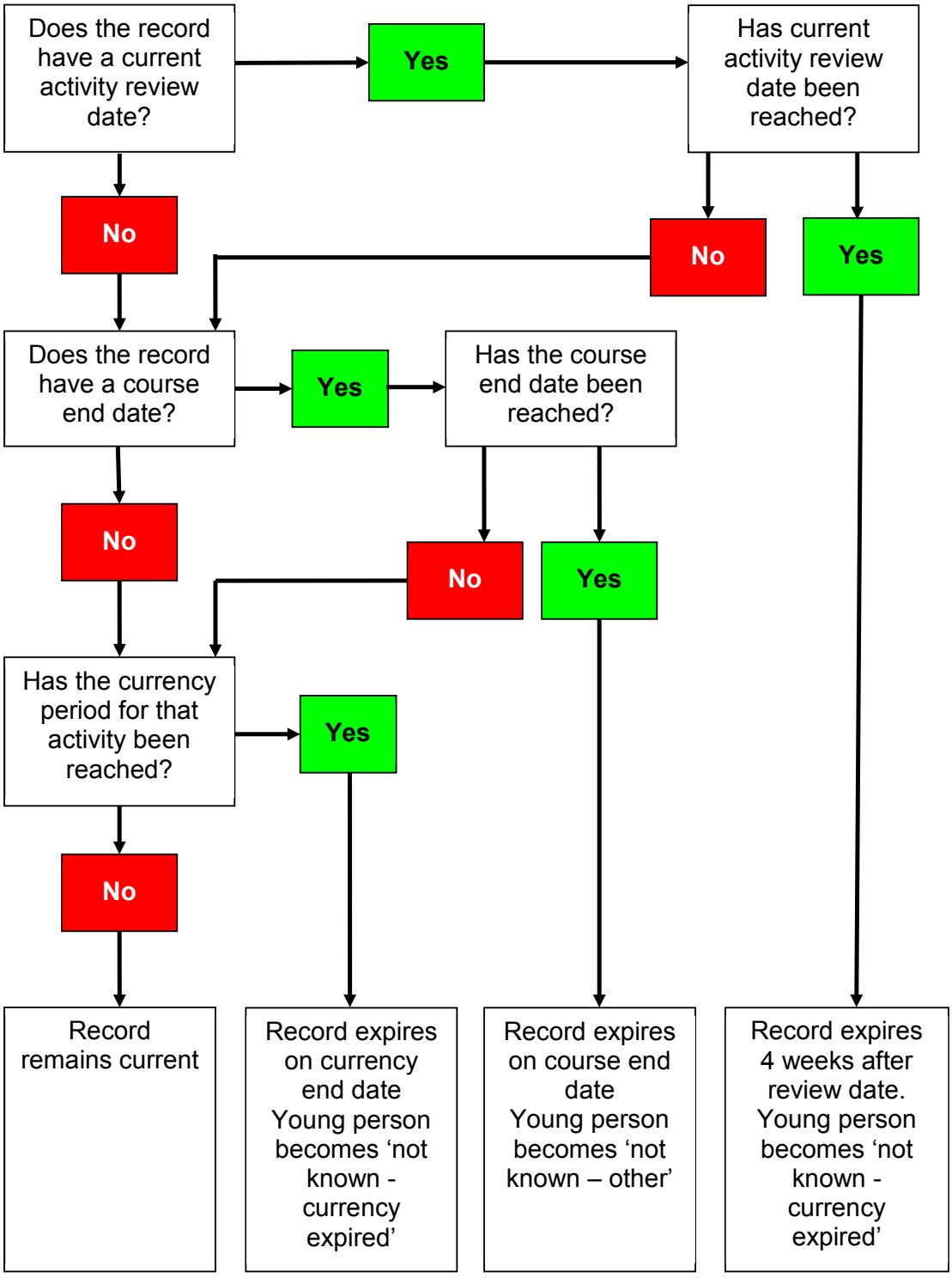
Currency period

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 periods are set out below:

Young people of compulsory education age	
All activities	Course end date mandatory Current activity review date should be used where appropriate (eg young people serving a custodial sentence) Currency expires 12 months after the latest 'current activity verification date'
16-19 year olds and 20-25 year olds with SEND	
210-240, 270, 280 Full time education	Course end date mandatory Current activity review date of 31 August mandatory for those in the first year of two year courses Currency expires 12 months after the latest 'current activity verification date'. This can be extended to two years for those in HE
250 Part time education	Course end date mandatory Currency expires 6 months after the latest 'current activity verification date'

320 Employment combined with training or p/t study 310 Apprenticeship	Currency expires 12 months after the latest 'current activity verification date' May be extended to 2 years for those 18 and over at the time of verification
330 Employment without training 340 Employment with non-accredited training 360 Part time employment 380 Self-employment 381 Self-employment combined with p/t study 550 Working not for reward combined with p/t study	Current activity review date advisory for young people of compulsory participation age Currency expires 6 months after the latest 'current activity verification date'
410 Work based learning 430 Other training 440 Training through the Work Programme 450 Traineeship 460 Supported internship	Course end date mandatory Currency expires 6 months after the latest 'current activity verification date'
530 Re-engagement provision	Course end date mandatory Currency expires 3 months after the latest 'current activity verification date'
350 Temporary employment 260 Gap year 290 Full time education – custodial institution) 710 Custody (young adult offender) 720 Asylum seekers/refugees	Current activity review date mandatory Currency expires 4 weeks after the activity review date unless contact has been made to confirm status

Currency flow chart



Individual characteristics

Item	Definition
Looked-after children (110)	A child is looked-after by a local authority if he or she has been provided with accommodation for a continuous period of more than 24 hours, in the circumstances set out in sections 20 and 21 of the Children Act 1989, or is placed in the care of a local authority by virtue of an order made under part IV of the Act.
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.
Young carer (140)	Young people who provide regular and on-going care and emotional support to family members who are physically or mentally ill, disabled or 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.
Care leaver (160)	A young person, who was looked-after by a local authority for a period of 13 weeks, or periods amounting in total to 13 weeks, which began after he/she reached 14 and ended after he/she reached 16. Local authority statutory responsibilities regarding care leavers, and more detailed definitions, can be found here: The Children Act 1989 Guidance and Regulations Volume 3: Planning Transition to Adulthood for Care Leavers.
Parent – not caring for own child (190)	A young parent who does not provide regular and on-going care for their own child.
Refugee/Asylum Seeker (130)	According to the 1951 Convention Relating to the Status of Refugees, a **refugee** is 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." **Asylum** is "protection granted by a State on its territory against the exercise of jurisdiction by the State of origin, based on the principle of non-refoulement and characterised by the enjoyment of internationally recognised refugee rights, and generally accorded without limit of time."

Item	Definition
Supervised by YOT (170)	A young person who is the subject of a supervision by the Youth Offending Team (YOT). There are some instances where YOT supervision is for agreement locally taking account of individual circumstances and is not a statutory requirement. The table below shows the situations where supervision is either statutory or where the YOT may be involved.

Pre-court measures	
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
Anti-social behaviour measures	
Acceptable Behaviour Contract	Not statutory but YOT may be involved
Anti-Social Behaviour Order	
Other measures	
Gang Injunctions	Not statutory but YOT may be involved
Youth Restorative Disposal (pilot measure)	
Sentences in the community	
Youth Rehabilitation Order	Statutory supervision
Referral Order	
Reparation Order	
Parenting Order	
Sentences to custody	Statutory supervision
Detention and Training Order	
Section 90/91	
Section 226/228	

Further information can be found on the Ministry of Justice website.

Young people generally make the transition to adult services after their 18th birthday, although exact timing will depend on the needs of the young person.

Intended destination

This field identifies where the young person *intends* to move to following the completion of compulsory education. The intended destination field helps local authorities 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.

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

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 6th 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.
Traineeship or apprenticeship (221)	
Full time employment combined with training (311)	Full-time employment, self-employment, or volunteering (20 hours or more) combined with accredited part-time education or training (about one day a week).
Employment without training (321)	Employment, temporary employment, or self-employment without any or sufficient accredited education or training.
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 decisions 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

All young people who reach compulsory school leaving age in 2015, or who did so in 2014, 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.

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.

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.

The number reported in the Guarantee cohort at the end of May 2015 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 local authority'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 monthly tables on the NCCIS portal and to the final figures published on the GOV.UK.

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 local authority 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.

Note that changes will not be considered where:

i) a school informs local authority 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
Offer made	
Education or training (110)	Offer of a place in education, an apprenticeship or employment with training that meets the duty to participate. To be deemed as 'suitable' and recorded on CCIS, the young person's adviser must be satisfied that the offer is: • of a place on a specific course in school, college, with a independent provider, or apprenticeship; • includes both the training element and a job or work placement where this is a condition of the young person taking up the place; • 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 • includes an agreed start date (which should be no later than the beginning of the January term). 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 accredited education or training. 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.
Re-engagement activities (124)	Offer of a place on a re-engagement programme or Youth Contract.
Continuing in education, training or employment with training (114, 115)	17 year olds only 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.
Offer not appropriate at this time	
Employment without accredited training (120)	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. This includes jobs with non-accredited training, jobs without training, temporary or part time employment. Include 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 not be recorded here.

Item	Definition
Personal circumstances prevent learning at the time (122)	The young person's personal circumstances prevent them from taking up any form of learning before January; eg serious illness or pregnancy. 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.
Other reason (123)	Young people for who an offer would not be appropriate because they have other plans. This would include those who: - have chosen to do some other activity, such as voluntary work - are travelling or temporarily living outside England - 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
No offer made	
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)	Young people who do not have an offer because: - they cannot find a place that meets their needs - they applied for a course that is fully subscribed, and no additional places are being made available - had their application rejected and cannot find a suitable alternative - have been offered an apprenticeship place which they cannot take up until they have found a job - are on a waiting list or who do not have a start date
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).
No contact	
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 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
301	Barking and Dagenham
302	Barnet
370	Barnsley
800	Bath and North East Somerset
822	Bedford
303	Bexley
330	Birmingham
889	Blackburn with Darwen
890	Blackpool
350	Bolton
837	Bournemouth
867	Bracknell Forest
380	Bradford
304	Brent
846	Brighton and Hove
801	Bristol
305	Bromley
825	Buckinghamshire
351	Bury
381	Calderdale
873	Cambridgeshire
202	Camden
823	Central Bedfordshire
895	Cheshire East
896	Cheshire West and Chester
201	City of London
908	Cornwall
331	Coventry
306	Croydon
909	Cumbria
841	Darlington
831	Derby
830	Derbyshire
878	Devon
371	Doncaster
835	Dorset
332	Dudley
840	Durham
307	Ealing
811	East Riding of Yorkshire
845	East Sussex

Code	Local authority name
308	Enfield
881	Essex
390	Gateshead
916	Gloucestershire
203	Greenwich
204	Hackney
876	Halton
205	Hammersmith and Fulham
850	Hampshire
309	Haringey
310	Harrow
805	Hartlepool
311	Havering
884	Herefordshire
919	Hertfordshire
312	Hillingdon
313	Hounslow
921	Isle of Wight
420	Isles of Scilly
206	Islington
207	Kensington and Chelsea
886	Kent
314	Kingston upon Thames
810	Kingston upon Hull
382	Kirklees
340	Knowsley
208	Lambeth
888	Lancashire
383	Leeds
856	Leicester
855	Leicestershire
209	Lewisham
925	Lincolnshire
341	Liverpool
821	Luton
352	Manchester
887	Medway
315	Merton
806	Middlesbrough
826	Milton Keynes
391	Newcastle upon Tyne

Code	Local authority name
316	Newham
926	Norfolk
812	North East Lincolnshire
813	North Lincolnshire
802	North Somerset
392	North Tyneside
815	North Yorkshire
928	Northamptonshire
929	Northumberland
892	Nottingham
891	Nottinghamshire
353	Oldham
931	Oxfordshire
874	Peterborough
879	Plymouth
836	Poole
851	Portsmouth
870	Reading
317	Redbridge
807	Redcar and Cleveland
318	Richmond upon Thames
354	Rochdale
372	Rotherham
857	Rutland
355	Salford
333	Sandwell
343	Sefton
373	Sheffield
893	Shropshire
871	Slough
334	Solihull
933	Somerset
803	South Gloucestershire
393	South Tyneside
852	Southampton
882	Southend on Sea
210	Southwark
342	St Helens
860	Staffordshire
356	Stockport
808	Stockton on Tees
861	Stoke on Trent

Code	Local authority name
935	Suffolk
394	Sunderland
936	Surrey
319	Sutton
866	Swindon
357	Tameside
894	Telford and Wrekin
883	Thurrock
880	Torbay
211	Tower Hamlets
358	Trafford
384	Wakefield
335	Walsall
320	Waltham Forest
212	Wandsworth
877	Warrington
937	Warwickshire
869	West Berkshire
938	West Sussex
213	Westminster
359	Wigan
865	Wiltshire
868	Windsor and Maidenhead
344	Wirral
872	Wokingham
336	Wolverhampton
885	Worcestershire
816	York
702	Service Children's Education
LA codes for young people educated outside England, or who have left the cohort	
000	Abroad
001	Wales
002	Scotland
003	Other UK Province or crown dependency [1]
004	Unknown [2]

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

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 to which will allow local authorities to compare their performance with neighbouring services to help with local accountability.

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.

The NCCIS website maintains the latest version of the XML schema definition and reporting requirements.

Timetable of Returns

Month	Month ending	Due Date	Performance Monitoring tables available via NCCIS
April	30 April 2015	15 May 2015	22 May 2015
May	31 May 2015	12 June 2015	19 June 2015
June	30 June 2015	14 July 2015	21 July 2015
July	31 July 2015	14 August 2015	21 August 2015
August	31 August 2015	14 September 2015	21 September 2015
September	30 September 2015	30 October 2015	6 November 2015
October	31 October 2015	13 November 2015	20 November 2015
November	30 November 2015	14 December 2015	21 December 2015
December	31 December 2015	15 January 2016	22 January 2016
January	31 January 2016	12 February 2016	19 February 2016
February	28 February 2016	14 March 2016	21 March 2016
March	31 March 2016	14 April 2016	21 April 2016

A separate CSV data file is also required for the 2015 Annual Activity Survey due date end of January 2016.

Appendix D: 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 local authority, 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
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

Error code	Description	Priority	Explanation
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
33	YP aged 20+ but without SEND	2	Information about young people aged 20 or over should only be included in the XML if the young person has a SEND flag
34	'TransferredToLACode' exists but 'CohortStatus' is not 'T'	2	Where a young person's record has been transferred to another local authority 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

Error code	Description	Priority	Explanation
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'

Error code	Description	Priority	Explanation
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 young carer without supporting characteristic	2	The young person's current activity is recorded as 'NEET – young 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

Error code	Description	Priority	Explanation
237	'DateAscertained' is greater than 'DateVerified'	2	The date on which a record was created should never be greater (later) that 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
241	Activity of full time education – custodial institution without supporting characteristic	2	The young person's current activity is recorded as 'Full time education - Custodial Institution' so characteristic type 170 should also be recorded
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 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

Error code	Description	Priority	Explanation
261	Guarantee 'LEACode' is not a recognised value (used for year 11 and 12)	1	Valid LA codes can be found in appendix B.
262	'ActivityCode' is 260, 290, 350, 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

Error	Action
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

Appendix E: DfE report definitions

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	FTE	Participating	EET
310	Apprenticeship	Apprenticeship	Participating	EET
320	Employment with accredited training	E&T	Participating	EET
330	Employment without training	-	-	EET
340	Employment with non-accredited training	-	-	EET
350	Temporary employment	-	-	EET
360	Part time employment	-	-	EET
380	Self-employment	-	-	EET
381	Self-employment with accredited training	E&T	Participating	EET
550	Work not for reward with accredited training	E&T	Participating	EET
410	EFA/SFA funded WBL	WBL	Participating	EET
430	Other Training	Other	Participating	EET
440	Training through Work Programme	WBL		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	Young carer	-	-	NEET
630	Teenage parent	-	Temporary break	NEET
640	Illness	-	Temporary break	NEET
650	Pregnancy	-	Temporary break	NEET
660	Not available of religious grounds	-	-	NEET
670	Not economically active	-	-	NEET
680	Not available – other reason	-	-	NEET
710	Custody – young adult offender	-	-	[2]
720	Refugees/asylum seekers	[2]	[2]	[2]
810	Current situation not known	Not known	-	Not known
820	Cannot be contacted	Not known	-	Not known
830	Refused to disclose activity	Not known	-	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

The government has raised the participation age (RPA) so that all young people in England are now required to continue in education or training. 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.

NEET adjustment

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 expired – NEET'. The adjustment factor that has been used since 2003 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:

Adjusted NEET = NEET + 8% currency expired EET

Adjusted EET = EET + 92% currency expired EET

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

Estimated number NEET = adjusted % NEET x cohort

Round to whole number on completion

Worked example

Unadjusted figures		
Total EET	2,540	
Total NEET	300	
Currency lapsed EET	82	
EET adjustment		
Total EET	2,540	
Plus 92% lapsed EET	75.44	(82 x 92%)
Adjusted EET	**2,615.44**	
NEET adjustment		
Total NEET	300	
Plus 8% lapsed EET	6.56	(82 x 8%)
Adjusted NEET	**306.56**	
		$\frac{306.56}{(2{,}615.44 + 306.56)}$
Adjusted % NEET	**10.5%**	

NEET joiners and leavers

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

NEET joiners and leavers are defined as follows:

NEET leaver: A young person who has a NEET activity code at the end of the 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 local authority 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.

Services that cover multiple local authorities should note that a young person who moves between local authorities 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

NCCIS tables

Monthly and quarterly tables that show the numbers and proportions of young people in education, training and employment are made available to local authorities 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.

Summary tables

Actual and academic age summary-

3-month average - NEET

3-month average - In learning

3-month average - Not known

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

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 indictor
3c	16year 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
6	September Guarantee – headlines *
6a	Intended Destinations *
6b	Y11 Guarantee status *
6c	Y12 Guarantee status *

*May – September only

At risk tables (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
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

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

Tables published on GOV.UK

In addition to the tables above, DfE will also make available 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
Participation of 16 and 17 year olds in education and training		
Young people of academic age 16 and 17 who are participating in education or training	June 2015	Sept 2015
Table 1: By type of activity and 'not known'	Dec 2015	March 2016
Table 2: Duty to participate Table 3: By age and gender Table 4: By ethnic group Table 5: SEND Table 6: Time series	March 2016	June 2016
September Guarantee		
Year 11 leavers from schools in local authority area and 17 year olds resident in local authority 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 who no information was recorded.	Sept 2015	Jan 2016
16-18 year olds NEET		
Young people of academic age 16, 17 and 18 who are resident in the local authority area Number and proportion NEET (adjusted) and not known	Nov 2015 – Jan 2016 average	April 2016
Annual Activity Survey (Moving On)		
Year 11 leavers from schools in local authority area, broken down by gender, disability and ethnic group Time series	1 November 2015	April 2016

Department for Education

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