



Department  
for Education

# **Children looked after by local authorities in England**

**Technical specification to the 2019 to 2020  
data collection - version 1.0**

**October 2018**

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## Version history

Version number	Changes	Author, team and date
1.0	First version created	Andy Brook; children looked after data team; October 2018

# 1. Overview of formats for loading data

Local authorities will have two options for preparing the children looked after data in a suitable electronic format which can be directly loaded into the system:

- one XML file; or
- ten separate CSV files.

## 1.1 XML format

The file 'CLA.xsd' is the XML schema and sets out the required layout for a children looked after XML file.

The schema will be made available on our [website](#) and we will write to local authorities and software suppliers to let them know when this happens.

### 1.1.1 List of XML tags

For a list of required XML tags refer to the XML schema.

### 1.1.2 Blank tags

The requirement for blank tags was relaxed in 2009 to 2010 in order to reduce the file size. The attribute 'minOccurs' has been added to the tag to identify whether or not the element is required. The default is 1 (mandatory), but where 'minOccurs' = 0 this means that the element is optional. If a tag has been identified as optional and you do not have any data for it, then you have two options which depend on the specification of the minimum length attribute, 'minLength':

- if 'minLength' is 0 or unspecified, then you can leave the tag blank;
- if 'minLength' is greater than zero, then the tag cannot be left blank and must be deleted.

### 1.1.3 Using XML

Whilst XML files can be created using a standard commercial package designed for the purpose, XML files for loading children looked after data are best prepared as a direct data output from your own system. DfE does not recommend preparing an XML file by direct input from a keyboard. If local authorities are obliged to key in every record individually, they would be far better advised to enter their data directly onto the system input screens, rather than manually creating an XML file as an interim step prior to data loading.

## 1.2 CSV format

The CSV format involves the preparation of ten files in comma separated variable (CSV) file format. Column headers have been included in each file, to allow data to be checked easily.

The following points, common to all files, should be followed closely:

- a comma will be used to separate each data item from the next data item;
- if quotes are used to enclose data items, they must be double quotes (like "..."), not single quotes (like '...');
- a null data item (like 'DEC' or 'REC') must still be delimited by commas;
- dates (like 'DOB') need to be in 'DD/MM/YYYY' format (like 24/12/2002);
- leading zeros in date fields should be entered in the following format 03/01/2003;
- each record ends with a carriage return control code (with the next record beginning on a new line).

The child identifier data item like 'CHILD\_LA\_CODE' is present in all files to enable the various files to be linked on the system. When the files are downloaded, the system will check that for every record in the header file there is at least one record for the child on the episodes file. If care leaver records are in the header file, these are not to be included in the episodes file. In this case, the system will generate a warning message but this does not interfere with the loading or validation process. Conversely, the system will check that every record on the episodes file has a corresponding record on the header file.

### 1.2.1 Description of the CSV files

#### 1.2.1.1 SSDA903 load

1. The 'SSDA903' load must be done first and comprises of three files: Header file:

The first row in the header file will be a header row, as follows:

CHILD,SEX,DOB,ETHNIC,UPN,MOTHER,MC\_DOB

Each of the subsequent rows will contain the data items for each looked after child during the year ending 31 March, including those looked after under a series of short term placements. Care leaver ('OC3') records can also be included; if not then they have to be entered manually. These data items will be in the above order.

## 2. Episodes file:

The first row in the episodes file will be a header row, as follows:

CHILD,DECOM,RNE,LS,CIN,PLACE,PLACE\_PROVIDER,DEC,REC,  
REASON\_PLACE\_CHANGE,HOME\_POST,PL\_POST,URN

Each of the subsequent rows will begin with the relevant child code followed by the data items for a particular episode. All episodes for children looked after during the year ending 31 March should be included, each one on a separate row. These data items will be in the above order.

## 3. 'UASC' file

To be completed in respect of children who are unaccompanied asylum seeking children ('UASC') only. The first row in the file will be a header row, as follows:

CHILD,SEX,DOB,DUC

Each of the subsequent rows will begin with the relevant child code followed by the three key unaccompanied asylum seeking children (UASC) data items for each child. These data items must be in the above order.

### 1.2.1.2 Outcomes ('OC2') load

This comprises of the 'OC2' file. To be completed in respect of children who were looked after at 31 March and had been looked after continuously for at least the previous twelve months only. The first row in the 'OC2' file will be a header row, as follows:

CHILD,DOB,SDQ\_SCORE,SDQ\_REASON,CONVICTED,HEALTH\_CHECK,  
IMMUNISATIONS,TEETH\_CHECK,HEALTH\_ASSESSMENT,SUBSTANCE\_MISUSE,  
INTERVENTION\_RECEIVED,INTERVENTION\_OFFERED

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child who has been looked after for at least twelve months continuously at 31 March. These data items will be in the above order.

### 1.2.1.3 Adoption ('AD1') load

This comprises of the 'AD1' file. To be completed in respect of children adopted from care during the year only. The first row in the 'AD1' file will be a header record, as follows:

CHILD,DOB,DATE\_INT,DATE\_MATCH,FOSTER\_CARE,NB\_ADOPTR,SEX\_ADOPTR,  
LS\_ADOPTR

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child adopted from care during the year. These data items will be in the above order.

#### **1.2.1.4 Should be placed for adoption load**

This comprises of the should be placed for adoption file. To be completed in respect of children for whom the decision is made, either during the current year, or in a previous year where the decision is still valid, that the child should be placed for adoption or for whom the decision is made during the year that the child should no longer be placed for adoption. The first row in the should be placed for adoption file will be a header row, as follows:

CHILD,DOB,DATE\_PLACED,DATE\_PLACED\_CEASED,REASON\_PLACED\_CEASED

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child for whom the decision is made that the child should be placed for adoption/should no longer be placed for adoption during the year. These data items will be in the above order.

#### **1.2.1.5 Care leavers ('OC3') load**

This comprises of the 'OC3' file. To be completed for all young people who are eligible for care leaver support and whose 17th, 18th, 19th, 20th or 21st birthday falls within the collection period. For the 2018 to 2019 collection, this therefore covers young people whose date of birth fell between 1 April 1997 and 31 March 2002. The first row in the 'OC3' file will be a header row, as follows:

CHILD,DOB,IN\_TOUCH,ACTIV,ACCOM

Each of the subsequent rows will begin with the relevant child code followed by the data items for each former looked after child for whom data are required. These data items will be in the above order.

#### **1.2.1.6 Reviews load**

This comprises of the reviews file. To be completed for all children looked after for at least 20 working days. The first row in the reviews file will be a header row, as follows:

CHILD,DOB,REVIEW,REVIEW\_CODE

Note that each review date for a particular child needs to be recorded on a separate row. 'REVIEW\_CODE' should be completed for all reviews held in this year.

#### **1.2.1.7 Previous permanence load**

This should be completed for each child who has started to be looked after at any point during the year. The first row in the previous permanence file will be a header file, as follows:

CHILD,DOB,PREV\_PERM,LA\_PERM,DATE\_PERM

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child for whom data are required. These data items will be in the above order.



### 1.2.1.8 Missing load

This should be completed for each child who was missing or away from placement without authorisation during the year. The first row in the missing file will be a header file, as follows:

CHILD,DOB,MISSING,MIS\_START,MIS\_END

Each of the subsequent rows will begin with the relevant child code followed by the data items for each child for whom data are required. These data items will be in the above order.

### 1.2.2 Loading sequence for CSV files

If using the CSV option, the header, episodes and 'UASC' files must be loaded first. These three files all load simultaneously. By selecting the child id, the system will then find and load the others.

On loading, the system will check that for every record in the header file, there is at least one record for the child on the episodes file. Failure to pass this check will bring the loading procedure to a halt. If the warning message refers to care leavers, then it can be ignored.

The 'OC3', 'OC2', 'AD1', should be placed for adoption, previous permanence, missing and reviews files can then be loaded in any order. On loading each file, the system will check that for each child there is already a record on the system, either created by the current years header file, or by a 'SSDA903' file submitted in an earlier year. Failure to find an existing record, or if there is a mismatch with the date of birth, will result in the loading procedure coming to a halt.

## 2. Data dictionary

This data dictionary contains the elements that are returned by local authorities or are derived based on returned items. For each item the following information is displayed:

Item id	A unique reference for the item
Group	The group/module to which the item belongs. The groups reflect the modules within the XML structure (not the business breakdown as provided in the collection guide for the local authorities)
Data item name	The name which the item is known by
XML tag	The XML name for the item which is used in the technical description of checks
Description	A description of the data item
Format	The data item type and size
Codeset	Whether the data item has a defined set of valid values, if so the name of the codeset (codesets are shown in section 5)

Item id	Group name	Data item name	XML tag	Description	Format	Codeset
1CLA	Header	Local authority number	LA_CODE	The local authority reference number  The calculated value is derived from who the return has been loaded or entered for	A(3)	
2CLA	Header	Motherhood status	MOTHER	Indicates whether or not the looked after girl is a mother	A(1)	Mother
3CLA	Header	Date of birth of mother's child	MC_DOB	Date of birth of the first child	DD/MM/YYYY	-
4CLA	Header	Child identifier	CHILDID	Unique ID for each child (like 'CHILD_LA_CODE')	A(10)	-
5CLA	Header	Unique pupil number (UPN)	UPN	A unique pupil number (UPN) is allocated to each pupil in maintained schools in England. It is an identifier for use in the educational context during a child's school career only and subject to data protection restrictions	A(13)  or  A(3)	-  or  Unknown UPN
6CLA	Header	Gender	SEX	The gender of the child	A(1)	Gender
7CLA	Header	Date of birth	DOB	The date of birth of the child	DD/MM/YYYY	-
8CLA	Header	Ethnic origin code	ETHNIC	The ethnicity of the child	A(4)	Ethnicity

Item id	Group name	Data item name	XML tag	Description	Format	Codeset
9CLA	UASC	Unaccompanied asylum seeking status	UASC	Indicates if a child has been an unaccompanied asylum seeking child at any time during the year	A(1)	UASC
10CLA	UASC	Date unaccompanied asylum seeking status ceased	DUC	Indicates the date the unaccompanied asylum seeking status ended	DD/MM/YYYY	-
11CLA	Adoption	Child adopted by former foster parents	FOSTER_CARE	Indicates whether or not the child is adopted by their former foster carer(s)	A(1)	Foster care
12CLA	Adoption	Number of adopters	NB_ADOPTR	The number of person(s) adopting the looked after child	A(1)	Number of adopters
13CLA	Adoption	Gender of adopters	SEX_ADOPTR	The gender(s) of the person(s) adopting the child	A(2)	Adopter gender
14CLA	Adoption	Legal status of adopters	LS_ADOPTR	The legal status of the adopter(s)	A(2)	Adopter legal status
15CLA	Adoption	Date of decision child should be placed for adoption	DATE_INT	The date which the local authority formally decides that a child should be placed for adoption	DD/MM/YYYY	-

Item id	Group name	Data item name	XML tag	Description	Format	Codeset
16CLA	Adoption	Date of decision child should be placed for adoption with particular prospective adopters	DATE_MATCH	The date on which the local authority formally decides that the child should be placed for adoption with the particular prospective adopter(s)	DD/MM/YYYY	-
17CLA	Adoption placement	Date of decision that the child should be placed for adoption	DATE_PLACED	The date that the local authority formally decides that a child should be placed for adoption	DD/MM/YYYY	
18CLA	Adoption placement	Date of decision that the child should no longer be placed for adoption	DATE_PLACED_CEA SED	The date that the local authority formally decides that a child should no longer be placed for adoption	DD/MM/YYYY	
19CLA	Adoption placement	Reason placement ceased	REASON_PLACED_CEA SED	The reason why the child should no longer be placed for adoption	A(3)	Reason placement ceased
20CLA	Review	Date of each statutory review	REVIEW	The date of each statutory review	DD/MM/YYYY	
21CLA	Review	Method of participation of each review	REVIEW_CODE	The method of participation in each statutory review	A(3)	Method of participation

Item id	Group name	Data item name	XML tag	Description	Format	Codeset
22CLA	Permanence	Previous permanence option	PREV_PERM	For any child who starts to be looked after from 1 April 2013 onward, have they previously ceased to be looked after due to adoption, a special guardianship or residence order	A(2)	Previous permanence
23CLA	Permanence	Local authority where permanence option arranged	LA_PERM	The local authority code where the previous permanence option was arranged	A(3)	Valid local authority code
24CLA	Permanence	The date of the order for the previous permanence option	DATE_PERM	The date the order for the previous permanence order was granted	DD/MM/YYYY	
25CLA	Missing	Missing	MISSING	The status of the child's missing or away from placement without authorisation	A(1)	Missing
26CLA	Missing	Missing incident start date	MIS_START	The date the missing incident or period of being away from placement without authorisation started	DD/MM/YYYY	

Item id	Group name	Data item name	XML tag	Description	Format	Codeset
27CLA	Missing	Missing incident end date	MIS_END	The date the missing incident or period of being away from placement without authorisation ended	DD/MM/YYYY	
28CLA	OC2	Child convicted during year	CONVICTED	Indicates whether or not the child has offended in the year ending 31 March	A(1)	Conviction check
29CLA	OC2	Health surveillance checks up-to-date	HEALTH_CHECK	Indicates whether or not a child's health surveillance or health promotion checks were up-to-date on 31 March	A(1)	Health check
30CLA	OC2	Immunisations up-to-date	IMMUNISATIONS	Indicates whether or not a child's immunisations were up-to-date on 31 March	A(1)	Immunisation check
31CLA	OC2	Teeth checked by a dentist	TEETH_CHECK	Indicates whether or not a child had their teeth checked by a dentist in the year ending 31 March	A(1)	Teeth check
32CLA	OC2	Annual health assessment	HEALTH_ASSESSMENT	Indicates whether or not a child received their annual health assessment during the year ending 31 March	A(1)	Health assessment
33CLA	OC2	Child identified as having a substance misuse problem	SUBSTANCE_MISUSE	Indicates whether or not a child was identified as having a substance misuse problem during the year ending 31 March	A(1)	Substance misuse check

Item id	Group name	Data item name	XML tag	Description	Format	Codeset
34CLA	OC2	Child received an intervention for substance misuse problem	INTERVENTION_RECEIVED	Indicates whether or not a child received an intervention for their substance misuse problem	A(1)	Intervention received
35CLA	OC2	Child offered an intervention for substance misuse problem	INTERVENTION_OFFERED	Indicates whether or not a child was offered an intervention for their substance misuse problem	A(1)	Intervention offered
36CLA	OC2	Strengths and difficulties questionnaire score	SDQ_SCORE	This is a single score from the strengths and difficulties questionnaire (SDQ)	0 to 40, or blank	
37CLA	OC2	Reason for not submitting strengths and difficulties questionnaire score	SDQ_REASON	Reason why it was not possible to submit a strengths and difficulties questionnaire (SDQ) score	A(4)	Strengths and difficulties questionnaire reason
38CLA	OC3	Local authority in touch on 17th/18th/19th/20th/21st birthday	IN_TOUCH	Indicates if the local authority was in touch with the young person on, or near, his/her 17th, 18th, 19th, 20th or 21st birthday	A(4)	In touch
39CLA	OC3	Activity on 17th/18th/19th/20th/21st birthday	ACTIV	Reflects the young person's main activity status on or around his/her 17th, 18th, 19th, 20th or 21st birthday	A(2)	Activity



Item id	Group name	Data item name	XML tag	Description	Format	Codeset
40CLA	OC3	Accommodation on 17th/18th/19th/20th/21st birthday	ACCOM	Type and suitability of accommodation young person is living in on or around their 17th, 18th, 19th,20th or 21st birthday	A(2)	Accommodati on
41CLA	Episode	Local authority of placement	PL_LA	The local authority where the looked after child is placed  Derived from postcodes but can be manually overridden	A(3)	Placement local authority
42CLA	Episode	Placement location	PL_LOCATION	Indicates if the child is being looked after inside or outside the local authority boundary responsible for the child's care  Derived from 'LA of placement' and placement postcode	A(3)	Placement location
43CLA	Episode	Distance	PL_DISTANCE	The distance between the home postcode and the placement postcode  Derived from home and placement postcodes but can be manual overwritten	nnn.nn	-

Item id	Group name	Data item name	XML tag	Description	Format	Codeset
44CLA	Episode	Date episode commenced	DECOM	The date the episode of care began	DD/MM/YYYY	
45CLA	Episode	Reason for new episode of care	RNE	The reason why a new episode of care starts	A(1)	Care reason
46CLA	Episode	Legal status	LS	The legal status underlying being looked after	A(2)	Legal status
47CLA	Episode	Category of need code	CIN	The main reason why a child is being provided with children's social care services	A(2)	Category of need
48CLA	Episode	Home post code	HOME_POST	The postcode of the address where the child was living when they were first taken into care	Valid postcode format	
49CLA	Episode	Placement postcode	PL_POST	The postcode of the location where the child is placed	Valid postcode format	
50CLA	Episode	Placement unique reference number	URN	Placement unique reference number (URN)	SC999999, or 999999 for secure training centres or 7 digits for new providers	
51CLA	Episode	Placement type	PL	Indicates, in a broad sense where the child is living	A(2)	Placement type

Item id	Group name	Data item name	XML tag	Description	Format	Codeset
52CLA	Episode	Placement provider	PLACE_PROVIDER	Information on the party providing the placement for the child	A(3)	Placement provider
53CLA	Episode	Date episode ceased	DEC	The date the episode of care ended	DD/MM/YYYY	
54CLA	Episode	Reason episode ceased	REC	The reason why an episode of care ended	A(3)	Reason episode ceased
55CLA	Episode	Reason for placement change	REASON_PLACE_CHANGE	The reason why the placement changed	A(6)	Reason placement changed

### 3. Data dictionary code sets

#### 3.1 Gender

Code	Description
1	Boy
2	Girl

#### 3.2 Ethnicity

Code	Description
ABAN	Bangladeshi
AIND	Indian
AOTH	Any other Asian background
APKN	Pakistani
BAFR	African
BCRB	Caribbean
BOTH	Any other Black background
CHNE	Chinese
MOTH	Any other mixed background
MWAS	White and Asian
MWBA	White and Black African
MWBC	White and Black Caribbean
NOBT	Information not yet obtained
OOTH	Any other ethnic group
REFU	Refused
WBRI	White British
WIRI	White Irish
WIRT	Traveller of Irish heritage

Code	Description
WOTH	Any other White background
WROM	Gypsy/Roma

### 3.3 Unknown UPN

Code	Description
UN1	Child looked after is not of school age and has not yet been assigned a unique pupil number (UPN)
UN2	Child looked after has never attended a maintained school in England (for example, some unaccompanied asylum seeking children (UASC))
UN3	Child looked after is educated outside England
UN4	Child is newly looked after (from one week before the end of the collection period) and the unique pupil number (UPN) was not yet known at the time of the looked after children data collection return
UN5	Sources collating unique pupil numbers (UPNs) reflect discrepancy(ies) for the child's name and/or surname and/or date of birth therefore preventing reliable matching (for example duplicated unique pupil numbers (UPNs))

### 3.4 Mother

Code	Description
0	Female child is not a mother
1	Female child is a mother

### 3.5 Legal status

Code	Description
C1	Interim care order
C2	Full care order
D1	Freeing order granted
E1	Placement order granted
J1	Remanded to local authority accommodation or to youth detention accommodation
J2	Placed in local authority accommodation under the Police and Criminal Evidence Act 1984, including secure accommodation. However this would not necessarily be accommodation where the child would be detained
J3	Sentenced to the Youth Rehabilitation Order (Criminal Justice and Immigration Act 2008, as amended by Legal Aid, Sentencing and Punishment of Offenders Act (LASPOA) 2012, with residence or intensive fostering requirement)
L1	Under police protection and in local authority accommodation
L2	Emergency protection order
L3	Under child assessment order and in local authority accommodation
V2	Single period of accommodation under section 20
V3	Accommodated under an agreed series of short-term breaks, when individual episodes of care are recorded
V4	Accommodated under an agreed series of short-term breaks, when agreements are recorded (not individual episodes of care)

### 3.6 Category of need

Code	Description
N1	Abuse or neglect - child in need as a result of, or at risk of, abuse or neglect
N2	Child's disability - child and their family whose main need for children's social care services arises out of the child's disabilities, illness or intrinsic condition
N3	Parental illness or disability - child whose main need for children's social care services arises because the capacity of their parent(s) or carer(s) to care for them is impaired by disability, illness, mental illness or addictions
N4	Family in acute stress - child whose needs arise from living in a family going through a temporary crisis such that parenting capacity is diminished and some of the child's needs are not being adequately met
N5	Family dysfunction - child whose needs arise mainly out of their living with family where the parenting capacity is chronically inadequate
N6	Socially unacceptable behaviour - child and family whose need for children's social care services arises primarily out of their behaviour impacting detrimentally on the community
N7	Low income - child, either living in a family or independently, whose need for children's social care services arises mainly from being dependent on an income below the standard state entitlements
N8	Absent parenting - child whose need for children's social care services arises mainly from having no parent(s) available to provide for them. A child whose parent(s) decide it is in the best interest for the child to be adopted would be included in this category

### 3.7 Placement local authority

Any valid local authority code or one of the following:

Code	Description
CON	Child placed in confidential placement
NIR	Northern Ireland
NUK	Outside of the UK
SCO	Scotland
WAL	Wales

### 3.8 Placement location

Code	Description
IN	Inside the local authority boundary
OUT	Outside the local authority boundary

### 3.9 Placement type

Code	Description
A3	Placed for adoption with parental/guardian consent with current foster carer(s) (under section 19 of the Adoption and Children Act 2002) or with a freeing order where parental/guardian consent has been given (under section 18(1)(a) of the Adoption Act 1976)
A4	Placed for adoption with parental/guardian consent not with current foster carer(s) (under section 19 of the Adoption and Children Act 2002) or with a freeing order where parental/guardian consent has been given (under section 18(1)(a) of the Adoption Act 1976)



Code	Description
A5	Placed for adoption with placement order with current foster carer(s) (under section 21 of the Adoption and Children Act 2002) or with a freeing order where parental/guardian consent was dispensed with (under section 18(1)(b) of the Adoption Act 1976)
A6	Placed for adoption with placement order not with current foster carer(s) (under section 21 of the Adoption and Children Act 2002) or with a freeing order where parental/guardian consent was dispensed with (under section 18(1)(b) of the Adoption Act 1976)
H5	Semi-independent living accommodation not subject to children's homes regulations
K1	Secure unit
K2	Children's homes
P1	Placed with own parent(s) or other person(s) with parental responsibility
P2	Independent living for example, in flat, lodgings, bedsit, bed and breakfast (B&B) or with friends, with or without formal support
P3	Residential employment
R1	Residential care home
R2	National Health Service (NHS)/health trust or other establishment providing medical or nursing care
R3	Family centre or mother and baby unit
R5	Young offender institution or prison
S1	All residential schools, except where dual-registered as a school and children's home
T0	All types of temporary move
T1	Temporary periods in hospital
T2	Temporary absences of the child on holiday

Code	Description
T3	Temporary accommodation whilst normal foster carer(s) is/are on holiday
T4	Temporary accommodation of seven days or less, for any reason, not covered by codes T1 to T3
U1	Foster placement with relative(s) or friend(s) - long term fostering
U2	Fostering placement with relative(s) or friend(s) who is/are also an approved adopter(s) – fostering for adoption/concurrent planning
U3	Fostering placement with relative(s) or friend(s) who is/are not long-term or fostering for adoption/concurrent planning
U4	Foster placement with other foster carer(s) - long term fostering
U5	Foster placement with other foster carer(s) who is/are also an approved adopter(s) – fostering for adoption/concurrent planning
U6	Foster placement with other foster carer(s) - not long term or fostering for adoption/concurrent planning
Z1	Other placements (must be listed on a schedule sent to DfE with annual submission)

### 3.10 Placement provider

Code	Description
PR0	Parent(s) or other person(s) with parental responsibility
PR1	Own provision (by the local authority)
PR2	Other local authority provision
PR3	Other public provision (for example, by a primary care trust)
PR4	Private provision
PR5	Voluntary/third sector provision

### 3.11 Reason episode ceased

Code	Description
E11	Adopted – application for an adoption order unopposed
E12	Adopted – consent dispensed with by the court
E13	Left care to live with parent(s), relative(s) or other person(s) with no parental responsibility
E14	Accommodation on remand ended
E15	Age assessment determined child is aged 18 or over and E5, E6 and E7 do not apply such as an unaccompanied asylum seeking child (UASC) whose age has been disputed
E16	Child has moved abroad
E2	Died
E3	Care taken over by another local authority in the UK
E41	Residence order (or, from 22 April 2014, a child arrangement order which sets out with whom the child is to live) granted
E45	Special guardianship order made to former foster carer(s), who was/are a relative(s) or friend(s)
E46	Special guardianship order made to former foster carer(s), other than relative(s) or friend(s)
E47	Special guardianship order made to carer(s), other than former foster carer(s), who is/are a relative(s) or friend(s)
E48	Special guardianship order made to carer(s), other than former foster carer(s) and relative(s) or friend(s)
E4A	Returned home to live with parent(s), relative(s) or other person(s) with parental responsibility as part of the care planning process (not under a special guardianship order or residence order or, from 22 April 2014, a child arrangement order)

Code	Description
E4B	Returned home to live with parent(s), relative(s) or other person(s) with parental responsibility which was not part of the current care planning process (not under a special guardianship order or residence order or, from 22 April 2014, a child arrangement order)
E5	Moved into independent living arrangement and no longer looked after: supportive accommodation providing formalised advice/support arrangements (like most hostels, young men's Christian association, foyers and care leavers projects)
E6	Moved into independent living arrangement and no longer looked after: accommodation providing no formalised advice/support arrangements (like a bedsit, own flat or living with friend(s))
E7	Transferred to residential care funded by adult social care services
E8	Period of being looked after ceased for any other reason
E9	Sentenced to custody
X1	Episode ceases, and new episode begins on the same day, for any reason

### 3.12 Reason placement changed

Code	Description
ALLEG	Allegation (section 47 (S47))
APPRR	Approval removed
CARPL	Change to/implementation of care plan
CHILD	Child requests placement end
CLOSE	Resignation/closure of provision
CREQB	Carer(s) requests placement end due to child's behaviour
CREQO	Carer(s) requests placement end other than due to child's behaviour
CUSTOD	This code to be used where a child has been admitted into custody

Code	Description
LAREQ	Responsible area/local authority requests placement end
OTHER	Other
PLACE	Change in the status of a placement only
STAND	Standards of care concern

### 3.13 Care reason

Code	Description
B	Change of both legal status and placement (for example, carer(s)) at the same time
L	Change of legal status only
P	Change of placement (for example, carer(s)) only
S	Started to be looked after
T	Change of placement (but same carer(s)) only
U	Change of legal status and placement (but same carer(s)) at the same time

### 3.14 Method of participation

Code	Description
PN0	Child aged under 4 at the time of the review
PN1	Child physically attends and speaks for him or herself - attendance
PN2	Child physically attends and an advocate speaks on his or her behalf - attendance views represented by advocate or independent reviewing officer (IRO)
PN3	Child attends and conveys his or her view symbolically (non-verbally) - attendance symbols

Code	Description
PN4	Child physically attends but does not speak for him or herself, does not convey his or her view symbolically (non-verbally) and does not ask an advocate to speak for him or her - attendance without contribution
PN5	Child does not attend physically but briefs an advocate to speak for him or her - views represented by advocate or independent reviewing officer (IRO) through texting, written format, phone, audio/video, viewpoint
PN6	Child does not attend but conveys his or her feelings to the review by a facilitative medium - texting the chair, written format, phone, audio, video, viewpoint
PN7	Child does not attend nor are his or her views conveyed to the review

### 3.15 Unaccompanied asylum seeking children (UASC)

Code	Description
0	Child was not an unaccompanied asylum seeking child (UASC) at any time during the year
1	Child was an unaccompanied asylum seeking child (UASC) at some time during the year

### 3.16 Foster care

Code	Description
0	Child not adopted by former foster carer(s)
1	Child adopted by former foster carer(s)

### 3.17 Number of adopter(s)

Code	Description
1	Child has been adopted by 1 person
2	Child has been adopted by 2 people

### 3.18 Adopter(s) gender

Code	Description
F1	The single adopter is female
FF	The adopting couple are both females
M1	The single adopter is male
MF	The adopting couple are male and female
MM	The adopting couple are both males

### 3.19 Adopter(s) legal status

Code	Description
L0	Single adopter
L11	Different gender married couple
L12	Same gender married couple
L2	Civil partnership couple
L3	Different gender unmarried couple
L4	Same gender couple not married or in a civil partnership

### 3.20 Reason placement ceased

Code	Description
RD1	The child's needs changed subsequent to the decision
RD2	The court did not make a placement order
RD3	Prospective adopter(s) cannot be found
RD4	Any other reason

### 3.21 Previous permanence

Code	Description
P1	Adoption
P2	Special guardianship order
P3	Residence order or child arrangement order which sets out with whom the child is to live
P4	Unknown
Z1	Child has not previously had a permanence option

### 3.22 Local authority of previous permanence

Any valid local authority code or one of the following:

Code	Description
NIR	Northern Ireland
NUK	Outside of the UK
SCO	Scotland
WAL	Wales
999	Information not available



### 3.23 Missing

Code	Description
A	Away from placement without authorisation
M	Missing

### 3.24 Conviction check

Code	Description
0	Child has not been convicted or subject to a youth caution (including youth conditional caution) during the year
1	Child has been convicted or subject to a youth caution (including youth conditional caution) during the year

### 3.25 Health check

Code	Description
0	Child's health surveillance or health promotion checks were not up to date
1	Child's health surveillance or health promotion checks were up to date

### 3.26 Immunisation check

Code	Description
0	Child's immunisations were not up to date
1	Child's immunisations were up to date

### 3.27 Teeth check

Code	Description
0	Child did not have their teeth checked by a dentist
1	Child did have their teeth checked by a dentist

### 3.28 Health assessment

Code	Description
0	Child did not have their annual health assessment
1	Child had their annual health assessment

### 3.29 Substance misuse check

Code	Description
0	Child was not identified as having a substance misuse problem
1	Child was identified as having a substance misuse problem

### 3.30 Intervention received

Code	Description
0	Child did not receive an intervention for their substance misuse problem
1	Child received an intervention for their substance misuse problem

### 3.31 Intervention offered

Code	Description
0	Child was not offered an intervention for their substance misuse problem
1	Child was offered an intervention for their substance misuse problem but refused it

### 3.32 Strengths and difficulties questionnaire (SDQ) reason

Code	Description
SDQ1	No form returned as child was aged under 4 or over 17 at date of latest assessment
SDQ2	Carer(s) refused to complete and return questionnaire
SDQ3	Not possible to complete the questionnaire due to severity of the child's disability
SDQ4	Other
SDQ5	Child or young person refuses to allow a strengths and difficulties questionnaire (SDQ) to be completed

### 3.33 In touch

Code	Description
YES	Yes
NO	No
DIED	Died after leaving care
REFU	Young person refuses contact
NREQ	Young person no longer requires childrens social care services

Code	Description
RHOM	Young person returned to live with parent(s) or someone with parental responsibility for a continuous period of 6 months or more

### 3.34 Activity

Code	Description
0	Not in touch
F1	Young person engaged full time in higher education (for example, studies beyond A level)
F2	Young person engaged full time in education other than higher education
F3	Young person engaged full time in training or employment
G4	Young person not in education, employment or training because of illness or disability
G5	Young person not in education, employment or training: other circumstances
G6	Young person not in education, employment or training due to pregnancy or parenting
P1	Young person engaged part time in higher education (for example, studies beyond A level)
P2	Young person engaged part time in education other than higher education
P3	Young person engaged part time in training or employment

### 3.35 Accommodation

Code	Description
B1	With parent(s) or relative(s) - accommodation is considered suitable
B2	With parent(s) or relative(s) - accommodation is considered unsuitable
C1	Community home or other form of residential care such as a National Health Service (NHS) establishment - accommodation is considered suitable
C2	Community home or other form of residential care such as a National Health Service (NHS) establishment - accommodation is considered unsuitable
D1	Semi-independent, transitional accommodation (like a supported hostel or trainer flats); self-contained accommodation with specialist personal assistance support (for example, for young people with disabilities, pregnant young women and single parents); and self-contained accommodation with floating support - accommodation is considered suitable
D2	Semi-independent, transitional accommodation (like a supported hostel or trainer flats); self-contained accommodation with specialist personal assistance support (for example, for young people with disabilities, pregnant young women and single parents); and self-contained accommodation with floating support - accommodation is considered unsuitable
E1	Supported lodgings (accommodation, usually in a family home, where an adult(s) in the host family provide formal advice and support) - accommodation is considered suitable
E2	Supported lodgings (accommodation, usually in a family home, where an adult(s) in the host family provide formal advice and support) - accommodation is considered unsuitable

<b>Code</b>	<b>Description</b>
G1	Gone abroad - accommodation is considered suitable
G2	Gone abroad - accommodation is considered unsuitable
H1	Deported - accommodation is considered suitable
H2	Deported - accommodation is considered unsuitable
K1	Ordinary lodgings, without formal support - accommodation is considered suitable
K2	Ordinary lodgings, without formal support - accommodation is considered unsuitable
R1	Residence not known - accommodation is considered suitable
R2	Residence not known - accommodation is considered unsuitable
S2	No fixed abode/homeless - accommodation is considered unsuitable
T1	Foyers and similar supported accommodation which combines the accommodation with opportunities for education, training or employment - accommodation is considered suitable
T2	Foyers and similar supported accommodation which combines the accommodation with opportunities for education, training or employment - accommodation is considered unsuitable
U1	Independent living, like independent tenancy of flat, house or bedsit, including local authority or housing association tenancy, or accommodation provided by a college or university. Includes flat sharing - accommodation is considered suitable
U2	Independent living, like independent tenancy of flat, house or bedsit, including local authority or housing association tenancy, or accommodation provided by a college or university. Includes flat sharing - accommodation is considered unsuitable
V1	Emergency accommodation (like a night shelter, direct access or emergency hostel) - accommodation is considered suitable
V2	Emergency accommodation (like a night shelter, direct access or emergency hostel) - accommodation is considered unsuitable

Code	Description
W1	Bed and breakfast - accommodation is considered suitable
W2	Bed and breakfast - accommodation is considered unsuitable
X2	In custody - accommodation is considered unsuitable
Y1	Other accommodation - accommodation is considered suitable
Y2	Other accommodation - accommodation is considered unsuitable
Z1	With former foster carer(s) - where the young person has been fostered and on turning 18 continues to remain with the same carer(s) who had fostered them immediately prior to their reaching legal adulthood, and where the plan for their care involves their remaining with this former foster family for the future - accommodation is considered suitable
Z2	With former foster carer(s) - where the young person had been fostered and on turning 18 continues to remain with the same carer(s) who had fostered them immediately prior to their reaching legal adulthood, and where the plan for their care involves their remaining with this former foster family for the future - accommodation is considered unsuitable
0	Not in touch

## Annex A – XML tag to screen field mapping

XML tag	Screen field name	Screen
CHILDDID	Child id	Header
LA_CODE	Local authority code	Header
UPN	UPN	Header
SEX	Sex	Header
DOB	DOB	Header
ETHNIC	Ethnicity	Header
UASC	UASC	Header
DUC	UASC date	Header
DATE_INT	Date should be placed	Details if child adopted
DATE_MATCH	Date matched	Details if child adopted
FOSTER_CARE	Current foster	Details if child adopted
NB_ADOPTR	Number of adopters	Details if child adopted
SEX_ADOPTR	Gender of adopters	Details if child adopted
LS_ADOPTR	Legal status of adopters	Details if child adopted
IN_TOUCH	Local authority in touch	Details if young person who was 16 years old and looked after and has since left care
ACTIV	Activity at leaving care	Details if young person who was 16 years old and looked after and has since left care
ACCOM	Accom at leaving care	Details if young person who was 16 years old and looked after and has since left care



<b>XML tag</b>	<b>Screen field name</b>	<b>Screen</b>
MOTHER	Mother	Additional data
MC_DOB	First child's DOB	Mother's children – date of birth
DECOM	Start date	Episodes
RNE	RNE	Episodes
LS	LS	Episodes
CIN	CIN	Episodes
HOME_POST	Home postcode	Episodes
PL_POST	Placement postcode	Episodes
URN	URN	Episodes
PL_LA	PL LA	Episodes
PL_LOCATION	PL loc	Episodes
PL_DISTANCE	PL dist	Episodes
PL	PL	Episodes
PLACE_PROVIDER	PL prov	Episodes
DEC	End date	Episodes
REC	REC	Episodes
REASON_PLACE_CHANGE	PL change reason	Episodes
REVIEW	Review date	Review
REVIEW_CODE	Method of participation	Review
DATE_PLACED	Date should be placed	Details of should be placed for adoption
DATE_PLACED_CEASED	Date should not be placed	Details of should be placed for adoption
REASON_PLACED_CEASED	Reason should not be placed	Details of should be placed for adoption

<b>XML tag</b>	<b>Screen field name</b>	<b>Screen</b>
PREV_PERM	Previous permanence option	Details of breakdown of adoption and previous permanence
LA_PERM	Local authority where previous permanence was arranged	Details of breakdown of adoption and previous permanence
DATE_PERM	Date of order	Details of breakdown of adoption and previous permanence
MISSING	Missing code	Missing from care information
MIS_START	Start date	Missing from care information
MIS_END	End date	Missing from care information
CONVICTED	Convicted	Children looked after continuously for at least 12 months
HEALTH_CHECK	Health check	Children looked after continuously for at least 12 months
IMMUNISATIONS	Immunisations	Children looked after continuously for at least 12 months
TEETH_CHECK	Dental check	Children looked after continuously for at least 12 months

XML tag	Screen field name	Screen
HEALTH_ASSESSMENT	Health assessment	Children looked after continuously for at least 12 months
SUBSTANCE_MISUSE	Substance misuse	Children looked after continuously for at least 12 months
INTERVENTION_RECEIVED	Intervention received	Children looked after continuously for at least 12 months
INTERVENTION_OFFERED	Intervention offered	Children looked after continuously for at least 12 months
SDQ_SCORE	Strengths and difficulties questionnaire score	Children looked after continuously for at least 12 months
SDQ_REASON	Reason for no strengths and difficulties questionnaire score	Children looked after continuously for at least 12 months

## Annex B – screen mapping

### B1 Header

Single Child Record for Child ID:  Year:  ID:

Header

DOB <input type="text"/>	LA Code <input type="text"/>	Sex <input type="text"/>	Ethnicity <input type="text"/>	UPN <input type="text"/>
Uasc <input type="text"/>	Uasc Date <input type="text"/>			

Arrows indicating data mapping:

- <CHILDID> points to the Child ID input field.
- <LA\_CODE> points to the LA Code input field.
- <SEX> points to the Sex input field.
- <ETHNIC> points to the Ethnicity input field.
- <DOB> points to the DOB input field.
- <UPN> points to the UPN input field.
- <UASC> points to the Uasc input field.
- <DUC> points to the Uasc Date input field.

### B2 Additional data

Additional Data

Mother

Arrows indicating data mapping:

- <MOTHER> points to the Mother input field.

## B3 Mother child

Mother Child

Mother's Children - Date of Birth

First Child's DOB

→ <MC\_DOB>

## B4 Adoption

Adoption

Details if Child ADOPTED during year ending 31 March

Date Should be Placed

Date Matched

Current Foster

Number of Adopters

Gender of Adopters

Legal Status of Adopters

<DATE\_INT> → Date Should be Placed

<DATE\_MATCH> → Date Matched

<FOSTER\_CARE> → Current Foster

<NB\_ADOPTER> → Number of Adopters

<SEX\_ADOPTER> → Gender of Adopters

<LS\_ADOPTER> → Legal Status of Adopters

## B5 Should be placed for adoption

Should be placed for adoption

Details of Should be Placed for Adoption during year ending 31 March

No Should be Placed for Adoption information for this child

Date should be placed

Date should not be placed

Reason should not be placed

Add Should be Placed for Adoption information

<DATE\_PLACED>

<DATE\_PLACED\_CEASED>

<REASON\_PLACED\_CEASED>

## B6 Previous permanence

Previous Permanence

Details of breakdown of adoption and previous permanence

Previous Permanence Option

LA Where Previous Permanence was arranged

Date of Order

<PREV\_PERM>

<LA\_PERM>

<DATE\_PERM>

## B7 Missing/away from care

Missing/Away from Care

Missing from care information

No Missing from care information for this child

Missing Code	Start Date	End Date
--------------	------------	----------

Add Missing from Care

<MISSING>

<MIS\_START>

<MIS\_END>

## B8 Care leaver

Care Leaver

Details if young person is aged 17-21 years and was looked after for at least 13 weeks after the age of 14, with some care after the age of 16.

LA in Touch	Activity at Leaving Care	Accom at Leaving Care
-------------	--------------------------	-----------------------

<IN\_TOUCH>

<ACTIV>

<ACCOM>

## B9 'OC2'

**'OC2'**

Children looked after continuously for at least 12 months at 31 March

Strengths and difficulties questionnaire score <input type="text"/>		Reason For No SDQ Score <input type="text"/>	
Convicted <input type="checkbox"/>	Health Check <input type="checkbox"/>	Immunisations <input type="checkbox"/>	Dental Check <input type="checkbox"/>
Substance Misuse <input type="checkbox"/>	Intervention Received <input type="checkbox"/>	Intervention Offered <input type="checkbox"/>	Health Assessment <input type="checkbox"/>

Labels and arrows pointing to form fields:

- <SDQ\_SCORE> points to Strengths and difficulties questionnaire score
- <IMMUNISATIONS> points to Immunisations
- <SDQ\_REASONS> points to Reason For No SDQ Score
- <CONVICTED> points to Convicted
- <SUBSTANCE\_MISUSE> points to Substance Misuse
- <HEALTH\_CHECK> points to Health Check
- <INTERVENTION\_RECEIVED> points to Intervention Received
- <INTERVENTION\_OFFERED> points to Intervention Offered
- <HEALTH\_ASSESSMENT> points to Health Assessment

## B10 Review

**Review**

Review

No Reviews for this child

Review Date <input type="text"/>	Method of participation <input type="text"/>
----------------------------------	--

Labels and arrows pointing to form fields:

- <REVIEW> points to Add Review button
- <REVIEW\_CODE> points to Method of participation



# B11 Episode

EPISODE

<DECOM>

<LS>

<PL>

<PL\_DISTANCE>

<PL\_LOCATION>

<REASON\_PLACE\_CHANGE>

<REC>

Row	Start Date	RNE	LS	CIN	PL	PL Prov	PL Dist	PL LA	PL Loc	URN	PL Change Reason	End Date	REC	
There are no episodes for this child														
1														

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<RNE>

<CIN>

<PLACE\_PROVIDER>

<PL\_LA>

<URN>

<DEC>



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for Education

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