Children in need census 2023 to 2024

COLLECT Report Specifications

October 2022

Contents

Version history

Version	Comments	Date
1.0	Baseline version. 'Domestic violence' changed to 'domestic abuse' for factors 3A, 3B and 3C in the Factors at assessment report (page 19). This is a change to the description of these factors and not a change to the information collected for these factors. Chinese (CHNE) ethnicity added to Asian ethnic group and removed from other ethnic group in the Summary report (page 47).	October 2022

General notes for users of the children in need COLLECT reports

1. The purpose of this guide is to provide information on the reports which are available to local authorities in COLLECT (collections online for learning, education, children and teachers).

2. The reports are available to the Collector (Department for Education) and local authority contacts with COLLECT access. The DfE can access the reports for each local authority. Each local authority has access only to their own reports.

3. Reports can be run from the launch reports option within the children in need (CIN) COLLECT blade.

4. The majority of the reports are not live, but instead show the position in COLLECT at close on the previous working day.

5. All reports are exportable in the following formats: xml, csv, tiff, pdf, web archive and MS Excel.

6. The reports in this guide are listed in alphabetical order and match the order shown in COLLECT.

7. Symbols used in this report specification:

   = 'equal to'

   >= 'greater than or equal to'

   > 'greater than'

   <= 'less than or equal to'

8. Accompanying children in need census documents are available in the [guide to submitting data](#).

1. Assessments working days list report

1.1 Report description

This report shows the number of working days taken to complete an assessment, from the start of the assessment to the end of the assessment.

The report shows the position at close on the previous day.

1.2 Definitions

The report shows the number of working days taken to complete an assessment, for assessments authorised between 1 April 2023 and 31 March 2024.

The number of working days taken to complete an assessment is calculated by subtracting the assessment start date from the assessment authorisation date and then subtracting any bank holidays and local authority non-working days.

If a start date and authorisation date fall on the same day, the number of working days is counted as zero. If a start date is after an authorisation date, the number of working days will be a negative figure.

When an assessment starts on a weekend or a non-working day (for example a bank holiday) local authorities should return that date. The examples below demonstrate how the number of working days taken to complete the assessment is calculated.

Example 1:

'AssessmentActualStartDate': 28-05-2023

'AssessmentAuthorisationDate': 19-06-2023

The duration of this assessment is calculated as 14 working days. Since the assessment started on a Sunday, we move forward to the next working day which is Tuesday 30 May (since Monday 29 May is a bank holiday) and count this as day zero. We then count the working days to the authorisation date (Monday 19 June), which gives the duration of this assessment as 14 working days.

Example 2:

'AssessmentActualStartDate' 02-05-2023

'AssessmentAuthorisationDate' 06-05-2023

The duration of this assessment is calculated as 4 working days. The assessment started on a Tuesday (2 May), which is counted as day zero. We then count the working days to

the authorisation date, which falls on a Saturday (6 May). Since Saturday is not a working day, we count the assessment as ending on the next working day (Monday 8 May), which gives the duration of this assessment as 4 working days.

1.3 Report format

Component	Description
Rows	When a record meets the selection criteria (assessment authorisation date is >=01/04/2023 and <=31/03/2024) it is added as a row in the report. The records are ordered by local authority child id.
Columns	'LAChildID' – the local authority child id; 'Referral date' – referral date of the child; 'Actual start date' – date the assessment started; 'Authorisation date' – date the assessment was authorised; 'No. of working days' – number of working days taken to complete the assessment.

2. Assessments working days summary report

2.1 Report description

This report provides a summary of the assessments identified in the 'Assessment working day's list' report, banded by the number of working days taken to complete the assessment. The report shows a table with the following bandings:

0 working days
1-5 working days
6-10 working days
11-15 working days
16-20 working days
21-25 working days
26-30 working days
31-35 working days
36-40 working days
41-45 working days
46-50 working days
51-55 working days
56-60 working days
61-65 working days
66-70 working days
71 or more working days
No start or no end date
Total number of assessment records

The report shows the position at close on the previous day.

2.2 Report format

Component	Description
Rows	There is a row for each working days band and the total number of assessments.
Columns	'Assessments: time completed in' – time taken in working days to complete the assessment; 'Number of assessments' – a count of the number of assessments which fall into the working day banding. A child may be included more than once if they have more than one completed assessment during the year.

3. CIN Plan report

3.1 Report description

This report provides information on CIN plan data. More information on CIN plans is provided in section 4.11 of the latest CIN [census guide.](#)

The report is in two parts:

1. Summary: an aggregate count for CIN plans at any point in the year; starting during the year; ending during the year and at 31 March.
2. Details: episode-level CIN plan data for each of the above counts (a value of 1 indicates a plan is counted in the CIN plan measure).

The report shows the current position.

3.2 Definitions

Output	Selection criteria
CIN Plan at any point in the year	Count CIN plans where CINPlanStartDate is <= 31/03/2024 and CINPlanEndDate is >=01/04/2023 or missing
CIN Plan starting during the year	Count CIN plans where CINPlanStartDate is >= 01/04/2023 and <= 31/03/2024
CIN Plan ending during the year	Count CIN plans where CINPlanStartDate is <=31/03/2024 and CINPlanEndDate is >=01/04/2023 and <=31/03/2024
CIN Plan at 31 March	Count CIN plans where CINPlanStartDate is <=31/03/2024 and CINPlanEndDate is > 31/03/2024 or missing

3.3 Report format

Component	Description
Rows	In the summary report there is one row, showing the total for each measure.
	In the details report a row is added for each record in the CIN plan module. The records are ordered by local authority child id.
Columns	'LA Number' - local authority number;
	'LA Child ID' - local authority child id;
	'UPN' - unique pupil number;
	'Referral Date';
	'CIN plan start date';
	'CIN plan end date';
	'CIN Plan at Any Point' - a CIN plan open at any point during the 2023 to 2024 collection year;
	'CIN Plan Starting' – a CIN Plan starting during the 2023 to 2024 collection year;
	'CIN Plan Ending' - a CIN Plan ending during the 2023 to 2024 collection year;
	'CIN Plan at 31 March' - a CIN Plan open at 31 March 2024.

4. CIN Population report

4.1 Report description

This report provides information on the population data which is included in the department's annual [Characteristics of children in need](#) statistics publication. Local authority-level data is available in the 'Explore data and files' section of the publication.

The report is in two parts:

1. Summary: an aggregate count for each of the population measures
2. Details: population information for each episode of need (a value of 1 indicates an episode is counted in the population measure)

The report shows the current position.

4.2 Definitions

Output	Selection criteria
Referral in the year which resulted in no further action	Count episodes where Referral date is >=01/04/2023 and <=31/03/2024 and ReferralNFA = 1
Referral in the year where the child was assessed as not in need	Count episodes where Referral date is >=01/04/2023 and <=31/03/2024 and The referral was not a referral resulting in no further action and Only an assessment was recorded against the referral and there was no section 47 enquiry or child protection plan (CPP) and The CIN Closure Date is >=01/04/2023 and <=31/03/2024 and The reason for closure recorded was 'RC8' (case closed after assessment, no further action)

Output	Selection criteria
Episode at Any Point in the year	Count episodes where CIN Referral Date is <=31/03/2024 and The referral was not one where the child was assessed not to be in need (including referrals from the previous collection year where the child was assessed in the current collection year as not in need) and The referral was not a referral resulting in no further action
Episode Starting during the year	Count episodes where Referral date is >=01/04/2023 and <=31/03/2024 and The referral was not one where the child was assessed not to be in need and The referral was not a referral resulting in no further action
Episode Ending during the year	Count episodes where Referral date is <=31/03/2024 and CIN Closure Date is >=01/04/2023 and <=31/03/2024 and The referral was not one where the child was assessed not to be in need (including referrals from the previous collection year where the child was assessed in the current collection year as not in need) and The referral was not a referral resulting in no further action
Episode at 31 March	Count episodes where Referral date is <=31/03/2024 and CIN Closure Date is >31/03/2024 or is missing and The referral was not one where the child was assessed not to be in need and The referral was not a referral resulting in no further action

4.3 Report format

Component	Description
Rows	In the summary report there is one row, showing the total for each measure. In the details report a row is added for each record in the CIN census. The records are ordered by local authority child id.
Columns	'LA Number' - local authority number; 'LA Child ID' - local authority child id; 'UPN' - unique pupil number; 'Referral Date'; 'Referral NFA' - a referral in the 2023 to 2024 collection year which resulted in no further action; 'Assessed Not in Need' - a referral in the 2023 to 2024 collection year where the child was assessed as not in need; 'Episodes at Any Point' - an episode of need open at any point during the 2023 to 2024 collection year; 'Episodes Starting' - an episode of need starting during the 2023 to 2024 collection year; 'Episodes Ending' - an episode of need ending during the 2023 to 2024 collection year; 'Episodes at 31 March' - an episode of need open at 31 March 2024.

5. CPP at 31 March by initial and latest category of abuse report

5.1 Report description

This report shows children who were the subject of a child protection plan (CPP) at 31 March 2024, by initial and latest category of abuse.

The report shows the position at close on the previous day.

5.2 Definitions

Children who were the subject of a CPP at 31 March by initial category of abuse

Output	Selection criteria
Number of children who were the subject of a child protection plan at 31 March 2024, whose initial category of abuse was neglect	Count of CPP records where CPP Start date is <= 31/03/2024 and CPP end date is > 31/03/2024 or missing and Initial Category of Abuse = NEG
Number of children who were the subject of a child protection plan at 31 March 2024, whose initial category of abuse was physical abuse	Count of CPP records where CPP Start date is <= 31/03/2024 and CPP end date is > 31/03/2024 or missing and Initial Category of Abuse = PHY
Number of children who were the subject of a child protection plan at 31 March 2024, whose initial category of abuse was sexual abuse	Count of CPP records where CPP Start date is <= 31/03/2024 and CPP end date is > 31/03/2024 or missing and Initial Category of Abuse = SAB
Number of children who were the subject of a child protection plan at 31 March 2024, whose initial category of abuse was emotional abuse	Count of CPP records where CPP Start date is <= 31/03/2024 and CPP end date is > 31/03/2024 or missing and Initial Category of Abuse = EMO

Output	Selection criteria
Number of children who were the subject of a child protection plan at 31 March 2024, whose initial category of abuse was multiple/not recommended	Count of CPP records where CPP Start date is <= 31/03/2024 and CPP end date is > 31/03/2024 or missing and Initial Category of Abuse = MUL
Number of children who were the subject of a child protection plan at 31 March 2024, whose initial category of abuse was invalid or missing	Count of CPP records where CPP Start date is <= 31/03/2024 and CPP end date is > 31/03/2024 or missing and Initial Category of Abuse not equal to NEG, PHY, SAB, EMO or MUL, or missing
Total number of children who were the subject of a child protection plan at 31 March 2024	Count of CPP records where CPP Start date is <= 31/03/2024 and CPP end date is > 31/03/2024 or missing

Children who were the subject of a CPP at 31 March by latest category of abuse

Output	Selection criteria
Number of children who were the subject of a child protection plan at 31 March 2024, whose latest category of abuse was neglect	Count of CPP records where CPP Start date is <= 31/03/2024 and CPP end date is > 31/03/2024 or missing and Latest Category of Abuse = NEG
Number of children who were the subject of a child protection plan at 31 March 2024, whose latest category of abuse was physical abuse	Count of CPP records where CPP Start date is <= 31/03/2024 and CPP end date is > 31/03/2024 or missing and Latest Category of Abuse = PHY
Number of children who were the subject of a child protection plan at 31 March 2024, whose latest category of abuse was sexual abuse	Count of CPP records where CPP Start date is <= 31/03/2024 and CPP end date is > 31/03/2024 or missing and Latest Category of Abuse = SAB

Output	Selection criteria
Number of children who were the subject of a child protection plan at 31 March 2024, whose latest category of abuse was emotional abuse	Count of CPP records where CPP Start date is <= 31/03/2024 and CPP end date is > 31/03/2024 or missing and Latest Category of Abuse = EMO
Number of children who were the subject of a child protection plan at 31 March 2024, whose latest category of abuse was multiple/not recommended	Count of CPP records where CPP Start date is <= 31/03/2024 and CPP end date is > 31/03/2024 or missing and Latest Category of Abuse = MUL
Number of children who were the subject of a child protection plan at 31 March 2024, whose latest category of abuse was invalid or missing	Count of CPP records where CPP Start date is <= 31/03/2024 and CPP end date is > 31/03/2024 or missing and Latest Category of Abuse not equal to NEG, PHY, SAB, EMO or MUL, or missing
Total number of children who were the subject of a child protection plan at 31 March 2024	Count of CPP records where CPP Start date is <= 31/03/2024 and CPP end date is > 31/03/2024 or missing

5.3 Report format

Component	Description
Rows	There is a row for each category of abuse and the total number of records included in the report.
Columns	'Initial category of abuse' – a count of the initial category of abuse recorded for the child; 'Latest category of abuse' – a count of the current category of abuse recoded for the child.

6. Error counts report

6.1 Report description

This report shows a count of the validation rule errors and queries.

The report shows the position at close on the previous day.

6.2 Report format

Component	Description
Rows	The rows in the report show the validation errors and queries ordered by the number of occurrences (highest to lowest).
Columns	'Occurrences' – how many times the error or query occurs; 'Validation rule number' – states the validation code as listed in the technical specification; 'Error message' – displays the validation rule error or query message.

7. Errors report

7.1 Report description

This report lists all the individual validation rule errors and queries for a local authority.

The report shows the position at close on the previous day.

7.2 Report format

Component	Description
Rows	Each occurrence of a validation error or query is added as a row to the report. Errors are listed in order of validation rule number (lowest to highest).
Columns	'LA Number' – the local authority number; 'UPN' – the unique pupil number of the child; 'LA Child ID' – the local authority child id; 'DOB' – the date of birth of the child; 'Expected DOB' – the expected date of birth of the child (if unborn); 'Referral date' – date the child was referred; 'Error/query' – if it is an error or a query; 'Error okayed' – if it is an ok error; 'Validation rule no'. – the associated validation rule number; 'Error message' – what the error message is; 'Record name'– data module that the error/query is associated with; 'Data item name' – specific data item that the error/query relates to; 'Data item value' – value of the data item that the error/query relates to.

8. Factors at assessment report

8.1 Report description

This report provides a count of factors identified at the end of completed assessments. More than one factor can be recorded against the same assessment, which means the total sum of factors may exceed the number of completed assessments in the year.

The report shows the position at close on the previous day.

8.2 Definitions

Output	Selection criteria
1A alcohol misuse: child	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 1A
1B alcohol misuse: parent/carer	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 1B
1C alcohol misuse: another person	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 1C
2A drug misuse: child	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 2A
2B drug misuse: parent/carer	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 2B
2C drug misuse: another person	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 2C

Output	Selection criteria
3A domestic abuse: child subject	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 3A
3B domestic abuse: parent/carer subject	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 3B
3C domestic abuse: another person subject	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 3C
4A mental health: child	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 4A
4B mental health: parent/carer	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 4B
4C mental health: another person	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 4C
5A learning disability: child	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 5A
5B learning disability: parent/carer	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 5B
5C learning disability: another person	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 5C

Output	Selection criteria
6A physical disability or illness: child	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 6A
6B physical disability or illness: parent/carer	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 6B
6C physical disability or illness: another person	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 6C
7A young carer	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 7A
8B privately fostered: overseas children who intend to return	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 8B
8C privately fostered: overseas children who intend to stay	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 8C
8D privately fostered: UK children in educational placements	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 8D
8E privately fostered: UK children making alternative family arrangements	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 8E
8F privately fostered: other	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 8F

Output	Selection criteria
9A UASC	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 9A
10A missing	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 10A
11A child sexual exploitation	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 11A
12A trafficking	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 12A
13A gangs	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 13A
14A socially unacceptable behaviour	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 14A
15A self-harm	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 15A
16A abuse or neglect – neglect	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 16A
17A abuse or neglect – emotional abuse	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 17A

Output	Selection criteria
18B abuse or neglect – physical abuse: child on child	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 18B
18C abuse or neglect – physical abuse: adult on child	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 18C
19B abuse or neglect – sexual abuse: child on child	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 19B
19C abuse or neglect – physical abuse: adult on child	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 19C
20 other	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 20
21 no factors identified	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 21
22A Female genital mutilation (FGM)	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 22A
23A Abuse linked to faith or belief	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 23A
24A Child criminal exploitation (CCE)	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors = 24A

Output	Selection criteria
Missing/invalid code	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and Assessment Factors is missing or invalid
Total number of completed assessments	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024

8.3 Report format report

Component	Description
Rows	There is a row for each factor identified at the end of an assessment and the total number of completed assessments.
Columns	'Factors identified at the end of assessment' - the factors identified at the end of an assessment; 'Number of completed assessments' – a count of the number of completed assessments where the factor was identified. A child may be included more than once if they have more than one assessment in the year.

9. ICPC Transfer-in working days summary report

9.1 Report description

This report provides a summary of the total number of transfer-in initial child protection conferences (ICPCs) in the year and the time taken from the referral date to the date of the initial child protection conference (recorded in the 'CIN details module') banded by working days. The report is restricted to only those CIN details records where the date of the initial child protection conference is within the census collection year and is not missing.

The report shows a table with the following bandings:

Date of ICPC before referral date
0-10 working days
11-15 working days
16-20 working days
21+ working days
No referral date
Total episodes subject to a transfer-in ICPC in the year

The report shows the position at close on the previous day.

9.2 Definitions

The number of working days is calculated by subtracting the referral date from the date of the ICPC (in the 'CIN details module') and then subtracting any bank holidays and local authority non-working days.

If an ICPC starts on the same day as the child is referred, the number of working days is calculated as zero. If the ICPC starts before the referral date, the number of working days will be a negative figure.

The examples below demonstrate how the number of working days taken from referral to transfer-in ICPC is calculated.

Example 1:

'ReferralDate': 28-05-2023

'DateOfInitialCPC' ('CIN details module'): 19-06-2023

The time taken between referral date and initial ICPC is calculated as 14 working days. Since the referral was on a Sunday (28 May), we move forward to the next working day which is Tuesday 30 May (since Monday 29 May is a bank holiday) and count this as day

zero. We then count the working days to the date of the initial ICPC (Monday 19 June), which gives the time taken from referral to initial ICPC as 14 working days.

Example 2:

'ReferralDate' 02-05-2023

'DateOfInitialCPC' ('CINDetailsModule') 06-05-2023

The time taken between referral date and initial ICPC is calculated as 4 working days. The referral was on a Tuesday (2 May), which is counted as day zero. We then count the working days to the date of the initial ICPC, which falls on a Saturday (6 May). Since Saturday is not a working day, we count the date of the initial ICPC as the next working day (Monday 8 May), which gives the time taken from referral to initial ICPC as 4 working days.

9.3 Report format

Component	Description
Rows	There is a row for each working day band and the total number of episodes included in the report.
Columns	'Time from referral to date of transfer-in ICPC' – the working day bands for time from referral to transfer-in ICPC; 'Number of transfer-in ICPCs' – a count of the number of transfer-in ICPCs which fall into the working day banding. A child may be counted more than once if they have more than one transfer-in initial child protection conference (ICPC) during the year.

10. ICPC working days summary report

10.1 Report description

This report provides a summary for the total number of initial child protection conferences (ICPCs) in the year and the time taken from section 47 (S47) actual start date to the date of the ICPC, banded by the number of working days. The report is restricted to only S47 records where the date of initial child protection conference is within the census collection year and is not missing.

The report will produce a table with the following bandings:

Date of ICPC before S47 actual start date
0-10 working days
11-15 working days
16-20 working days
21+ working days
No S47 start date
Total episodes subject to an ICPC in the year

The report shows the position at close on the previous day.

10.2 Definitions

The number of working days is calculated by subtracting the S47 actual start date from the date of ICPC and then subtracting any bank holidays and local authority non-working days.

If a S47 enquiry starts on the same day as the ICPC, the number of working days is zero. If an ICPC starts before the S47 enquiry, the number of working days will be a negative figure.

Actual start dates have been collected since 2012 to 2013. When a S47 enquiry starts on a weekend or a non-working day (for example a bank holiday) local authorities should return that date.

The examples below demonstrate how the number of working days from S47 start date to date of ICPC is calculated.

Example 1:

'S47ActualStartDate' 28-05-2023

'DateOfInitialCPC' 19-06-2023

The time taken between the S47 start date and initial ICPC is calculated as 14 working days. Since the section 47 started on a Sunday (28 May), we move forward to the next working day which is Tuesday 30 May (since Monday 29 May a bank holiday) and count this as day zero. We then count the working days to the date of the initial ICPC, which gives the time taken from the S47 start date to initial ICPC as 14 working days.

Example 2:

'S47ActualStartDate' 02-05-2023

'DateOfInitialCPC' 06-05-2023

The time taken between the S47 start date the date of initial ICPC is calculated as 4 working days. The referral was on a Tuesday (2 May), which is counted as day zero. We then count the working days to the date of the initial ICPC, which falls on a Saturday (6 May). Since Saturday is not a working day, we count the date of the initial ICPC as the next working day (Monday 8 May), which means the time taken from the S47 start date to initial ICPC is 4 working days.

10.3 Report format

Component	Description
Rows	There is a row for each working day band and the total number of episodes included in the report.
Columns	'Time from S47 start date to date of ICPC' - time from the section 47 start date to the initial child protection conferences (ICPC); 'Number of ICPCs' – a count of the number of ICPCs which fall into the working day banding. A child may be included more than once if they have more than one initial child protection conference during the year.

11. Key indicators report

11.1 Report description

This report provides a summary of the three child protection plan key indicators and shows the numerator, denominator and percentage value for each indicator.

This report shows the position at close on the previous day.

11.2 Definitions

Detailed information on each of the child protection plan key indicator reports is provided in sections 12, 13 and 14 (please click on the below links to go directly to the required report):

1. Child protection plans lasting two years or more

2. Child protection plans which were reviewed within required timescales

3. Children becoming the subject of a child protection plan for a second or subsequent time

The key indicators are shown as a percentage, which is calculated as follows:

$$\frac{\text{Numerator}}{\text{Denominator}} \times 100$$

11.3 Report format

Component	Description
Rows	The following row titles apply: 1) 'Child protection plans lasting two years or more' – name of the key indicator; 'Numerator – number of CPPs ceasing after 2 or more years'; 'Denominator – total number of CPPs ceasing in the year'; '% ratio' – the percentage calculated from the numerator and the denominator. 2) 'Children becoming the subject of a child protection plan for a second or subsequent time' – name of the key indicator; 'Numerator – number of children becoming subject of a plan for a second or subsequent time'; 'Denominator – total number of children becoming subject of a plan in the year'; '% ratio' – the percentage calculated from the numerator and the denominator. 3) 'Child protection cases which were reviewed within required timescales' – name of the key indicator; 'Numerator – number of CPPs open > 3 months reviewed within timescales'; 'Denominator – total number of CPPs continuously open for at least 3 months in the year'; '% ratio' - the percentage calculated from the numerator and the denominator.
Columns	A column shows the count for each measure.

12. KI Children – CPP – 2 Years or more report

12.1 Report description

This report shows child protection plans which lasted two years or more. It runs in two parts:

1. The denominator which shows the number of child protection plans which ended during the year.

2. The numerator which shows the number of children who were the subject of a plan continuously for 2 years or longer (more than 729 days).

The report shows the position at close on the previous day.

12.2 Definitions

Output	Selection criteria
Child protection plans ending in the year (denominator)	For any Child Protection Plan with a Child Protection Plan End Date >= CIN Collection Start Date (01/04/2023) and <= CIN Reference Date (31/03/2024) the record is added to denominator.
Plans identified in the denominator which have durations of 730 days or more (numerator)	For each plan included in the denominator, the length of the plan is calculated by subtracting the Child Protection Plan Start Date from the Child Protection Plan End Date and converting the result to days. If the result is >= 730 (days) it is considered to have been open for 2 or more years and is added to the numerator.

12.3 Report format

Component	Description
Rows	A record is added to the report if it meets the selection criteria. The records in the report are ordered by local authority child id. The final row shows a count of the number of records included in the report.

Component	Description
Columns	'LA No'. – the local authority number; 'LA child id' – the local authority child id; 'UPN' – the unique pupil number; 'DOB' – the child's date of birth; 'Expected DOB' – the child's expected date of birth; Gender – the child's gender; 'Child protection plan start date '- start date of the child protection plan (CPP); 'Child protection plan end date' – end date of the child protection plan (CPP). 'Referral date' – date child referred.

13. KI Children – CPPs reviewed within timescales report

13.1 Report description

This report shows the child protection plans which were reviewed within the required timescales. The report runs in two parts:

1. The denominator, which shows children on a child protection plan at 31 March 2024, that had been open for at least 3 months

2. The numerator, which shows children on a child protection plan at 31 March 2024 that had been open for at least 3 months, whose case was reviewed within timescales, so that:

- the first review of the year was held within 6 months, day 183 or earlier, of the last review in the previous year (or within 3 months, day 91 or earlier of the start of the child protection plan, if there was no review the previous year);

- the maximum gap between reviews during the year was 6 months; and

- a review was held within 6 months, day 183 or earlier, of the end of the year.

All three of the above conditions must be met for the child protection plan to be considered as being reviewed within timescales.

The report shows the position at close on the previous day.

13.2 Definitions

Output	Selection criteria
Children with an open child protection plan at the 31 March 2024 which had been open for at least 3 months (denominator)	Each child should have only one open CPP, so for each unique LA Child ID where the both the following conditions are met add the record to the denominator: • Child Protection Plan End Date is NULL • CIN Reference Date (31/03/2024) - 91 days >= Child Protection Plan Start Date NB if the CPP Start Date is NULL the record should not be included in the count.

Output	Selection criteria
Child protection plans which were reviewed within timescales (numerator)	For each unique LA Child with an open CPP identified in the denominator (above) all 3 of the following conditions must be met for the record to be added to the numerator: 1. Add record to numerator if either the CPP was reviewed within 6 months of a review in the previous collection year, or within 3 months of the start date if there is no review in the previous collection year, that is: If there is a Review record with CPP Review Date < CIN Collection Start Date (01/04/2023) add 183 (days) to CPP Review Date (this calculates the 6-monthly interval by which the next review should have been held) search the Review records and include where CPP Review Date >= CIN Collection Start Date (01/04/2023) and <= calculated date. Or If there is not a Review record with CPP Review Date < CIN Collection Start date (01/04/2023) add 91 (days) to the Child Protection Plan Start Date (that is a review within 3 months of the start date) search Review records and include where CPP Review Date >= CPP Start Date and <= calculated date. If neither condition is met ignore the CPP record and do not include in the numerator. and 2. Review within the last 6 months of current collection year Where either one of the conditions above has been met subtract 183 (days) from CIN Reference date (31/03/2024), then search the Review records and include where CPP Review Date >= calculated date and <= CIN Reference Date. If the condition is not met do not include the record in the numerator. and 3. The maximum gap between reviews during the year is 6 months

Output	Selection criteria
	If conditions 1 and 2 have been met and there is more than one Review record with a
	CPP Review Date >= CIN Collection Start Date (01/04/2023) and <= CIN Reference Date (31/03/2024)
	add the record to the denominator if the gap between sequential CPP Review Dates is <= 183 days (6 months).
	If the gap is >= 184 and do not include the record in the denominator.
	(Note: By this stage if there is only one Review record with a CPP Review Date in the year then it must be valid to have passed tests 1 and 2).
	The duration calculation is based on the number of days and takes into consideration leap years.

13.3 Report format

Component	Description
Rows	A record is added to the report if it meets the selection criteria. The records in the report are ordered by local authority child id. The final row shows a count of the number of records included in the report.
Columns	'LA no' – the local authority number; 'LA child id' – the local authority child id; 'UPN' – the child's unique pupil number' 'DOB' – the child's date of birth; 'Expected DOB' - the child's expected date of birth (if unborn); 'Gender' – the child's gender; 'Child protection plan start date' – date the child protection plan (CPP) started; 'Child protection plan end date '– date the CPP ended; 'Referral Date' – date the child was referred; 'Number of previous plans' – the number of CPPs the child has been the subject of previously.

14. KI Children – More than one CPP report

14.1 Report description

This report shows children who were the subject of a child protection plan for a second or subsequent time. The report runs in two parts:

1. The denominator showing children who were made the subject of a child protection plan at any time during the year ending 31 March 2024.

2. The numerator showing children who were made the subject of a child protection plan at any time during the year ending 31 March 2024, that had previously been the subject of a child protection plan at any point in the past.

The report shows the position at close on the previous day.

14.2 Definitions

Output	Selection criteria
Children who become the subject of a child protection plan in the year (denominator)	For each child protection plan with a CPP Start Date >= CIN Collection Start Date (01/04/2023) and <= CIN Reference Date (31/03/2024) add the record to the denominator.
Re-registrations (numerator)	For each CPP identified above check for re-registration. A re-registration is where a second (or more) child protection plan has been opened after one has been closed. A re-registration is counted where the Number of Previous CPPs on the CPP record is > 0; these records are included in the numerator. If there is only one CPP record, the Number of Previous CPPs = 0. This record is regarded as a new registration and not included in the numerator.

14.3 Report format

Component	Description
Rows	A record is added to the report if it meets the selection criteria. The records are ordered by local authority child id. A child may be included more than once if they have more than one child protection plan (CPP) during the year. The final row shows a count of the number of records included in the report
Columns	'LA no' – the local authority number; 'LA child id' – the local authority child id; 'UPN' – the child's unique pupil number; 'DOB' – the child's date of birth' 'Expected DOB' - the child's expected date of birth (if unborn)' 'Gender' – the child's gender' 'Child protection plan start date' – the date the child protection plan (CPP) started; 'Child protection plan end date' – the date the child protection plan (CPP) ended; 'Referral date' – the date the child was referred; 'Number of previous plans' – the number of child protection plans (CPPs) the child has been the subject of in the past.

15. Notes report

15.1 Report description

This report shows each local authority all the notes associated with their children in need 2023 to 2024 census return.

The report shows the position at close on the previous day.

15.2 Report format

Component	Description
Rows	A record is added for each note.
Columns	'Note level' 'User' – the notes author; 'Organisation name' – the name of organisation (local authority) that made the note; 'Native ID' – the local authority number; 'Date and time note created' – the date and time that the note was created; 'Field name' – the field name the note is associated with; 'Error no.' – the error number; 'Notes' – the notes that are written.

16. Referral source report

16.1 Report description

This report provides a summary of the number of new referrals from 1 April 2023 to 31 March 2024 by the source of the referral.

The report shows the position at close on the previous day.

16.2 Definitions

Output	Selection criteria
1A individual – family member/relative/carer	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 1A
1B individual – acquaintance	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 1B
1C individual – self	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 1C
1D individual – other	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 1D
2A schools	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 2A
2B education services	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 2B
3A health services –GP (General Practitioner)	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 3A
3B health services – health visitor	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 3B
3C health services – school nurse	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 3C
3D health services – other primary health services	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 3D

Output	Selection criteria
3E health services – A&E (accident and emergency)	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 3E
3F health services – other	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 3F
4 housing	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 4
5A Local authority services – social care	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 5A
5B Local authority services – other internal (not including social care or early help)	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 5B
5C Local authority services – external	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 5C
5D Local authority services – early help	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 5D
6 police	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 6
7 other legal agency	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 7
8 other	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 8
9 anonymous	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 9
10 unknown	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource = 10
Missing/invalid code	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024 and ReferralSource is missing or invalid.
Total number of referrals	Count of records where ReferralDate >=01/04/2023 and <=31/03/2024

16.3 Report format report

Component	Description
Rows	There is a row showing the count for each source of referral. The final row shows the total number of referrals included in the report.
Columns	'Source of referral' – the source from which the referral originated; 'Number of referrals' – a count of the number of referrals for each category. A child may be included more than once if they have more than one referral in the year.

17. Referrals, assessments and plans starting and ending by month report

17.1 Report description

The report shows the number of:

- referrals received;
- assessments starting and ending;
- section 47 enquires starting;
- initial child protection conferences (ICPCs)starting;
- child protection plans (CPPs) starting and ending;
- child protection plan (CPP) reviews starting;
- episodes closing;

in each month of the census collection year.

The report shows the position at close on the previous day.

17.2 Definitions

Output	Selection criteria
Number of referrals received in each month of the census collection year	Count of episodes where referral date >= 01/04/2023 and <= 31/03/2024 and relevant month of referral date is selected
Number of assessments starting in each month of the census collection year	Count of assessment records where Assessment Actual Start Date is >= 01/04/2023 and <=31/03/2024 and relevant month of Assessment Actual Start Date is selected
Number of assessments ending in each month of the census collection year	Count of assessment records where Assessment Authorisation Date is >= 01/04/2023 and <= 31/03/2024 and relevant month of Assessment Actual Start Date is selected
Number of section 47 (S47) enquiries starting in each month of the census collection year	Count of section 47 records where Section 47 Actual Start Date is >= 01/04/2023 and <= 31/03/2024 and not equal to missing and relevant month of Section 47 Actual Start Date is selected

Output	Selection criteria
Number of initial child protection conferences starting in each month of the census collection year (from S47 module only)	Count of section 47 records where date of ICPC in the Section 47 module is >= 01/04/2023 and <= 31/03/2024 and not equal to missing and relevant month of date of ICPC is selected
Number of transfer-in initial child protection conferences (ICPCs) starting in each month of the census collection year (from 'CIN details module' only)	Count of CIN details records where date of ICPC is >= 01/04/2023 and <= 31/03/2024 and not equal to missing and relevant month of date of ICPC is selected
Number of child protection plans (CPPs) starting in each month of the census collection year	Count of CPP records where CPP start date is >= 01/04/2023 and <=31/03/2024 and relevant month of CPP start date is selected
Number of child protection plans (CPPs) ending in each month of the census collection year	Count of CPP records where CPP end date is >= 01/04/2023 and <= 31/03/2024 and relevant month of CPP end date is selected
Number of child protection plan (CPP) reviews starting in each month of the census collection year	Count Review records where CPP Review Date >=01/04/2023 and <=31/03/2024 and relevant month of CPP Review Date is selected
Number of episodes closing in each month of the census collection year	Count of episodes where CIN Closure Date >= 01/04/2023 and <=31/03/2024 and relevant month of CIN Closure Date is selected

17.3 Report format.

Component	Description
Rows	There is a row for each of the measures defined in section 15.2.
Columns	Columns show the counts for each month of the year, starting at April and ending with March. The final column shows the 12 month total.

18. Started CPP in year – category of abuse report

18.1 Report description

This report shows children who became the subject of a child protection plan (CPP) during the 2023 to 2024 census collection year, by initial and latest category of abuse.

The report shows the position at close on the previous day.

18.2 Definitions

Children who became the subject of a CPP by initial category of abuse

Output	Selection criteria
Number of children who became the subject of a child protection plan (CPP) during the collection year, whose initial category of abuse was neglect	Count of CPP records where CPP start date is >= 01/04/2023 and <=31/03/2024 and Initial Category of Abuse = NEG
Number of children who became the subject of a child protection plan (CPP) during the collection year, whose initial category of abuse was physical abuse	Count of CPP records where CPP start date is >= 01/04/2023 and <=31/03/2024 and Initial Category of Abuse = PHY
Number of children who became the subject of a child protection plan (CPP) during the collection year, whose initial category of abuse was sexual abuse	Count of CPP records where CPP start date is >= 01/04/2023 and <=31/03/2024 and Initial Category of Abuse = SAB
Number of children who became the subject of a child protection plan (CPP) during the collection year, whose initial category of abuse was emotional abuse	Count of CPP records where CPP start date is >= 01/04/2023 and <=31/03/2024 and Initial Category of Abuse = EMO
Number of children who became the subject of a child protection plan (CPP) during the collection year, whose initial category of abuse was multiple/not recommended	Count of CPP records where CPP start date is >= 01/04/2023 and <=31/03/2024 and Initial Category of Abuse = MUL
Number of children who became the subject of a child protection plan (CPP) during the collection year, whose initial category of abuse was invalid or missing	Count of CPP records where CPP start date is >= 01/04/2023 and <=31/03/2024 and Initial Category of Abuse not equal to NEG, PHY, SAB, EMO or MUL, or missing

Output	Selection criteria
Total number of children who became the subject of a child protection plan (CPP) the collection year	Count of CPP records where CPP start date is >= 01/04/2023 and <=31/03/2024

Children who became the subject of a CPP by latest category of abuse

Output	Selection criteria
Number of children who became the subject of a child protection plan (CPP) during the collection year, whose latest category of abuse was neglect	Count of CPP records where CPP start date is >= 01/04/2023 and <=31/03/2024 and Latest Category of Abuse = NEG
Number of children who became the subject of a child protection plan (CPP) during the collection year, whose latest category of abuse was physical abuse	Count of CPP records where CPP start date is >= 01/04/2023 and <=31/03/2024 and Latest Category of Abuse = PHY
Number of children who became the subject of a child protection plan (CPP) during the collection year, whose latest category of abuse was sexual abuse	Count of CPP records where CPP start date is >= 01/04/2023 and <=31/03/2024 and Latest Category of Abuse = SAB
Number of children who became the subject of a child protection plan (CPP) during the collection year, whose latest category of abuse was emotional abuse	Count of CPP records where CPP start date is >= 01/04/2023 and <=31/03/2024 and Latest Category of Abuse = EMO
Number of children who became the subject of a child protection plan (CPP) during the collection year, whose latest category of abuse was multiple/not recommended	Count of CPP records where CPP start date is >= 01/04/2023 and <=31/03/2024 and Latest Category of Abuse = MUL
Number of children who became the subject of a child protection plan (CPP) during the collection year, whose latest category of abuse was invalid or missing	Count of CPP records where CPP start date is >= 01/04/2023 and <=31/03/2024 and Latest Category of Abuse not equal to NEG, PHY, SAB, EMO or MUL, or missing
Total number of children who became the subject of a child protection plan (CPP) the collection year	Count of CPP records where CPP start date is >= 01/04/2023 and <=31/03/2024

18.3 Report format

Component	Description
Rows	There is a row for each category of abuse and the total number of records included in the report.
Columns	'Initial category of abuse' – a count of the initial category of abuse;
	'Latest category of abuse' – a count of the latest category of abuse.

19. Summary report

19.1 Report description

This report shows counts of key children in need characteristics and measures for your local authority.

19.2 Definitions

Children

Output	Selection criteria
Total number of child records loaded	Count of LAChildIDs in the module
Number of male	Count of records where gender = 1
Number of female	Count of records where gender = 2
Total number of unborn/unknown gender children	Count of records where gender = 0
Total number of indeterminate gender	Count of records where gender = 9
Number of children recorded with one or more disability	Count of records where disability is not equal to none or missing. Each child should be counted only once
Number of white ethnicity	Count of records where ethnicity = WBRI, WIRI, WIRT, WOTH or WROM
Number of Asian ethnicity	Count of records where ethnicity = AIND or APKN or ABAN or AOTH or CHNE
Number of Black ethnicity	Count of records where ethnicity = BCRB or BAFR or BOTH
Number of mixed ethnicity	Count of records where ethnicity = MWBC or MWBA or MWAS or MOTH
Number of other ethnicity	Count of records where ethnicity = OOTH
Missing/refused/not recorded ethnicity	Count of records where ethnicity = missing or REFU or NOBT or null

Episodes: if a child has more than one episode or assessment recorded that meets the criteria, each episode is counted

Output	Selection criteria
Number of referrals in year	Count of episodes where referral date >= 01/04/2023 and <= 31/03/2024
Number of referrals in the year resulting in no further action	Count episodes where referral date >= 01/04/2023 and <= 31/03/2024 and referral NFA = 1
Number of episodes open at 31/3	Count of child IDs where referral date <= 31/03/2024 and referral NFA = 0 and CIN Closure date >= 01/04/2024 or is missing
Number of episodes closing in the year	Count episodes where CIN closure date >=01/04/2023 and <= 31/03/2024
Number of assessments completed	Count of Assessment records where Assessment Authorisation Date >= 01/04/2023 and <= 31/03/2024
Section 47s (S47s) initiated	Count of Section 47 records where Section 47 Actual Start Date >= 01/04/2023 and <= 31/03/2024 and not equal to missing
Number of initial child protection conferences (ICPCs) (excluding transfer in conferences)	Count of Section 47 records where date of ICPC in the Section 47 module >= 01/04/2023 and <= 31/03/2024 and not equal to missing
Number of transfer in initial child protection conferences (ICPCs) recorded	Count of CIN details records where date of ICPC is >= 01/04/2023 and <= 31/03/2024 and not equal to missing (Date of ICPC in CIN details module not S47 module)

Child Protection Plans (CPPs)

Output	Selection criteria
Number of child protection plans (CPPs) started in the year	Count of CPP records where CPP start date is >= 01/04/2023 and <=31/03/2024
Number of child protection plans (CPPs) ended in the year	Count of CPP records where CPP end date is >= 1/04/2023 and <= 31/03/2024
Number of child protection plans (CPPs) open at 31/3	Count of CPP records where CPP Start date is <= 31/03/2024 and CPP end date is >= 01/04/2024 or missing

19.3 Report format

Component	Description
Rows	The following row titles apply: 1) Children Subtitles Total number of child records loaded Number of male Number of female Total number of unborn/unknown gender children Total number of indeterminate gender Number with one or more disability Number of white ethnicity Number of Asian ethnicity Number of Black ethnicity Number of mixed ethnicity Number of other ethnicity Missing/refused/not recorded ethnicity 2) Episodes Subtitles Number of referrals in year Number of referrals in the year resulting in no further action Numbers of episodes open at 31/03 Number of episodes closing in the year Number of assessments completed Section 47s (S47's) initiated Number of initial child protection conferences (excluding transfer-in conferences) Number of transfer in initial child protection conferences recorded 3) Child protection plans (CPPs) Subtitles Number of child protection plans started in year Number of child protection plans ended in year Number open at 31/03
Columns	There is one column showing a count for each of the categories defined in section 17.2.

20. Submission Continuity report

20.1 Report description

This report shows:

Episodes of need which were open at 31 March of the previous year, but are not included in the current collection.

Episodes of need which are included in the current collection as being open at 31 March of the previous year, but were not included in the previous collection.

The report shows the position at close on the previous day.

20.2 Definitions

Output	Selection criteria
Episode of need which was open at 31 March of the previous collection year, but is not included in the current collection.	An episode of need which was open at 31 March 2023, but identified as missing from the 2023 to 2024 collection; based on a combination of 'LA', 'LAChildID' and 'ReferralDate'.
Episode of need which is included in the current collection as being open at 31 March of the previous collection year, but was not included in the previous collection as a child in need at 31 March.	An episode of need included in the 2023 to 2024 collection with a referral date that was on or before 31 March 2023, but which was not included in the 2022 to 2023 collection as a child in need at 31 March 2023. These episodes are identified based on a combination of 'LA', 'LAChildID' and 'ReferralDate'.

20.3 Report format

Component	Description
Rows	A record is added to the report if it meets the selection criteria. The records are listed in ascending order by 'LAChildID' and 'ReferralDate'. The final row shows the number records included in the report.
Columns	'LA child ID' – the local authority child ID 'Referral date' – referral date of child