HPV school level data collection tool 2019 to 2020
User guide for local NHS England teams and vaccine data providers

Public Health England

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339

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Contents

Introduction

In July 2018, it was announced that the human papillomavirus (HPV) immunisation programme will be extended to boys aged 12 to 13 years in England, based on advice from the Joint Committee on Vaccination and Immunisation. It is expected that immunisation of both boys and girls in year 8 will commence in the 2019/20 academic year.

PHE has developed a school-based data collection tool for the adolescent collection of HPV to help monitor coverage locally throughout the academic year. This tool has been modified from the data collection tool for 2018/19 to allow for the collection of more detailed information on each gender cohort. The aim of this guidance is to give a comprehensive overview of the 2019/20 tool and to enable users to assess HPV coverage throughout the academic year locally, regionally and nationally and to correctly enter data on the ImmForm platform.

The 2019/20 tool collects coverage data by gender for each school which is then collated at the local authority (LA) level. This data can then be used to populate the ImmForm survey. The tool will help facilitate standardised data collection across the country, but its use is not mandatory. At the end of the academic year we will be asking areas to provide a non-mandatory, end-of-season and school-level submission for our additional analyses.

PHE has made every effort to meet the needs of different stakeholders and as such there are many fields, but with the majority of these being either optional, pre-filled or automatically calculated, the tool remains user friendly.

Please view the tutorial videos which demonstrate how to enter the year 8 data for 2019 to 2020 and how to use the summary page. We recommend downloading the videos to improve the visual and audio quality.

Data collection outline

Eligible population

The tool has been optimised to allow the collection of 1 birth cohort of males and females and to follow them from year 8 to year 9. Please use 1 Excel file per LA. The 2019/20 collection will see students born between 1 September 2006 and 31 August 2007 (cohort 17) starting the programme and some areas will also give the second dose to year 9 students born between 1 September 2005 and 31 August 2006 (cohort 16). Please note the tool is created to be used for 1 LA and for 1 age cohort (i.e. cohort 17).

The new tool described in this guide has not been optimised for cohort 16's year 9 collection which is for girls only, so this data for cohort 16 should be kept separate on the 2018/19 tool template.

Cohort number	Birth cohort start date	Birth cohort end date	Year first collected	School year in 2019/20	Vaccine offered to	Tool to use
16	01/09/2005	31/08/2006	2018/19	9	Females only	Previous tool
17	01/09/2006	31/08/2007	2019/20	8	Females and males	Current tool described in this guide

Local authority

Data for 1 LA should be entered on 1 Excel file. This allows a summary of the coverage of all schools within that LA to be summarised on the sheet called "Summary_2020", this data can then be submitted to ImmForm.

Navigation of spreadsheet

There are 7 tabs within the spreadsheet:

- Year 8_2020: the data entry sheet for cohort 17 during the 2019/20 academic year
- Summary_2020: an automatically generated summary of LA coverage data for cohort 17 during the 2019/20 academic year which can be inputted on ImmForm
- Year 9_2021: the data entry sheet for cohort 17 during the 2020/21 academic year
- Summary_2021: an automatically generated summary of LA coverage data for cohort 17 during the 2020/21 academic year which can be inputted on ImmForm.
- List of schools: list of all schools and their corresponding URNs

- Performance management: automatically calculates the schools with the highest coverage within that LA for dose 1 and dose 2 HPV vaccine
- Glossary Reference: list of all the columns in Year 8_2020 and Year 9_2021 and their data validations

Shading – grey and white columns

To ease usability, all columns in white are ones which data can be entered although there may be restrictions on the values/type of information which can be inputted. All columns in grey are calculated or pre-filled from information that has been previously submitted and cannot be amended.

Entering data for year 8 ('Year 8_2020 tab')

Year 8_2020 layout

Open the sheet entitled 'Year 8_2020'. It should look like the image below.

Enter the LA name in the red box. Enter data in all mandatory fields and any optional fields you would like to fill, see more details below.

Mandatory and optional fields

The only mandatory fields are:

- school URN (column B)
- school visited/refused/missed (column D)
- sex (column E)
- denominator if it is different to the prefilled provisional estimate (column G)
- number of students vaccinated with HPV dose 1 (column O)
- number of students vaccinated with HPV dose 2 – this field is not mandatory if your area does not deliver 2 doses in year 8. (column T)

All other fields are optional, though may be useful for your locality's performance management.

Data validation

Conditional formatting rules are in place for most of the columns on the spreadsheet. The data validation rules do not stop you from entering data, but they will highlight the cells which will allow you to review your data.

Red validations mean that there is likely to be an error with your data, for example if there are more people vaccinated than there are in the denominator. Yellow or orange validations are warnings, meaning there could be an issue with your data but it could also be because you have not filled in an optional field or have unusual results.

The field on the far left of the page called Data check will flash red with the message "Required data incomplete" if a school URN has been entered but 1 of the mandatory fields has not been completed.

If a data validation error appears and it is not apparent as to how to fix it, you can contact: adolescent@phe.gov.uk. Please ensure all mandatory fields are completed.

Specific data validation rules for each column are detailed throughout this section, in the comments field for each column heading in the tool and also the Glossary sheet.

List of schools

The list of schools to be copied into the data collection spreadsheet is given on the 'List of schools' worksheet. Please use this list to find your LA and the schools within that LA. Each school will have a 6-digit URN.

LA name	URN	School Name	Sex of school description	Phase-type grouping	Type Of Establishment	YEAR 7 GIRLS (January 2018)	YEAR 7 BOYS (January 2018)
	888888	Unknown				NA	NA
	999999	Home educated				NA	NA
Barking and Dagenham	132816	Mayesbrook Park School	Mixed	Pupil referral unit	Pupil referral u	0	0
Barking and Dagenham	139791	Riverside School	Mixed	State-funded seco	Free schools	72	87
Barking and Dagenham	140962	Goresbrook School	Mixed	State-funded seco	Free schools	53	53
Barking and Dagenham	141178	The Warren School	Mixed	State-funded seco	Academy spo	96	99
Barking and Dagenham	140945	Elutec	Mixed	State-funded seco	University tech	0	0
Barking and Dagenham	142908	Greatfields School	Mixed	State-funded seco	Free schools	36	62
Barking and Dagenham	101241	Barking Abbey School, A Specialist Sports and Humaniti	Mixed	State-funded seco	Community sc	159	201
Barking and Dagenham	101243	Eastbrook School	Mixed	State-funded seco	Community sc	68	85
Barking and Dagenham	101244	Eastbury Community School	Mixed	State-funded seco	Community sc	136	153
Barking and Dagenham	101245	Robert Clack School	Mixed	State-funded seco	Community sc	155	198
Barking and Dagenham	141683	The Sydney Russell School	Mixed	State-funded seco	Academy com	151	193
Barking and Dagenham	133561	Jo Richardson Community School	Mixed	State-funded seco	Community sc	142	150
Barking and Dagenham	101247	All Saints Catholic School and Technology College	Mixed	State-funded seco	Voluntary aide	109	130
Barking and Dagenham	136028	Dagenham Park CofE School	Mixed	State-funded seco	Voluntary conti	121	100
Barking and Dagenham	134388	Hopewell School (Harmony House)	Mixed	Independent scho	Other indepen	..	..
Barking and Dagenham	136746	Lady Aisha Academy	Girls	Independent scho	Other indepen	..	..

Above is a screenshot of the list of schools, the sex of school description will let you know if the school is either mixed or a single sex girls or boys school. You can also view the provisional denominator numbers which will prefill onto the Year 8_2020 spreadsheet.

There are special codes for unique cases:

- 999999 is the code for home-schooled children
- 888888 is the code for an unknown school that does not have a URN

If there is a school URN that exists but is not on the list then you can enter the name and URN onto the very bottom of the 'List of schools' sheet. Please note you cannot edit existing school or denominator information on this sheet.

Session information				Denominator	
School URN required	School Name	School visited/refused/missed required	Sex (M/F) required	Denominator (Provisional pre-filled Local Education Authority Figures)	Denominator (if different from provisional) required if different to column F
	NA				
	NA				

Session information and denominator fields for year 8

School URN (required)

Please use the list of schools list to find your LA and the schools within that LA. Copy the URNs of the schools in your LA into the main Year 8_2020 spreadsheet. A URN along with the 'Sex' column will trigger a provisional denominator.

There are special codes for unique cases:

- 999999 is the code for home-schooled children
- 888888 is the code for an unknown school that does not have a URN
- If you are entering 999999 or 888888, then there is a comments field on the far right of the page where you can enter more information.

School name (calculated)

This column will prefill with the name from the school URN.

School visited/missed/refused (required)

All schools within the LA should be included in the tool. If the school was missed or if the school refused the vaccination programme, we still need information on the denominator to help with overall LA coverage estimation. You can only enter 'visited', 'refused' or 'missed' in this cell. You can also select 1 of these options in the drop-down menu.

If your area prefills all the school URNs and denominators at the start of the season, then we would advise entering 'missed' for this column until each school has been visited.

Sex (male/female – required)

The 2019/2020 school year is the first year of the programme being offered to both males and females in year 8. As such we are recording data for males and females separately for each school and it is mandatory to complete the 'Sex' column. Enter either 'M' or 'F'. For individual cases which do not fall into these categories, please enter details into the comments box on the right hand side of this sheet. If a school is mixed, its URN will need to be entered twice into the data collection sheet to allow for data collection for both males and females. Data validation If you do not enter either M or F the cell will highlight red and the provisional denominator will not appear.

Session information				Denominator	
School URN required	School Name	School visited/refused/ missed required	Sex (M/F) required	Denominator (Provisional pre-filled Local Education Authority Figures)	Denominator (if different from provisional) required if different to column F
101241	Barking Abbey School, A Specia	Visited	M	201	
101241	Barking Abbey School, A Specia	Visited	F	159	158
137386	Mill Hill County High School	Missed	M	154	155
137386	Mill Hill County High School	Missed	F	118	115

This is an example with random school URNs and dummy data. You can see that the school name and denominator have both prefilled. As both of these schools are mixed we entered each 1 twice to capture data on males and females. It is important to include missed or refused schools so that we have the total denominator for that LA.

Denominator: provisional (calculated)

This is precalculated from the information given from the 'School URN' and the 'Sex' fields. The data comes from year 7 numbers in January 2019 from the Department for Education schools, pupils and their characteristics data tables.

Denominator: amended (required, if different to provisional)

As the provisional figures are from 8 months prior to the 2019/20 school year they will likely need amending. Enter the correct denominator here, remember that males and females will be counted separately. In all further analyses in the spreadsheet the amended denominator will be used unless no data is entered in this field in which case we will use the provisional denominator instead.

Consent information for year 8

Consent information is not mandatory for the coverage data collection but can be useful for performance management. In this spreadsheet verbal and written consent are separated. If consent has been given for a student, they should either be counted in the written consent column or the verbal consent column and not both. All the consent information fields are optional.

Consent forms distributed

The number of forms distributed out. If you do not have data on this, then please leave the column blank. Data validation will highlight red if higher than denominator

Consent form returned (written consent)

This is the number of consent forms returned consenting to HPV vaccination.
Data validation will highlight red if:

- higher than denominator
- higher than consent forms distributed if data has been entered into consent forms distributed column
- written consent, verbal consent and refusals together are higher than denominator

Verbal consent

Consent information				
Consent forms distributed	Forms returned with consent	Verbal consent given	Total consent	Number of refusals (written and/or verbal)
199	192	8	200	3
			0	

This is for any students who returned negative consent forms or did not have a form but consented on the day. If students already had written consent and verbally consented, please do not double count them

Data validation will highlight red if:

- higher than denominator
- written consent, verbal consent and refusals together are higher than denominator

In this example, the denominator is 201. The data validation rule has turned 3 cells red because because the refusals, verbal consent and written consent add up to more than 201.

Total consent (caluculated)

The sum of the written and verbal consent columns.
Data validation Will highlight red if higher than denominator

Refusals

This includes both written and verbal refusals for the vaccine. This figure does not include unreturned forms and students who did not attend the vaccinatin session.

Data validation will highlight red if:

- higher than denominator
- written consent, verbal consent and refusals together are higher than denominator

Vaccine information (dose 1) for year 8

DOSE 1				
Vaccine information				
Date of visit	Number consented but absent on day	**Number vaccinated with HPV Dose 1** *required*	**Number vaccinated elsewhere with HPV Dose 1 (eg. GP)**	**Proportion of total vaccinated with HPV Dose 1 (%)**
				0.0
				0.0

Date of visit

Optional field with a date format. Enter the date of vaccination visit for first dose.

Number consented but absent on day

This takes into account students absent on the day of vaccination programme that returned the form consenting for the vaccination.

Data validation Will highlight red if higher than denominator

Number vaccinated with HPV dose 1 (required)

This field is mandatory and is the number of students in year 8 vaccinated with dose 1 HPV at school during the day the programme was delivered.

Data validation will highlight:

- red if the total number vaccinated (including both vaccinated at school and vaccinated elsewhere) is higher than denominator
- yellow if higher than total number consented – validation will not occur if consent information has not been provided.

Vaccine information				
Date of visit	Number consented but absent on day	Number vaccinated with HPV Dose 1 required	Number vaccinated elsewhere with HPV Dose 1 (eg. GP)	Proportion of total vaccinated with HPV Dose 1 (%)
11/05/19	1	187	2	94.0

Here is an example with all fields filled in but note that only the number vaccinated with HPV dose 1 is required

Number vaccinated elsewhere with HPV dose 1 (such as GP)

Regardless of whether the vaccination programme was commissioned in just schools or schools and GPs, please do add any data on students vaccinated at their GPs if known, this number could also include students vaccinated previously at another school.

Data validation will highlight red if the total number vaccinated (including both vaccinated at school and vaccinated elsewhere) is higher than denominator.

Proportion of total vaccinated with HPV dose 1 (calculated)

This figure is precacluated. The numerator is the total number of students vaccinated with dose 1, this includes any that were vaccinated at their GP or elsewhere. The denominator is the amended denominator that you entered unless no changes were made to the provisional.

Data validation will highlight red if the % uptake is more than 100.

Vaccine information (dose 2) for year 8

Dose 2 for HPV is included in the same sheet as dose 1. As some programmes give 2 doses in year 8 we must include this information. If your area only delivers dose 1 in year 8 then you can leave this whole section blank except for the 'Number vaccinated elsewhere with HPV dose 2' column if you know any students that got vaccinated with dose 2 at their GP.

| | | DOSE 2 | | |
| | | Vaccine information | | |
Date of visit	Number consented but absent on day	Number vaccinated with HPV Dose 2 required*	Number vaccinated elsewhere with HPV Dose 2 (eg. GP)	Proportion of total vaccinated with HPV Dose 2 (%)
		0	2	1.0
		0		0.0

Example of an area which delivers dose 2 in year 9 but has included information that 2 students received the second dose at their GP.

Number vaccinated with HPV dose 2 (only required if second dose delivered in year 8)

This field is the number of students in year 8 vaccinated with dose 2 HPV at school during the day the programme was delivered.

Data validation will highlight:

- red if total number vaccinated with dose 2 (including both vaccinated at school and vaccinated elsewhere) is higher than denominator
- red if total number vaccinated with dose 2 (including both vaccinated at school and vaccinated elsewhere) is higher than number vaccinated with dose 1 (including both vaccinated at school and vaccinated elsewhere)
- yellow if higher than total number consented – validation will not occur if no consent information has been provided

Proportion of total vaccinated with HPV dose 2 (calculated)

This figure is precacluated. The numerator is the total number of students vaccinated with dose 2, this includes any that were vaccinated at their GP or elsewhere. The denominator is the amended denominator that you entered unless no changes were made to the provisional.

Data validation will highlight red if the % uptake is over 100

Comments

Free text field to add any additional comments.

Summary page for year 8 ('Summary_2020' tab)

Explanation of fields

The summary pages have been designed to collate information on 1 birth year cohort in 1 LA at a time with information separated by gender. Most fields are automatically calculated from the information already entered on the data entry page (Year 8_2020). The summary has been designed to mimic the ImmForm page to ease data entry.

This page does not have data validations as the data should already have been validated on the data entry Year 8_2020 page.

The only fields that need to be filled out are:

- Local Authority
- does the numerator include – tick 1 of 3 options for each dose
- where was the vaccine commissioned?
- did the LA offer 2 doses of HPV in year 8?

View of first part of summary page. This section does not need to be inputted into ImmForm.

Local authority

Please enter the name of your LA.

Total number of schools in LA (caluculated)

This is automatically calculated from the total number of School URNs entered (taking into account schools which are there twice for each gender) regardless of if they were visited, refused or missed.

This figure does not include home educated or unknown schools (URN entered 999999 or 888888).

Total number of visited schools in LA (caluculated)

Calculated from total number of schools with "visited" entered in the school visited/missed/refused column while taking into account schools which are entered twice for each gender.

This figure does not include home educated or unknown schools (URN entered 999999 or 888888).

Please bear in mind if a school is mixed and only 1 sex has been vaccinated (marked as visited), the school will still be counted as visited for this total.

Total number of refused schools in LA (calculated)

Calculated from total number of schools with "refused" entered in the school visited/missed/refused column while taking into account schools which are entered twice for each gender.

This figure does not include home educated or unknown schools (URN entered 999999 or 888888).

Please bear in mind if a school is mixed and vaccination has been refused for 1 sex (marked as refused), the school will still be counted as refused for this total.

1a) Routine HPV Vaccination: School Year 8
FEMALES

12-13 Year Olds (Year 8) Birth Cohort: 1 September 2006 - 31 August 2007	Provisional Denominator	Actual Denominator	Difference between provisional and current denominator, if amended
Denominator	539	506	33

Provisional denominator (calculated)

Automatically calculated from the sum of all provisional denominators for female students from the local education figures. The male denominator is calculated in the same way in the adjacent table.

Actual denominator (calculated)

Automatically calculated from the sum of all the actual denominators for female students entered on the year 8 spreadsheet (if no revised denominator was entered then the provisional denominator will be used for that school). The actual male denominator is calculated in the same way in the adjacent table.

Doses administered up to 31 August 2020 (inclusiv	Total Number vaccinated by 31 August 2020	% Vaccinated	Does the numerator include: *Please choose 1*		
			Only doses given in schools	Only doses given in GPs	Doses given in schools and GPs
Number vaccinated with at least dose 1	476	94.1	☐	☐	☑
Number vaccinated with dose 2	10	2.0	☐	☐	☑

Total number vaccinated by 31 August 2020 (calculated)

Number vaccinated with dose 1:
Automatically calculated from the sum of all female students vaccinated with dose 1 (including any students vaccinated at GP). Number of males vaccinated with dose 1 is calculated in same way in the adjacent table.

Number vaccinated with dose 2:
Automatically calculated from the sum of all female students receiving dose 2 (including any students vaccinated at GP). Number of male students vaccinated with dose 2 is calculated in same way in the adjacent table.

% Vaccinated (calculated)

This is calculated by the total number vaccinated, divided by the actual denominator times 100 to give a percentage.

Does the numerator include? (please tick 1 box)

Please note that even if a vaccine is commissioned to just be delivered in schools, if you also collected information from students that got the vaccine at the GP then you should tick the 'Doses given in schools and GPs' box. The answer could differ for each dose.

Where were the routine vaccinations commissioned? (Please select only one option)

- ☑ Schools Only
- ☐ GP Practices Only
- ☐ Both Schools and GP Practices

Did the Local Authority offer 2 doses of HPV vaccine for school year 8 in 2019-20 school academic year to:

- ☐ All schools
- ☑ No schools (only 1 dose offered)
- ☐ Some schools
- ☐ N/A GP delivered programme

The above 2 questions are also from ImmForm. Please select only 1 option for each and put any comments in the comments box below.

Printing the summary page

The summary page has been formatted so it can be printed onto 1 page of A4 or A3.

Using the summary page for monthly performance management

If you wish to view progress of vaccine coverage in the LA throughout the year, we would advise using 1 tool throughout the year but saving monthly copies which will each have automatically calculated summary coverage estimates for that month.

Entering data for year 9 in 2020/21 ('Year 9_2021 tab')

Please note the following section is for year 8 students in 2019/20 that will be in year 9 in 2020/21, no data should be entered onto this section of the tool until the 2020/21 academic year.

If you require the data collection tool for students that will be in year 9 in 2019/20 then please download the 2018/19 tool and complete the year 9 section on the 2018/19 tool.

Prefilled data from year 8

The year 9 spreadsheet is designed to follow the same students from year 8 and will build on information entered in the prior academic year. The layout is similar to the year 8 spreadsheet but with many extra grey columns. The grey columns will prefill with data from year 8. Certain columns have a white column to the right. Data can be entered into these white columns with the updated year 9 figures, and then this new data will be used in all further calculations. The white columns can be kept clear if the numbers remain the same as the previous year.

Above is an example with dummy data that was entered onto the Year 8 spreadsheet and is now prefilling the year 9 spreadsheet. The school visited/refused/missed column can be updated. The denominator comes from the denominator in year 8 that was entered the spreadsheet but can be amended in the adjacent column to allow for pupils that have left or started at the school.

If there is a new school in the 2020/21 academic year that was not included in the collection in year 8, then please enter the school into the Year 8 spreadsheet but amend the denominator to 0. The school will then show up in the year 9 spreadsheet where you will be able to then enter the correct denominator in the white column.

Entering data for Year 9

When updating the data in the white columns, please add any students that have moved into the area and remove any students that have left. We understand that many areas will not have data at this level or the resources necessary, but please do maintain as high a level of accuracy as possible.

Please note the 2020/21 year 9 figures should reflect overall cumulative vaccine coverage for the cohort (i.e total numbers of students that received dose 1 and dose 2 since September 2019).

Additional data validations for year 9

All original data validations from year 8 are in place for the year 9 data. Please see year 8 section for more information on these.

There is an additional data validation for Number vaccinated with HPV dose 1 and Number vaccinated with HPV dose 2, these cells will highlight orange if lower than the number vaccinated last year. Although this could occur if there is a large change in denominator or many vaccinated students leave the school, it is more likely that the number will increase due to mop-up clinics.

| DOSE 1 | | | | | | DOSE 2 | | | | | |
| Vaccine information | | | | | | Vaccine information | | | | | |
Number vaccinated with HPV Dose 1 in 2019/20	Cumulative number vaccinated with HPV Dose 1 required if different to column I	Number vaccinated elsewhere with HPV Dose 1 (eg. GP) in 2019/20	Cumulative number vaccinated elsewhere with HPV Dose 1 (eg. GP) Update if different to column R	Proportion of total vaccinated with at least one dose (%)	Date of visit	Number consented but absent on day	Number vaccinated with HPV Dose 2 in 2019/20	Cumulative number vaccinated with HPV Dose 2 required if different to column M	Number vaccinated elsewhere with HPV Dose 2 (eg. GP) in 2019/20	Cumulative number vaccinated elsewhere with HPV Dose 2 (eg. GP) Update if different to column	Proportion of total vaccinated with HPV Dose 2 (%)
195	199	0		99.5	15/04/2019	2	0	188	2	3	95.5
88	90	6	1	82.7	16/04/2019	1	0	87	0		79.1
53	54	0		94.7	17/04/2019	2	0	51	3	2	93.0
130		0		94.2	18/04/2019	3	0	122	0		88.4
110	115	1	2	90.0	19/04/2019		0	112	4	5	90.0
94		2	4	93.3	20/04/2019	1	0	90	0	1	86.7
111	115	0		99.1	21/04/2019	1	0	112	1	0	96.6
142	148	0		95.5	22/04/2019	2	0	100	0	1	65.2

Above is an example with dummy data where some fields on the year 9 data entry page have been amended.

Summary page for year 9 in 2020/21 ('Summary_2021' tab)

Layout

The summary page for year 9 is very similar to the summary page for year 8 and data is collated in the same way. The main difference is that data from year 8 (Annual denominator – last season, No. vaccinated last season) is included to allow a comparison. Please do not enter this data into ImmForm until the 2020/21 ImmForm collection. Data for the year 9 section of Immform in 2019/20 will be taken from the previous cohort (cohort 16), school-level data for this cohort should be entered onto the previous tool.

Local Authority	
Total Number of schools in Local Authority	4
Total Number of VISITED schools in Local Authority	0
Total number of REFUSED schools in Local Authority	0

ONLY FILL THE FOLLOWING IN IMMFORM AFTER THE 2020/2021 ACADEMIC YEAR

1b) Routine HPV Vaccination: School Year 9
FEMALES

13-14 Year olds (Year 9) Birth Cohort: 1 September 2006 - 31 August 2007	Annual Denominator - last season 2019-20	Actual Denominator	Difference between provisional and current denominator, if amended
Denominator	273	273	0

Doses administered up to 31 August 2021 (inclusive)	No. vaccinated - last season 2019/20	Total Number vaccinated by 31 August 2021	% Vaccinated	Does the numerator include: **Please tick 1 box for each dose**		
				Only doses given in schools	Only doses given in GPs	Doses given in schools and GPs
Number vaccinated with at least dose 1	0	0	0.0	☐	☐	☐
Number vaccinated with dose 2	0	0	0.0	☐	☐	☐

Above is a layout of a Year 9 Summary page. Please note that there is also a section for males which was not captured in this screenshot. The only fields to fill in are the LA and 'Does the numerator include' fields.

Performance management

Public Health England	**HPV Vaccination programme 2019/20 (year 8 Schools with highest and lowest coverage**					
DOSE 1						
FEMALES			**MALES**			
Schools with highest coverage	Coverage Dose 1	Rank	Schools with highest coverage		Coverage Dose 1	Rank
The Compton School	97.1	1	Christ's College Finchley		99.1	1
The Dearne Advanced Learning Cent	94.6	2	Queen Elizabeth's School, Barnet		93.8	2
Mill Hill County High School	94.1	3	Netherwood Academy		93.4	3
Holy Trinity	93.3	4	Outwood Academy Carlton		90.9	4
Horizon Community College	92.0	5	Outwood Academy Carlton		90.9	5
Outwood Academy Carlton	90.9	6	Outwood Academy Shafton		89.8	6
Darton College	89.6	7	Holy Trinity		84.7	7
Kirk Balk Academy	88.8	8	Darton College		84.5	8
Hendon School	88.2	9	Alban Church of England Academy		83.3	9
Netherwood Academy	88.0	10	St Thomas More Catholic School		78.9	10

The performance management page (partially shown above with dummy data) can be used to view schools within the LA with the highest and lowest coverage for dose 1 and dose 2.

Glossary

SHEET	COLUMN	COLUMN NAME	CONDITIONAL FORMATTING	EXPLANATION
Year 8_2020	A	Data Check: If "incomplete" please ensure all required fields are completed. (pre-filled)	Comment "Required data Incomplete" will show if a School URN has been entered but the following columns do not have data: -School visited/refused/missed - Sex (M/F) -Number vaccinated with HPV Dose 1 -Number vaccinated with HPV Dose 2* "If the school programme delivers dose 2 in year 9 then please make sure there is a zero in the "number vaccinated with dose 2 HPV" column to get rid of this error message	This column is purely for data validation
Year 8_2020	B	School URN (required)	NO VALIDATION	Please enter all schools in this LA. If a school is mixed then their URN should be entered twice as females and males need a separate entry. Please see 'list of schools worksheet' Enter 999999 for home educated children and 888888 for an unknown school
Year 8_2020	C	School Name (pre-filled)	NO VALIDATION	School name will pre-fill from data entered in school URN column
Year 8_2020	D	School visited/refused/missed (required)	Cell will highlight red if no data is entered	Indicate if the vaccination programme was carried out (visited), if the school refused (refused) or if the immunisation team was unable to visit the school (missed) 'Missed' can also be used as a placeholder until school is visited
Year 8_2020	E	Sex (M/F) required	Cell will highlight RED if M or F isn't entered	Each school should enter data for females and males separately.
Year 8_2020	F	Denominator (Provisional pre-filled Local Education Authority Figures)	NO VALIDATION	Denominator will pre-fill from figures in List of school sheet according to which school URN and sex was entered. Denominator data is taken from "Schools, pupils and their characteristics: January 2019" dataset published by the Department for Education in June 2019
Year 8_2020	G	Denominator (if different from provisional) required if different to column F	NO VALIDATION	Please enter correct denominator if pre-filled one is incorrect

The glossary provides a list of data entry columns in the spreadsheet and all their associated conditional formatting.