



Department  
for Education

# **NCCIS Management Information Requirement 2023 to 2024**

**September 2023**

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# 1. Introduction

This Management Information (MI) Requirement sets out the information that must be reported to the Department for Education's (DfE) National Client Caseload Information System (NCCIS) in the financial year beginning April 2023. It is designed primarily for data managers who have responsibility for the local Client Caseload Information System (CCIS) and reporting information to DfE.

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

## Objectives

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

- Monitor the extent to which young people are meeting their duty to participate in education or training. The government has raised the participation age (RPA) so that all young people in England are now required to continue in education or training leading to a relevant regulated qualification (Education and Skills Act 2008) until their 18th birthday. This requires all young people to continue in full-time education or training, an apprenticeship or traineeship, or full-time employment combined with part-time study or working not for reward combined with part-time study until at least their 18th birthday.
- Produce LA monthly tables, which are available on the NCCIS portal, for LA services to compare and benchmark their performance against others.
- Produce publicly available tables on GOV.UK at regular intervals to enable LAs and their partners to benchmark their own performance and to enable local stakeholders to hold their LA to account.
- Combine with administrative data to help DfE produce official statistics such as Key Stage 4 destination measures.
- Evaluate government policies.

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

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

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

## XML Standards

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

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

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

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

## Changes to the requirement for 2023-24

There have been a small number of changes made for 2023-24. These minor changes are to keep the requirement up to date and to make clarifications. The main changes are:

- Gender field removed and replaced with Sex field ([YP07](#)) in line UK Statistics Authority recommendations. Further detail can be found here: [Gender identity workshop: summary of discussions - Office for National Statistics](#).
- Guidance on the new [Young People Transfer Tool](#).
- Cumbria County Council will be replaced by two new unitary authorities, Cumberland Council and Westmorland and Furness Council.

- More information on legal definition of care leavers and local authorities' duties ([Appendix G](#)).

## How to use this document

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

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

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

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

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

## Data requirement to be reported to DfE

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

### Young person dataset

Field Ref	Field Name	Page
<a href="#">YP01</a>	Young person ID (YPID)	11
<a href="#">YP02</a>	Given name	12
<a href="#">YP03</a>	Family name	13
<a href="#">YP04</a>	Middle name	14
<a href="#">YP07</a>	Sex	15
<a href="#">YP08</a>	Date of birth	16
<a href="#">YP09</a>	Lead LA code	17
<a href="#">YP10</a>	Cohort status	18
<a href="#">YP12</a>	LA code at year 11	19
<a href="#">YP13</a>	Transferred to LA code	20
<a href="#">YP18</a>	Address	21
<a href="#">YP19</a>	Address postcode	22
<a href="#">YP27</a>	Ethnic code	23
<a href="#">YP32</a>	LA code currently educated	24
<a href="#">YP37</a>	Unique learner number (ULN)	25
<a href="#">YP45</a>	SEND flag	26
<a href="#">YP63</a>	SEN Support flag	28
<a href="#">YP59</a>	Guarantee status indicator	30
<a href="#">YP62</a>	Previous young person identifier	31

### Additional requirements for all young people in education or training only

Field Ref	Field Name	Page
<a href="#">EP03</a>	DfE establishment number	32
<a href="#">EP04</a>	Unique pupil number (UPN)	33
<a href="#">EP06</a>	Establishment name	34
<a href="#">EP07</a>	UK provider reference number (UKPRN)	35



## Current activity dataset

Field Ref	Field Name	Page
<a href="#">CA01</a>	Current activity code	36
<a href="#">CA02</a>	Current activity start date	39
<a href="#">CA03</a>	Current activity recorded date	40
<a href="#">CA04</a>	Current activity verification date	41
<a href="#">CA06</a>	Current activity review date	42
<a href="#">CA07</a>	Date currency due to lapse	43
<a href="#">CA08</a>	Currency lapsed indicator	44
<a href="#">CA13</a>	Level of need code	45
<a href="#">CA15</a>	NEET start date	46
<a href="#">CA16</a>	Expected course end date	47

## Individual characteristic dataset

Field Ref	Field Name	Page
<a href="#">IC01</a>	Characteristic type	48

## Intended destination dataset

Field Ref	Field Name	Page
<a href="#">ID01</a>	Year 11 intended destination	49

## Year 11 September Guarantee dataset

Field Ref	Field Name	Page
<a href="#">SG02</a>	Year 11 September Guarantee status	51
<a href="#">SG19</a>	Year 11 September Guarantee LA code	53

## Year 12 September Guarantee dataset

Field Ref	Field Name	Page
<a href="#">SG11</a>	Year 12 September Guarantee status	54
<a href="#">SG20</a>	Year 12 September Guarantee LA code	56

## Data items

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

The data fields are described as follows:

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

## Data fields

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

### Notes

LA services must have a system generated unique reference created as follows:

00099999999999 where:

000 : DfE Database Registration ID

9999999999 : Unique number allocated by CCIS database

All numeric values must be leading 0 padded.

The same CCIS Young Person's ID (YPID) must NOT be allocated to more than one young person. Previously used numbers must not be re-used.

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

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Field	YP02	Given name	
Field required	M	Field length	20
Value required	M	Field type	Alphanumeric
Schema ref	GivenName		
Description	The forename or first name of the young person		
Valid entries	Any non-Null string		
Validation rule	'GivenName' does not contain a value	Error code	2

### Notes

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

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

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Field	YP03	Family name	
Field required	M	Field length	30
Value required	M	Field type	Alphanumeric
Scheme Ref	FamilyName		
Description	Last name		
Valid entries	Any non-Null string		
Validation rule	'FamilyName' does not contain a value	Error code	3

### Notes

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

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

### Notes

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

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Field	YP07 Sex		
Field required	M	Field length	1
Value required	M	Field type	Alphanumeric
Schema ref	Sex		
Description	Young person's Sex		
Valid entries	F - Female M - Male U - Unknown (E.g., unknown, question not asked, or withheld).		
Validation rule	'Sex' does not contain a value	Error code	4
	'Sex' does not contain a recognised value		5

### Notes

For young people of compulsory education age most information will be sourced from the pupil census, birth certificate or gender recognition form.

This is a required field for CCIS systems. Where the young person's sex is not recorded, or the young person refuses to disclose their sex, the CCIS must use the correct corresponding code. In exceptional circumstances, the sex of a particular young person may be unclear to LA services, in which case sex should be recorded as unknown.

U - 'Unknown' means that the sex of the young person has not been recorded. This can be used if the young person's sex is not known to the LA, when a young person discloses a sex which is neither male nor female or where the young person refuses to disclose their sex. Unknown and withheld values from the previous gender field should be mapped to Unknown in the Sex field.

LAs can of course choose to collect gender identity on their systems for their own purposes where they have a justified and lawful need, in the same way they collect other information to support a range of services.

There will be a transition period in 2023-24 as we recognise this change will involve further work to make the adjustment. LAs are asked to start recording Sex wherever possible but can return the young person's previously recorded gender where their sex cannot be established in the reporting year 2023-24.

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Field	YP08 Date of birth		
Field required	M	Field length	10
Value required	M	Field type	Date
Schema ref	DOB		
Description	Date of birth		
Valid entries	CCYY-MM-DD		
Validation rules	'DOB' does not contain a value 'DOB' contains a value which makes the young person over the academic age of 25 'DOB' contains a value which makes the young person below academic age of 15 'DOB' contains a value which makes the young person without a SEND flag over the age of 18	<b>Error code</b>    	8 9 10 40

### Notes

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

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

## Notes

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

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

See [section 5](#) for further information about the cohort for which LAs are responsible.

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

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

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Field	YP10	Cohort status	
Field required	M	Field length	1
Value required	M	Field type	Alphanumeric
Schema ref	CohortStatus		
Description	The young person's status within the Service cohort		
Valid entries	P = Primary cohort G = No longer in primary cohort but covered by September Guarantee A = Age reached where an "active record" is no longer required L = Young person aged 18 – 25 whose EHC plan has ceased T = Transferred to another LA so no longer an "active record" E = Left England so no longer an "active record" M = Found to be a duplicate record D = The young person is deceased		
Validation rules	'CohortStatus' contains an unrecognised value, the file will fail validation	Error code	904
	'CohortStatus' of 'T' but no value in 'Transferred ToLACode'		13
	YP in Guarantee cohort but either 'GuaranteeStatus' or 'LEACode' is missing from the 'September Guarantee' node		905

## Notes

**Code P** should be used for young people in the primary cohort – see [section 5](#).

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

There is further information about the cohort status codes in [section 5](#).

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

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

### Notes

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

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

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

## Notes

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

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

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

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

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

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

There is further information about managing the records of young people who move between LA areas in [section 5](#) of this document.

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

### Notes

Complies with BS7666 standard address formats.

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

Sub dwelling  
Dwelling  
Street  
Locality  
Town  
County

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

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

### Notes

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

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

For young people educated away from home (including at Special Post-16 Institutions or higher education institutions), their main residence should be recorded and not their temporary term time address.

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

### Notes

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

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

### Notes

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

Leave blank if young people are not in education.

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

### Notes

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

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

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

Schools are required to obtain ULNs and to include these in their census returns from January 2014. The young person's ULN can be found in the twice-yearly ILR extract from the ESFA.

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

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Field	YP45	SEND flag	
Field required	M	Field length	1
Value required	M	Field type	Yes / No
Schema ref	SENDFlag		
Description	Young people who have an EHC plan or had an EHC plan or statement of SEN at the time of completing compulsory education		
Valid entries	Y - Yes N - No		
Validation rule	'SENDFlag' does not contain a value	Error code	103
	'SENDFlag' does not contain a recognised value		102
	Young Person has been flagged as both SEND (YP45) and SEN Support (YP63)		306

## Notes

The Children and Families Act 2014 section 20 states:

(1) A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her.

(2) A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

(a) has a significantly greater difficulty in learning than the majority of others of the same age.

(b) has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

For CCIS purposes, information is collected on a subset of the group described above. The SEND flag applies where a young person:

- Has an EHC plan.
- Had an EHC plan or statement of SEN at the time of completing compulsory education.

Young people who receive special educational provision but who have never had a statement of SEN or EHC plan should not be recorded in YP45. Those young people who LAs know are receiving special educational provision at a lower level than would require or qualify them for an EHC plan should be recorded in YP63.

Because a young person cannot be counted as both SEND and SEN Support Flag the MI now includes a P1 error report (306) to flag if a young person has been counted as both.

The SEND flag should remain on the young person's record throughout their further education and the young person's record remains in the data until the end of the academic year in which they have their 18th birthday regardless of their activity.

LAs are required to provide information through NCCIS of young adults who have an EHC plan and whose permanent address is within the LA area. For the purposes of NCCIS reporting, young adults are defined as those who are between the academic ages of 18 and 24, and they should only be included in the XML extract if they have a current EHC plan.

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Field	YP63 SEN Support flag		
Field required	M	Field length	1
Value required	M	Field type	Yes / No
Schema ref	SENSupportFlag		
Description	A learner with a learning difficulty or disability which calls for special educational provision to be made for them, but whose needs do not meet the criteria for an EHC plan		
Valid entries	Y - Yes N - No		
Validation rule	'SENSupportFlag' does not contain a value	Error code	303
	'SENSupportFlag' does not contain a recognised value		304
	Young Person has been flagged as both SEND (YP45) and SEN Support (YP63)		306

## Notes

Set to 'No' for learners with an EHC plan or where information on special educational provision cannot be confirmed.

This field identifies those young people who LAs know are receiving special educational provision at a lower level than would require or qualify them for an EHC plan. This information can be obtained from the young person's provider, the twice-yearly ILR extract from the ESFA or directly from the young person.

Special educational provision is support which is additional or different to support usually available to young people of the same age in mainstream colleges. The ILR's definition of SEN can be found [here](#).

The SEN Support flag should remain on the young person's record throughout their further education and the young person's record remains in the data until the end of the academic year in which they have their 18th birthday, unless the SEND flag becomes active,

A young person **cannot** be counted as both SEND (YP45) and SEN Support flag (YP63) – they should only ever be counted as one or the other (or neither). The MI now includes a P1 error report (306) to flag if a young person has been counted as both.

SEN support was introduced as a way to record those that had SEN but didn't fall into the SEND category. If a young person is SEND at the end of Year 11 but the SEND flag was

no longer current, they should still be recorded as SEND until the end of the academic year they turn 18: i.e. in effect SEND overrides SEN Support for those flagged as both.

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

### Notes

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

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

16-year-old/Year 11 Guarantee: Young people in their last year of compulsory education and:

- Were registered at an education institution in the LA area on 31 May 2023.
- Were not registered at an education institution but who were resident in the LA area on 31 May 2023.

17-year-old/Year 12 Guarantee): Young people who reached the compulsory school leaving age in summer 2020 and were resident in the LA area on 31 May 2023.

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

### Notes

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

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

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

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

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Field	EP03 DfE establishment number		
Field required	M	Field length	7
Value required	C	Field type	Numeric
Schema ref	EstablishmentNumber		
Description	DfE Establishment Number for the educational establishment attended by the young person		
Valid entries	A list of valid establishment numbers is available from the <a href="http://get-information-schools.service.gov.uk">get-information-schools.service.gov.uk</a>		
Validation rule	'EstablishmentNumber' does not contain a valid value.	Error code	228

### Notes

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

The DfE number should be the 3-digit LA code followed by the 4-digit establishment number.

Establishment numbers should only be taken from the [get-information-schools.service.gov.uk](http://get-information-schools.service.gov.uk). Incorrect or out of date establishment numbers hinder further analysis of NCCIS and LAs are urged to check on this site if they are in any doubt – particularly with new schools or schools that have converted to Academies.

Where a young person is educated at home or there is no valid establishment number use code 9999 plus the relevant prefix.

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

### Notes

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

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

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

The UPN would normally be obtained from the school census.

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

### Notes

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

A list of valid establishment names is available from [get-information-schools.service.gov.uk](https://get-information-schools.service.gov.uk).

LAs are urged to ensure the correct name is entered, particularly with new schools, schools that have converted to Academies, or college mergers. The young person's provider name is available from the twice-yearly ILR extract from the ESFA.

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

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

### Notes

Value required for all young people who are enrolled at a UK registered learning provider.

The UK Provider Reference Number (UKPRN) is a reference number issued by the UKRLP. The UKPRN is widely used by the ESFA and recording it on NCCIS can help with the upload and matching of data both locally and nationally. It also identifies education and training establishments that do not have a DfE number. The young person's UKPRN can be found in the twice-yearly ILR extract from the ESFA.

UKPRNs can be checked at [get-information-schools.service.gov.uk](http://get-information-schools.service.gov.uk) or [the UK Register of Learning Providers](#).

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Field	CA01 Current activity code		
Field required	M	Field length	3
Value required	M	Field type	Numeric
Schema ref	ActivityCode		
Description	The current activity of the young person		
Valid entries	<p><b>For those who have not yet reached the compulsory school leaving age</b></p> <p>110 - Registered at a school / other educational establishment  120 - Educated at home  130 - Custodial institution  140 - Not registered at school or educational establishment  150 - Current situation not known</p> <p><b>For those who have reached the compulsory school leaving age</b></p> <p><u>Education</u>  210 - Full-time education - school sixth-form  220 - Full-time education - sixth-form college  230 - Full-time education - further education  240 - Full-time education - higher education  250 - Part-time education  260 - Gap year students  270 - Full-time education - other  280 - Special post-16 institution  290 - Full-time education - custodial institution (juvenile offender)</p> <p><u>Employment</u>  310 - Apprenticeship  320 - Full-time employment with study (regulated qualification)  330 - Employment without training  340 - Employment with training (other)  350 - Temporary employment  360 - Part-time employment  380 - Self-employment  381 - Self-employment with study (regulated qualification)  550 - Work not for reward with study (regulated qualification)</p> <p><u>Training</u>  410 - ESFA funded work-based learning  430 - Other training  440 - DWP training and support programme  450 - Traineeship  460 - Supported Internship</p> <p><u>Re-engagement activities</u>  530 - Re-engagement provision</p>		

	<p><u>NEET</u></p> <p>540 - Working not for reward  610 - Not yet ready for work or learning  615 - Start date agreed (other)  616 - Start date agreed (RPA compliant)  619 - Seeking employment, education or training  620 - Not available to labour market/learning - carer  630 - Not available to labour market/learning - teenage parent  640 - Not available to labour market/learning - illness  650 - Not available to labour market/learning - pregnancy  660 - Not available to labour market/learning - religious grounds  670 - Not available to labour market/learning - unlikely ever to be economically active  680 - Not available to labour market/learning - other reason</p> <p><u>Other</u></p> <p>710 - Custody (young adult offender)</p> <p><u>Current situation not known</u></p> <p>810 - Current situation not known  820 - Cannot be contacted - no current address  830 - Refused to disclose activity</p>		
<b>Validation rule</b>		<b>Error code</b>	
	Mandatory field 'ActivityCode' does not contain a value		200
	Field 'ActivityCode' does not contain a recognised value		201
	Young person is not old enough to have a post-16 activity code		229
	Young person is too old for a compulsory education activity		230
	Activity of carer without supporting characteristic		233
	Activity of teenage parent without supporting characteristic		234
	Activity of pregnancy without supporting characteristic		235
	Activity of DWP training and support programme not allowed for 16 and 17-year-olds		253
	Activity of Special Post-16 Institution without 'SENDFlag' of 'Y'		254
	Activity of Supported Internship without 'SENDFlag' of 'Y'		255

**Notes**

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

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

Note that the twice-yearly ILR extract from the ESFA can help to identify students on Traineeships as opposed to other forms of study programme.

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

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

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

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

### Notes

The young person's current activity start date is one of the fields used to assess whether a young person was in a sustained employment or NEET outcome in the education destination measures. The twice-yearly ILR extract from the ESFA provides each learner's start date.

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

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

#### Notes

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

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Field	CA04 Current activity verification date		
Field required	M	Field length	10
Value required	M	Field type	Date
Schema ref	DateVerified		
Description	The date on which the young person's current activity was last confirmed		
Valid entries	CCYY-MM-DD		
Validation rules	'DateAscertained' is greater than 'DateVerified'	Error code	237
	'DateVerified' is less than 'StartDate'		256
	'DateVerified' is greater than 'Period End Date'		305

### Notes

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

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

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

CCIS systems should not include any current activity verification dates past the period end date in the XML file uploaded for that specific month.

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

### Notes

Value required for all young people whose current activity is:

- temporary employment that is expected to end on a specific date (350).
- gap year students whose gap year is expected to end when they take up their deferred HE place in September/October (260).
- in the first year of a two-year course.
- start date agreed (RPA compliant) (616).
- a custodial sentence which has a planned release date (290/710).

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

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

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

### Notes

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

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

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

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

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

### Notes

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

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

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

### Notes

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

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

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

## Notes

Value required for all NEET activities.

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

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

### Notes

Value required for all young people in education and training (except apprenticeships). Information should be obtained from the young person's school, college or ILR. The twice-yearly ILR extract from the ESFA provides the learner's planned end date.

The expected course end date will be used in:

- the currency calculations, because the calculated currency due to lapse date cannot be greater than the expected end of the course; and
- to identify 17-year-olds who, for Guarantee purposes, are enrolled on two-year programmes and who do not require a further offer.

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

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Field	IC01 Characteristic type		
Field required	M	Field length	3
Value required	C	Field type	Numeric
Schema ref	CharacteristicCode		
Description	Type of characteristic assigned to young person		
Valid entries	Values to be reported to DfE are: 110 - Looked-after / In care 120 - Parent - caring for own child 130 - Refugee / Asylum seeker 140 - Carer - not own child 150 - Client disclosed substance misuse 160 - Care Leaver 170 - Supervised by YOT (Youth Offending Team) 180 - Pregnant 190 - Parent - not caring for own child 200 - Alternative Provision 210 - Mental health flag		
Validation rule	'CharacteristicCode' does not contain a recognised value  'CharacteristicCode' is 180 (pregnant) but Sex is recorded as Male	Error code	104  260

### Notes

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

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

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

Multiple entries should be recorded where appropriate.

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

## Notes

In response to LA feedback, DfE has relaxed the requirement to submit Intended Destinations data. This is because LAs have raised the issue of their capacity to collect both this data and September Guarantee data in quick succession.

However, LAs are free to continue collecting intended destinations and recording this on their local CCIS. Many LAs find the collection of intended destinations useful to identify young people at risk of becoming NEET, and also as a milestone and point of contact with education institutions, which supports delivery of the participation duties. LAs that find this data useful should therefore continue to collect and use it however they wish.

This field reflects the intended post-16 destination of the young person on reaching compulsory school leaving age. It can help LAs to deliver their duties by:

- i) identifying young people who are undecided about their future, or whose aspirations are unrealistic, and who need additional help to make their post-16 choices; and

ii) providing information on the demand for post-16 education and training which LAs and the ESFA can use to ensure that there is sufficient provision to meet demand.

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

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Field	SG02 Year 11 September Guarantee status		
Field required	M	Field length	3
Value required	M	Field type	Numeric
Schema ref	GuaranteeStatus		
Description	Offer status		
Valid entries	<p><b>Offer made</b>  110 - Education or training (includes conditional offers)  124 - Re-engagement activities</p> <p><b>Offer not appropriate at this time</b>  120 - Going into employment without training  122 - Personal circumstances prevent learning at this time  123 - Other reason</p> <p><b>No offer made</b>  140 - Application made and awaiting outcome  150 - No appropriate provision  151 - Considering options/ not applied for learning</p> <p><b>No contact</b>  153 - Unable to contact - current address not known  154 - Unable to contact - other reason  159 - Guarantee status not yet recorded</p>		
Validation rule	'GuaranteeStatus' does not contain a recognised value	<b>Error code</b>	27
	Y12 code recorded against Y11 aged young person		910
	Young Person in the wrong Guarantee Cohort		911

### Notes

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

---

New error codes have been added to prevent LAs recording a Y12 code against a Y11 aged young person and to inform LAs when a young person is either too young or too old for a September Guarantee offer.

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

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

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

### Notes

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

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

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Field	SG11 Year 12 September Guarantee status		
Field required	M	Field length	3
Value required	M	Field type	Numeric
Schema ref	GuaranteeStatus		
Description	Y12 offer status		
Valid entries	<p><b>Offer made</b>  110 - Education or training  114 - Continuing in education or training  115 - Continuing in employment with study (regulated qualification)  124 - Re-engagement activities</p> <p><b>Offer not appropriate at this time</b>  120 - Going into employment without training  122 - Personal circumstances prevent learning  123 - Other reason</p> <p><b>No Offer Made</b>  140 - Application awaiting outcome  150 - No appropriate provision  151 - Considering options / not applied for learning</p> <p><b>No contact</b>  153 - Unable to contact – current address not known  154 - Unable to contact - other reason  159 - Guarantee status not yet recorded</p>		
Validation rule	'GuaranteeStatus' does not contain a recognised value	<b>Error code</b>	27
	Y12 code recorded against Y11 aged young person		910
	Young Person in the wrong Guarantee Cohort		911

### Notes

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

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

New error codes have been added to prevent LAs recording a Y12 code against a Y11 aged young person and to inform LAs when a young person is either too young or too old for a September Guarantee offer.

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

### Notes

To reflect the LA code of the area responsible for reporting on the young person in their first year following compulsory education (academic age 16). LA code of the area responsible for reporting on the Y12 September Guarantee (17-year-olds). This is the LA where the young person was resident at the end of May 2023.

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## Cohort

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

### Primary cohort

**Compulsory education age:** Young people who have not yet reached the compulsory school leaving age; meaning those who have not attained the calendar age of 16 on 31 August 2023.

Only those in their final year of compulsory education (academic age 15) should be returned in the XML extract.

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

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

**Academic age 16 and 17-year-olds:** information about young people who are resident in the LA area and who have reached the compulsory school leaving age should be submitted to the DfE up to the end of the academic year in which they have their 18<sup>th</sup> birthday; meaning academic age 16 and 17-year-olds. This includes students whose permanent address is within the LA area, but who are currently studying away from home or serving a custodial sentence.

This is consistent with LAs' duties to promote the effective participation in education and training of those young persons under a legal duty to participate (Education and Skills Act 2008, Pt1, S1 and Pt2, S10).

Section 68 of the same Act requires LAs to make available to young persons and relevant young adults for whom it is responsible such services as it considers appropriate to encourage, enable or assist the effective participation of those persons in education or training. The Act defines young people as those below the age of 20. Whilst LAs are no longer required to track and report on the activity of academic age 18 and 19-year-olds,

they are still expected to provide support to those that need it and who aren't already receiving it from elsewhere.

Academic age **18 to 24-year-olds with SEND**: LAs are required to provide information through NCCIS of young adults who have a SEND and whose permanent address is within the LA area. For the purposes of NCCIS reporting, young adults are defined as those who are academic age 18 to 24, and should only be included in the XML extract if they have a **current** EHC plan. Information about academic age 18 to 24-year-olds whose EHC plan has ceased should not be returned to DfE. However, LAs may wish to consider archiving these records so that they can be retrieved if a young person successfully re-applies for an EHC plan and their SEND flag is again set to 'Y'. Paragraphs 9.199 to 9.210 of the [SEND Code of Practice](#) explain the circumstances in which an EHC plan may cease.

## Transition at the end of compulsory education

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

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

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

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

## Young people educated out of area

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

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

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

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

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

## Young people moving between local authority areas

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

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

When a young person is found to have moved LA, the outgoing LA should:

- Contact the CCIS team in the incoming LA to ensure that they are aware that the young person is now being educated in their area. The incoming LA should register the young person on their CCIS database. The CTF should provide sufficient evidence that the young person is now educated in their area, and their contact details, without further checks being made; and
- The incoming and outgoing LAs are encouraged to exchange any relevant information that is needed to support the young person in the future, and to provide the young person's previous YP identifier (YP62) so that their records can

be linked. The outgoing LA can then update the young person's cohort status (YP10) to 'T' (transferred) and record the LA number of the LA that will support the young person in future (YP13).

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

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

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

- The outgoing LA must attempt to find the young person's new address, including a telephone number, if possible, and contact the incoming LA with these details.
- Where the outgoing LA cannot provide the young person's new contact information the incoming LA may ask for a few days to check that the young person is indeed resident in their area, but this should be done as quickly as possible. In exceptional circumstances, where it might take slightly longer, the incoming LA is expected to make reasonable progress to establish evidence for whether or not a young person has moved into their area. They should agree a timescale for completing these checks with the outgoing LA.
- Once it has been established that the young person is now resident in their area, the incoming LA must register the young person on their CCIS database. The incoming and outgoing LAs are encouraged to exchange any relevant information that is needed to support the young person in the future, and to provide the young person's previous YP identifier (YP62) so that their records can be linked. The outgoing LA can then update the young person's cohort status (YP10) to 'T' (transferred) and record the LA number of the LA that will support the young person in future (YP13).
- Where the young person's new address is not known, the incoming LA is expected to make enquiries. This might include checking school and college lists or undertaking a sibling search. If the young person is traced, then the action above should be taken.
- Where the young person cannot be traced, they must remain on the outgoing LA's database with a current activity of 'cannot be contacted' until their new address can be identified, either through new information or through the duplicate matching process.

LAs have a statutory responsibility towards all young people who are resident in their area. Therefore, on no account must an LA 'refuse' to accept a transfer if there is

evidence that the young person is now resident in their area, nor must they transfer young people to LA code 004; this is not a valid LA code for young people leaving the cohort.

## Young People Transfer Tool

### **All local authorities must use the Young Person Transfer Tool.**

The Young Person Transfer Tool is an automated and secure method of transferring young people's data between LAs. It has been introduced into the NCCIS Portal as an additional menu item in 2022.

When a young person is found to have moved LA area, LAs must use this functionality to initiate the transfer of a young person from one LA to another.

Users should enter the Young Persons new address details, add any supporting comments, and attach any supporting documents.

The Young Person Transfer Tool allows LAs to see all their active transfers in one central location, making the transfer process more efficient and accountable. It also allows LAs to monitor any outstanding or rejected transfer requests.

The goal of the Young Person Transfer Tool is to assist local authorities in making timely transfers, allowing young people to receive any support that they may require as soon as possible. It also reduces the risk of young people being 'lost' to LA tracking when moving residency between LA areas.

The Young Person Transfer Tool won't automatically add the transferred young person to your local CCIS system – this needs to be done by the LA after the transfer has been accepted.

The Young People Transfer Tool feature allows users to notify other LAs of young people that have moved into their areas. The Young People Transfer Tool won't allow a LA user to make an enquiry about a young person.

NCCIS Portal LA users will be able to locate a record from their last NCCIS return dataset, removing the need to complete basic information related to the young person they wish to transfer.

NCCIS Portal LA users will be able to:

- (a) Complete the young person's new known address, as well as current activity information.
- (b) View all incoming and outgoing transfers in one location to assist with managing requests.

- (c) View their monthly unknown matches and initiate transfers directly within the NCCIS Portal.
- (d) Download the Young Person's NCCIS record to assist with upload into their local CCIS.

There is no requirement to share the new YPID back to the incoming LA.

## Service Children's Education

Service Children's Education (SCE) provides schools and educational support for the children of the UK armed forces, Ministry of Defence personnel and sponsored organisations stationed overseas. Their LA code can be found in [appendix B](#) and the establishment code and UKPRN for schools provided by the SCE can be found at [get-information-schools.service.gov.uk](http://get-information-schools.service.gov.uk).

## Duplicate matching process

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

Twice a year, using the February and October returns, NCCIS will conduct a duplicate matching check on **all** young people, including Year 11, and all activity codes on a similar basis to the monthly process.

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

## Young people leaving the cohort

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

- they have reached the end of the academic year in which they have their 18<sup>th</sup> birthday (or the end of the academic year in which they turn 25 if they have a current EHC plan). In this instance, the young person's cohort status should be recorded as 'A'.
- the EHC plan for an academic age 18 to 24-year-old has ceased and the young person's education is no longer supported by the LA. In this instance, the young person's cohort status should be recorded as 'L'.
- they are deceased. In this instance, the young person's cohort status should be recorded as 'D'.
- where there is evidence that the young person has left England on a permanent basis. The young person's cohort status (YP10) should be recorded as "E" as long as the adviser is satisfied that this is a permanent move. Young people travelling abroad, or taking an extended holiday, must remain in the cohort and be recorded appropriately.

On no account should a young person's record be removed from CCIS for other reasons. This means that - as information is reported by academic age - the 16 and 17-year-old cohort should remain largely unchanged from one month to the next. DfE will monitor cohorts and contact areas if significant changes in the cohort size have been noted.

## Children missing education (CME)

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET later in life. Children missing education should be treated the same as any other young person in the LA area and supported to reengage. They should be included in the primary cohort, the September Guarantee and Activity Survey cohorts.

## Overseas Students

To ensure consistency between LAs and between CCIS and other data collections - **all LAs should record overseas students who are resident in their area on CCIS**. Many schools and colleges recruit overseas students at key stage 5, either on full year courses or on an exchange basis. Overseas students are recorded in DfE statistics in the same way as those normally resident in England and are included in the KS5 destination measure. Overseas students resident in the UK for 6 months or more are also included in population estimates.

The cohort status (YP10) of young people who return to their home country at the end of their course should be recorded as “E” (Left England). They will not, therefore, become “activity not known”. Services are strongly advised to:

i) note the young person’s record on their local CCIS to show that their permanent residency is another country – the school census should have this information;  
and

ii) liaise with education providers at the end of the course to establish which young people have returned to their home country and in the case of any who remain in England, what activity they go on to.

These arrangements relate only to young people studying at 16-19 education and training institutions and not to young people in higher education. That is because whilst 16-19 providers are required to provide you with information about their students, HE providers are not.

## **Duplicate records**

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



## Annual Activity Survey

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

The survey should not be confused with the Key Stage 4 Destination Measure; whilst it focusses on the same cohort, the destination measure shows sustained destinations over a period of time.

### Coverage

The Annual Activity Survey should cover all young people who reached the compulsory school leaving age in 2023 who were educated in schools or other institutions in the LA area on 31 May 2023. The survey should also include young people resident in the LA area who are not enrolled at a school, including those receiving home tuition.

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

### Data reference period

The date of the reported activity should be as close to **1 November 2023** as possible. It is expected that by this time young people will have made firm decisions about further education.

### Conduct of the survey

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

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

Individual activity status will be grouped by DfE as follows:

## Meeting the duty to participate

Item	Activity Code
<b>Full-time education</b>	
School sixth-form	210
Sixth-form college	220
Further education	230
Higher education	240
Other post-16 education	270
Special Post-16 Institution	280
Custodial institution (juvenile offender)	290
<b>Full-time training*</b>	
ESFA funded work-based learning	410
Other training (for example, non-ESFA funded private training organisations)	430
Traineeship	450
Supported Internship	460
<b>Apprenticeship</b>	
Apprenticeship	310
<b>Employment with study</b>	
Full-time employment with study (regulated qualification)	320
Self-employment with study (regulated qualification)	381
Work not for reward with study (regulated qualification)	550

## Working towards participation

Item	Activity Code
<b>Working towards participation</b>	
Re-engagement provision	530
Start date agreed (RPA compliant)	616

## Temporary break from learning

Item	Activity Code
<b>Temporary break from learning</b>	
Teenage parents	630
Illness	640
Pregnancy	650

## Not participating

Item	Activity Code
<b>Employment without training</b>	
Employment without training	330
Employment with training (other)	340
Temporary employment	350
Self-employment	380

Item	Activity Code
<b>Not settled (active in the labour market)</b>	
Part-time education	250
Part-time employment	360
Start date agreed (other)	615
Working not for reward	540
Not ready for work or learning	610
Seeking employment, education or training	619
<b>Not settled (not active in the labour market)</b>	
Not available - young carer	620
Not available on religious grounds	660
Unlikely ever to be economically active	670
Not available – other reason	680
<b>Current activity not established</b>	
Current situation not known	810
Cannot be contacted – no current address	820
Refused to disclose activity	830

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

## Data to be returned to DfE

Item	Description
DatabaseID	3-digit database identifier of sending organisation used to return monthly XML data - available from NCCIS Helpline ( <a href="mailto:helpline@nccis.org.uk">helpline@nccis.org.uk</a> ).
YoungPersonsID	3-digit database ID + the CCIS Young Persons ID padded to 10 characters with 0s. <b>(The full length of the field must be 13 characters long).</b>
CohortStatus	Indicates the young person's status within the service cohort: P - primary G - no longer in primary cohort but covered by the September Guarantee (and Activity Survey) T - transferred to another LA so no longer an active record E - left England so no longer an active record M - duplicate record D - the young person is deceased
Postcode	Young person's postcode
Sex	Sex of the young person. Valid entries are: F - Female M - Male U - Unknown
Ethnicity	<u>White</u> WBRI = White British WIRI = White Irish WROM = Gypsy or Irish Traveller WOTH = Any other White background <u>Mixed/multiple ethnic groups</u>

Item	Description
	MWBC = White and Black Caribbean MWBA = White and Black African MWAS = White and Asian MOTH = Any other mixed/multiple ethnic background <u>Asian/Asian British</u> AIND = Indian APKN = Pakistani ABAN = Bangladeshi CHNE = Chinese AOTH = Any other Asian background <u>Black/African/Caribbean/Black British</u> BCRB = Caribbean BAFR = African BBRI = Black British BOTH = Any other Black background <u>Other ethnic group</u> OARA = Arab OOTH = Any other ethnic group <u>Not known</u> REFU = Refused to disclose NOBT = Information not obtained
Lead LEA	LA code where YP was educated in year 11. Only those codes contained in <a href="#">appendix B</a> are valid.
SENDFlag	Young people with an EHC plan. Valid entries are: Y - Yes N - No
StartDate	Date reported activity started. Format: CCYY-MM-DD
ActivityCode	Activity status as at 1 November. See <a href="#">appendix A</a> for definitions of valid activity codes.
DateAscertained	The date when the current activity was ascertained. Format: CCYY-MM-DD
EstablishmentNumber	DfE establishment number for each educational establishment attended in Y11 prefixed with the 3-digit LA code. As young people should only be recorded in the Activity Survey if they were educated in the LA area in year 11, the LA code should be the same for every young person contained in the CSV file. <b>Where the establishment number is not available, for example, educated at home please return the LA code followed by 9999.</b>
EstablishmentName	Name of the establishment to help identify institutions without a number. Format: Alphanumeric string

## Format of the data

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

Files must be sent to DfE using the secure file upload facility on the NCCIS website. The data file should be returned no later than end of **January 2024**.

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

## Appendix A: Additional guidance and definitions

### Current activity

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

#### Those who have not yet reached compulsory school leaving age and attending education in your area

The activities below must only be used for young people in their last year of compulsory education. See section 4 for details.

Activity	Definition
Registered at a school or other educational establishment in the LA area (110)	Young people who are registered at a school or educational establishment (including alternative education providers, Pupil Referral Units and further education colleges) in the area. Include young people who are resident in another LA area (including Scotland, Wales or NI) but attend education in your area. Include both maintained and independent schools.
Educated at home (120)	Young people resident in the LA area whose parents have opted to educate their child at home. Most LAs have a 'home education service' that will be able to provide details of young people educated in this way. However, parents are not legally required to inform their LA when they decide to educate their children at home.
In a custodial institution (130)	Young people in education in a young offender institution, secure children's home or secure training centre that is located in the LA area.
Not registered at a school or other educational establishment (140)	Young people who are resident in the area and who are not known to be registered with any school, being educated at home through parental choice, or in secure accommodation. This would <u>include</u> those excluded from school or who have long-term health issues and are receiving LA home tuition.
Current situation not known (150)	Young people who are known to have left an educational establishment in the area but whose current activity is not known.

Those who have reached compulsory school leaving age (meaning academic age 16 and 17-year-olds and academic age 18 to 24-year-olds with SEND). See [Section 5](#) for details of the cohort to be reported here.

Activity	Definition
<p>Full-time education (210, 220, 230, 240, 270)</p>	<p>Young people who have reached compulsory school leaving age and are continuing in full-time education.</p> <p>Full-time education means a minimum of 540 hours planned hours per year. This is the equivalent of around 18 hours per week and may include work experience and other development activities as well as qualifications. Private tuition arranged by a parent or carer will not count towards a student's directed learning. It can be assumed that ESFA funded full-time study programmes will meet the criteria for full-time education.</p> <p>Young people in full-time education should be broken down as follows:</p> <ul style="list-style-type: none"> <li>- School sixth-forms (including independent and maintained schools, special schools, academies, City Technology Colleges, University Technical Colleges (UTC), Studio Schools and free schools).</li> <li>- Sixth-form colleges.</li> <li>- Further education (including further education courses delivered in higher education institutions).</li> <li>- Higher education (including higher education courses delivered in further education institutions).</li> <li>- Other full-time post-16 education (including young people who are taking or re-taking years 10 or 11, attending specialist dance and drama colleges, being home educated or taking distance learning leading to a relevant regulated qualification).</li> </ul> <p>LAs are now only required to track and submit information about young people up to the end of the academic year in which they have their 18th birthday, so those young people retaking year 13 do not need to be tracked. There is no change to the compulsory education group and young people with a current EHC plan should still be tracked and reported on until their plan ceases, which can occur at any point up to the end of the academic year in which they have their 25th birthday.</p>
<p>Part-time education (250)</p>	<p>Part-time education, usually around 280 planned hours per year. There is no set pattern for how these hours should be taken and in meeting the 280 per year hourly minimum there may be periods of time when a young person might not be undertaking education or training. Part-time education or training must constitute education or training leading towards relevant regulated qualifications. For the definition of what constitutes part-time education see <a href="#">Guidance on 16 to 19 funding - planned hours in study programmes</a>.</p> <p>Courses not funded by the Education and Skills Funding Agency (ESFA) or National Council for Education and Training (Wales) are still generally defined as full or part time and are, therefore, not subject to the planned hours rules. For these courses decisions should be made on the basis of the evidence available, including any statement from the course provider.</p>

Activity	Definition
Gap year students (260)	Young people who have completed KS5 and have accepted an offer for deferred entry to higher education. All young people who meet this definition should be recorded as gap year students, even if they are known to be NEET or in temporary employment / working not for reward or travelling abroad. Young people taking a break from study before applying to higher education must not be recorded here. Most young people who take Gap years do so at 18 or older and it is no longer necessary to record this information in CCIS. This code will continue for the very small number of academic age 16 and 17-year-olds who complete KS5 early.
Special post-16 institutions (280)	Specialist provision for young people who are over the compulsory school leaving age but under 25 and are subject to an EHC plan. A list of these can be found at <a href="#">Guidance on independent special schools and colleges</a> .
Full-time education – custodial institution (juvenile offender / remand) (290)	<p>16 and 17-year-olds who would normally be resident in the LA area but who are in custody or on remand in a secure children’s home, secure training centre or under-18-year-old young offender’s institution.</p> <p>Where a young person temporarily resides in custody, remand, secure children’s home or training centre in another LA area, their home LA can retain them at their primary address and record them resident in their area. However, LAs should agree this approach with the LA in which the institution is situated. Details of these institutions, and contact details, can be found here:</p> <p><a href="#">Secure children's homes contact details</a>;  <a href="#">Secure training centre contact details</a>; or  <a href="#">Under-18 young offender institution contact details</a>.</p> <p>Young people are entitled to continue with the programme of study they had been working on prior to turning 18, so may remain in the youth secure estate after their 18<sup>th</sup> birthday if they only have a short period of their sentence to serve.</p> <p>Juvenile offenders are deemed to be meeting the duty to participate.</p>
Apprenticeship (310)	Full-time employees who are undertaking an apprenticeship that has been commissioned and delivered through the National Apprenticeship Service.



Activity	Definition
Full-time employment with study – regulated qualification (320)	<p>Full-time employees in a job that provides training or is combined with part-time study that leads to a relevant regulated qualification.</p> <p>The training or study must be the equivalent of usually around 280 hours per year. This is the equivalent of around a day a week, but may be undertaken flexibly around working hours.</p> <p>For those young people with a duty to participate the employment must be for eight or more weeks consecutively and for 20 or more hours per week. Where a young person's employment hours vary, employment of an average of 40 or more hours over a two-week period can be considered as meeting the requirement.</p> <p>Young people serving in the armed forces should be recorded here.</p> <p>In exceptional cases where a young person aged 16 or 17 has assumed a full-time unpaid caring role for another person, they will be considered to be meeting their duty to participate if they are also undertaking part-time education or training leading to a relevant regulated qualification. Further guidance can be found in <a href="#">Participation of young people in education, employment or training - Statutory guidance for local authorities</a>.</p>
Employment without training (330)	Full-time employees in a job that does not provide any training leading to a relevant regulated qualification.
Employment with training - other (340)	<p>Full-time employees in a job that provides training that does not lead to a relevant regulated qualification, but which does offer a structured package of on and/or off the job training.</p> <p>In order to count here the training must be more than a simple health and safety or induction training and should incorporate a structured written training plan at the conclusion of which the employee will be competent to do the job to which he/she has been appointed and which will enable the young person to progress.</p>
Temporary employment (350)	Full-time employment with a fixed term appointment of fewer than eight weeks and not offering training or study leading to a relevant regulated qualification.
Part-time employment (360)	Part-time means working an average of less than 16 hours a week.
Self-employment (380 and 381)	<p>Young people who are in business for themselves or who work on a freelance basis.</p> <p>Self-employment should be treated in the same way as employment for young people under a duty to participate.</p>
ESFA funded work-based learning (410)	ESFA funded work-based learning for young people such as pre-apprenticeships, Work Pairings or locally branded programmes with non-employed status.

Activity	Definition
Other training, for example, non-ESFA funded private training organisations (430)	Full-time training that is not ESFA funded, for example, private colleges, training centres, seminary and talmudic colleges).
DWP training and support programme (440)	<p>Jobcentre Plus customers who are undertaking a formal work-related training course as part of a DWP training or support programme should be tracked and reported on up to the end of the academic year in which they have their 18<sup>th</sup> birthday.</p> <p>These young adults will generally be in receipt of a training allowance rather than Jobseekers Allowance (JSA). Do not count here short periods of work preparation such as work trials, work experience or sector-based work academies, where the young adult continues to be unemployed and in receipt of JSA.</p>
Traineeship (450)	<p>ESFA funded traineeships include a high-quality work placement, work preparation training and English and maths. Traineeships have a maximum duration of six months which must be reflected in the planned course end date.</p> <p>This code should only be used for ESFA funded traineeships that meet the requirements set out in '<a href="#">Traineeships: Framework for Delivery</a>'. Young people undertaking work related learning that does not conform to the traineeships framework, for example, pre-apprenticeship courses should continue to be recorded under 'work-based learning'.</p>
Supported internships (460)	Supported internships are a structured study programme based primarily at an employer and can last up to 12 months. They enable young people aged 16 to 24 with an EHC plan (up to age 25) to achieve sustainable paid employment by equipping them with the skills they need for work, through learning in the workplace. Those young people on supported internships would be meeting their duty to participate. Supported internship providers are included in the requirement to notify a LA if a young person is no longer participating.
Work not for reward with study – regulated qualification (550)	<p>Young people who are undertaking volunteering (20 hours or more), an internship, or holding office on a full-time basis.</p> <p>Part-time study must be the equivalent of usually around 280 hours per year. This is the equivalent of around a day a week, but may be undertaken on a block release basis. The young person must be studying towards a relevant regulated qualification.</p>
Re-engagement provision (530)	Young people undertaking a re-engagement programme that meets the requirements set out in <a href="#">statutory guidance for local authorities on their duties relating to the participation of young people in education, employment or training</a> .
NEET (not in education, employment or training)	Young people who are not in any form of education, employment or training. This includes those who are actively seeking help via other agencies, for example, Jobcentre Plus and those not seeking assistance from the LA in finding a suitable opportunity.

Activity	Definition
Not yet ready for work or learning (610)	<p>Young people who have reached compulsory school leaving age but who need intensive support and/or specialised provision to prepare them for full-time education or training. This may include, for example, motivational, behavioural or social issues that need to be addressed before they would be able to effectively engage in education or training.</p> <p>To be included in this situation we would expect the young person to have been assessed and be working with targeted services. Young people facing barriers that <u>prevent</u> them from accessing education or training should be recorded in one of the economically inactive NEET situations.</p>
Working not for reward (540)	Young people who are undertaking voluntary work, an internship, or holding office on a full-time basis.
Start date agreed - other (615)	Young people who have an agreed start date for employment but have yet to start. This would include part-time or temporary employment or voluntary work. Those with a start date for an apprenticeship or employment with training should be recorded as 616 (see below).
Start date agreed – RPA compliant (616)	<p>Young people who have an agreed start date for education or training, an apprenticeship, traineeship or employment / working not for reward combined with training leading to a relevant regulated qualification but have yet to take up that offer.</p> <p>If the start date is vague or conditional on finding a placement the young person should be counted as seeking education, employment or training.</p>
Seeking education, employment or training (619)	Young people, other than those above, who are unemployed and looking for a suitable place in education, employment or training and where there are no barriers to prevent take up. This category should be used as a transition for those clients referred by Jobcentre Plus who have yet to be interviewed.
Not available to the labour market: Carer (620)	Carers who are looking after siblings, parents or other family members and because of this are unable to enter education, training or employment at this time. LAs are reminded that young carers (under 18s) can only be considered to be meeting their duty to participate if they are also undertaking part-time education or training leading to a relevant regulated qualification.
Not available to the labour market: Teenage parent (630)	<p>Young parents who are unable to enter any form of education, training or employment because they are looking after their own children.</p> <p>New mothers, such as those still within the statutory maternity period, should be recorded as 'Not available – pregnancy'. 16 and 17-year-old parents should only be recorded here while their adviser feels that their parenting responsibilities require the young person to take a temporary break from education or training.</p>
Not available to the labour market: illness (640)	Young people who have a serious or on-going health problem which prevents them taking up education, training or employment at this time.

Activity	Definition
Not available to the labour market: pregnancy (650)	Young women whose pregnancy (or those who have recently had a baby) prevents them from entering full-time education, training or employment. As a general rule this means in receipt of Statutory Maternity Benefit or Maternity Allowance.
Not available to the labour market: religious grounds (660)	Young people who are unavailable to enter education, training or employment on religious grounds.
NEET - unlikely to be economically active (670)	Young people with a permanent disability or illness that prevents them from undertaking any form of education, employment or training. This activity should <u>not</u> be used for any young person, who with the relevant support, could continue their learning within a Special Post-16 Institution or in a sheltered environment.
NEET – other reason not available (680)	Young people who are unable to enter education, training or employment at this time <u>and</u> who are not covered by any of the other categories. This would include, for example, young people who are out of the country for an extended period.
Custody – young adult offenders (710)	<p>Young people of calendar age 18 who were previously resident in the LA area, and who are on remand or in custody in a young offender institution should continue to be tracked and reported on up to the end of the academic year.</p> <p>Young adult offenders are offered a range of education or training opportunities which focus on developing skills and routes to employment, especially in the 12 months before release. However, this is needs led and may vary during their sentence. For this reason, young adult offenders are deemed as neither EET nor NEET.</p> <p>Note: Juvenile offenders (that is 16 and 17-year-olds) serving a custodial sentence should be recorded under 'Full-time education – custodial institution (juvenile offender) (290)'.</p>
Current situation not known (810)	<p>The destination of the young person is unknown and information has not yet been gained from other reliable sources about his/her whereabouts. This includes young people who:</p> <ul style="list-style-type: none"> <li>- have reached their course end date; or</li> <li>- are known to have left their previous activity but whose new destination has not yet been determined.</li> </ul>

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

## Currency

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

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

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

The currency requirements set out below mean that it is normal for the proportion of young people whose current activity is not known to rise sharply over the summer,

especially where most provision is in further education rather than schools. DfE does not monitor 'not knowns' between July and September and LAs are advised not to benchmark their performance against others during this period.

## Expected course end date

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

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

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

## Current activity review date

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

- Temporary employment that is expected to end on a specific date (350).
- Gap year students whose gap year is expected to end when they take up their deferred HE place in September/October (260).
- In the first year of a two-year course.
- Start date agreed (RPA compliant) (616).
- A custodial sentence which has a planned release date (290/710).

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

## Currency rules

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

<b>Young people of compulsory education age</b>	
<b>Type of activity</b>	<b>Rules</b>
All activities	<p>Course end date mandatory</p> <p>Current activity review date should be used where appropriate, for example, young people serving a custodial sentence)</p> <p>Currency lapses 12 months after the latest 'current activity verification date'</p> <p>Activities must have either a Start Date or a Verification Date on or after the start of the current academic year.</p>

<b>Academic age 16 and 17-year-olds and academic age 18 to 24-year-olds with SEND</b>	
<b>Type of activity</b>	<b>Rules</b>
210-240, 270, and 280 Full-time education	<p>Course end date mandatory</p> <p>Current activity review date of 31 August mandatory for those in the first year of two-year courses</p> <p>Currency lapses 12 months after the latest 'current activity verification date' - this can be extended to two years for those in higher education</p>
250 Part-time education	<p>Course end date mandatory</p> <p>Currency lapses six months after the latest 'current activity verification date'</p>

## Academic age 16 and 17-year-olds and academic age 18 to 24-year-olds with SEND

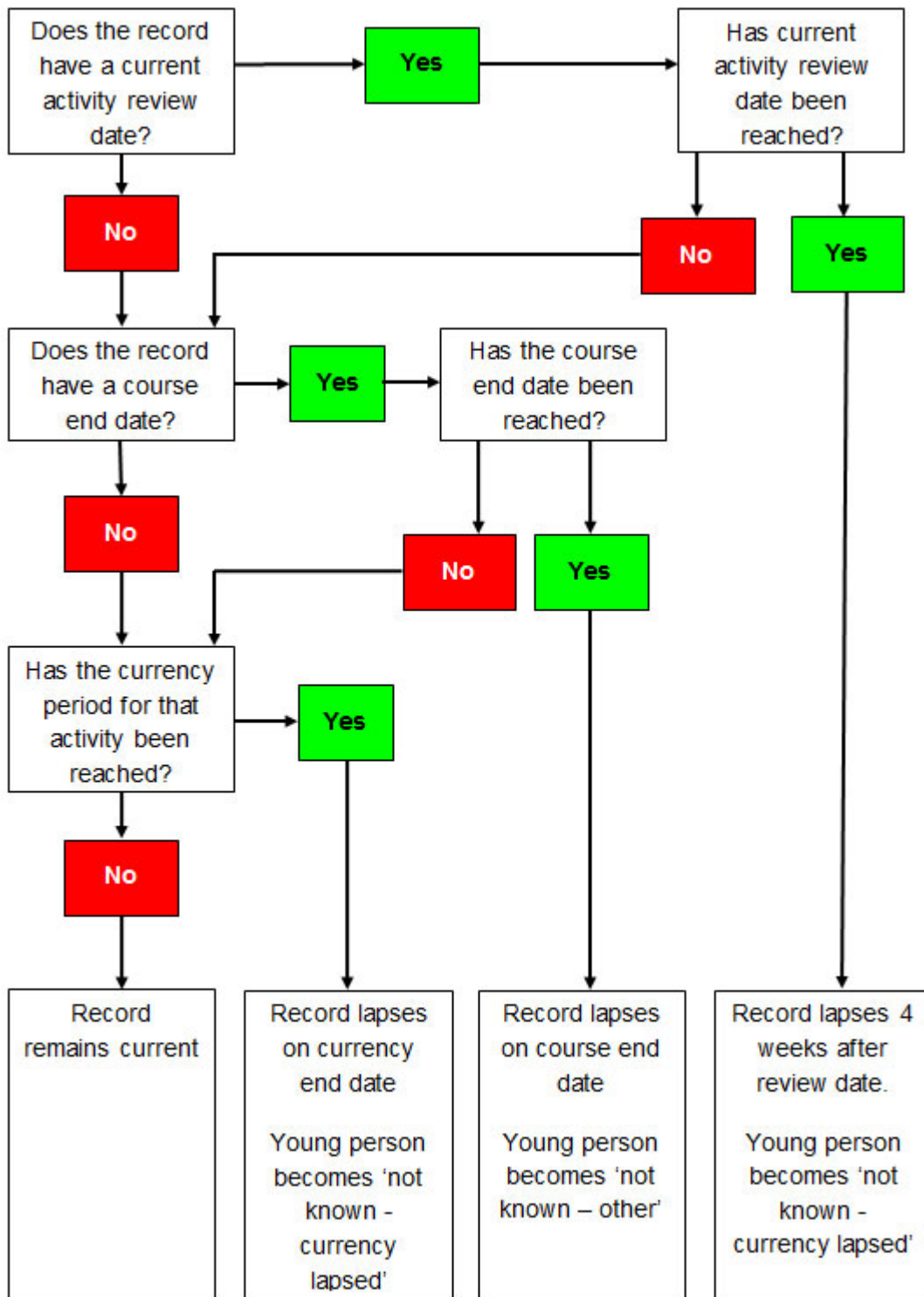
Type of activity	Rules
<p>290 Custodial institution (juvenile offender)</p>	<p>Course end date mandatory (sentence release date)</p> <p>Current activity review date calculated by the LA as halfway through the sentence</p> <p>Currency lapses four weeks after the activity review date unless contact has been made to confirm status</p> <p>To note: this calculation must always be based on halfway through the full sentence and not, for example, halfway to the release date.</p> <p>Young people in custody may potentially transition between the three separate age-based activities, while still on a single sentence. These activities are 130 - those who have not yet reached compulsory school leaving age, 290 - juvenile offender, and 710 - young adult offender. LAs must ensure that, where this occurs, it does not interrupt the above process for calculating the activity review date.</p> <p>While most young people in custody are released halfway through their sentence, there may be exceptions. In the unlikely event that a review date, calculated as halfway through the sentence, results in a date in the past, LAs should instead enter a review date of four weeks before release.</p>
<p>320 Full-time employment with study (regulated qualification)</p> <p>310 Apprenticeship</p>	<p>Currency lapses 12 months after the latest 'current activity verification date'</p>
<p>330 Employment without training</p> <p>340 Employment with training (other)</p> <p>360 Part-time employment</p> <p>380 Self-employment</p> <p>381 Self-employment with study (regulated qualification)</p> <p>550 Work not for reward with study (regulated qualification)</p>	<p>Current activity review date advisory for young people of compulsory participation age</p> <p>Currency lapses six months after the latest 'current activity verification date'</p>



**Academic age 16 and 17-year-olds and academic age 18 to 24-year-olds with SEND**

<b>Type of activity</b>	<b>Rules</b>
410 Work-based learning 430 Other training 440 DWP training and support programme 450 Traineeship 460 Supported internship	Course end date mandatory  Currency lapses six months after the latest 'current activity verification date'
530 Re-engagement provision	Course end date mandatory  Currency lapses three months after the latest 'current activity verification date'
350 Temporary employment 260 Gap year 616 Start date agreed (RPA compliant) 710 Custody (young adult offender)	Current activity review date mandatory  Currency lapses four weeks after the activity review date unless contact has been made to confirm status  To note: the above notes relating to how to calculate the activity review date for "290 Custodial institution (juvenile offender)" also apply to activity "710 Custody (young adult offender)".

## Currency flow chart



## Individual characteristics

Item	Definition
Looked-after children (110)	A child is looked-after by an LA if he or she (i) has been provided with accommodation by an LA for a continuous period of more than 24 hours, in exercise of the LA's social service functions (in particular under the Children Act 1989), or (ii) is placed in the care of an LA by virtue of an order made under part IV of the 1989 Act. Children will cease to be looked after on their 18th birthday.
Parent - caring for own child (120)	A young person who provides regular and on-going care for their own child whether as part of a larger family unit or as a single parent.
Carer – not own child (140)	Young people who provide regular and on-going care and emotional support to family members who are physically or mentally ill, disabled or have drug/alcohol addiction. The term does not apply to the everyday and occasional help around the home that may often be expected of or given by children in families.
Substance misuser (150)	A young person who misuses substances or drugs.
Care leaver (160)	A care leaver is a young person aged 16-25, who had been looked after by a local authority for a period or periods amounting in all to at least 13 weeks which began after he reached the age of 14 and ended after he reached the age of 16. Appendix G provides more information of the definitions.
Pregnant (180)	A young woman who is pregnant.
Parent – not caring for own child (190)	A young parent who does not provide regular and on-going care for their own child.

Item	Definition
Refugee/Asylum Seeker (130)	<p><b>Asylum Seeker</b> means a person who:</p> <p>(a) is an asylum-seeker for the purposes of Part 6 of the Immigration and Asylum Act 1999 (see section 94 of that Act); or</p> <p>(b) would be such an asylum-seeker if the person were aged over 18.</p> <p>“child” means a person under the age of 18.</p> <p>“dependant”, in relation to an asylum-seeker, has the same meaning as in Part 6 of the Immigration and Asylum Act 1999 (see section 94(1) of that Act).</p> <p><b>Refugee status</b> is granted to a person who "owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership in a particular social group, or political opinion, is outside the country of his nationality, and is unable to or, owing to such fear, is unwilling to avail himself of the protection of that country." A person with refugee status will normally have a residence permit in the form of a small biometric card and this will be stated on the card itself.</p> <p>Young people who have been granted either British citizenship or granted indefinite leave to remain are able to access public funds. Officially, this is classed as having “no restrictions” on their residence and so visas and passport endorsements will not carry any restrictive wording. For others, the visa or passport will normally be endorsed “no recourse to public funds”.</p> <p>Some young people will have been classed as an “unaccompanied asylum-seeking child” before the age of 18. Once turned 18 they are regarded as an adult, and a subsequent asylum application will have to be made as an adult.</p>

Item	Definition
Alternative Provision (200)	<p>The code should be added to the young person’s record if they have had or are undertaking any form of alternative provision and it should remain on the young person’s record to the end of the academic year in which the LA’s duty to track them ends. LAs are not required to review the alternative provision code or alter the establishment reference number if the young person is registered to a mainstream establishment and the alternative provision is being undertaken part time.</p> <p>Alternative provision is defined as: education arranged by LAs or schools (under the Section 19 duty) for pupils of compulsory school age who are unable to attend mainstream education because they:</p> <ul style="list-style-type: none"> <li>• Are permanently excluded from mainstream education due to behavioural issues.</li> <li>• Are unable to attend mainstream education due to either physical or mental ill health (can include pregnant mothers).</li> <li>• Are waiting for a school place.</li> <li>• For whatever reason, would not otherwise receive suitable education; education arranged by schools for pupils on a fixed period exclusion; and pupils being directed by schools to off-site provision to improve their future behaviour.</li> </ul> <p>The following should not be recorded as alternative provision:</p> <ul style="list-style-type: none"> <li>• Elective home education.</li> <li>• Short exclusions of five or less consecutive days where there is no requirement to arrange alternative provision.</li> </ul> <p>More information about alternative provision can be found at:  <a href="https://www.gov.uk/government/publications/alternative-provision">https://www.gov.uk/government/publications/alternative-provision</a></p>

Item	Definition
Supervised by YOT (170)	<p>A young person who is under the supervision of the local Youth Offending Team (YOT). In some instances, the level of supervision is agreed locally after taking account of the young person's individual circumstances and is not a statutory requirement. The table below shows the situations where supervision is either statutory and/or where the YOT may be involved.</p> <p><u>Pre-court measures</u></p> <p>Outcome 22 - Not statutory but YOT may be involved</p> <p>Community resolutions - Not statutory but YOT may be involved</p> <p>Youth Caution - Case must be referred to YOT but any conditions/supervision is voluntary for the child</p> <p>Youth Conditional Caution - Statutory supervision</p> <p><u>Anti-social behaviour measures</u></p> <p>Acceptable Behaviour Contract - Not statutory but YOT may be involved</p> <p>Anti-Social Behaviour Order - Not statutory but YOT may be involved</p> <p><u>Other measures</u></p> <p>Gang Injunctions - Not statutory but YOT may be involved</p> <p>Youth Restorative Disposal (pilot measure) - Not statutory but YOT may be involved</p> <p><u>Sentences in the community</u></p> <p>Youth Rehabilitation Order - Statutory supervision</p> <p>Youth Rehabilitation Order with Intensive Supervision and Surveillance (YRO ISS) - Statutory supervision</p> <p>Youth Rehabilitation Order with Intensive Fostering (YRO IF)- although rarely used at present - Statutory supervision</p> <p>Referral Order - Statutory supervision</p> <p><u>Sentences to custody</u></p> <p>Long term detention (section 250) - Statutory supervision</p> <p>Detention and Training Order (DTO) -- Statutory supervision</p> <p>Detention at His Majesty's Pleasure (mandatory life sentence for murder) -- Statutory supervision</p> <p>Required special sentence of detention for terrorist offenders of particular concern - Statutory supervision</p> <p>Further information can be found on the <a href="#">Ministry of Justice website</a>.</p> <p>Young people generally make the transition to adult services after their 18<sup>th</sup> birthday, although exact timing will depend on the needs of the young person.</p>

Item	Definition
Mental health flag (210)	This characteristic identifies a young person who LAs are aware is experiencing poor mental health. This information can be obtained from the young person themselves, a parent/carer or other sources e.g. social worker, education institution, or support organisation. LAs may find it helpful to record where a mental health problem is impacting a young people's engagement and participation. To note: this is not a compulsory field and the young person may not have a 'diagnosis' or be in contact with the local Child and Adolescent Mental Health Service (CAMHS).

## Intended destination

This field identifies where the young person intends to move to following the completion of compulsory education. The intended destination field helps LAs identify those who have still to make a decision about their future and who might need additional support; and to ensure that there is sufficient, suitable provision to meet young people’s needs.

It is recognised that young people may have more than one intended destination depending on, for example, the outcome of GCSE results.

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

This field is no longer a requirement. LAs can and should continue to collect and use the intended destinations field and data but DfE will not be checking it.

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



## September Guarantee

A.14 All young people who reach compulsory school leaving age in summer 2023, or who did so in 2023, are entitled to a place in education or training by the end of September 2023. This includes young people who are not on a school roll, are in alternative provision, home educated, or are in a custodial or residential institution. It is the young person's age – and not their year group – that determines whether or not they are entitled to an offer.

A.15 The offer of a place in education or training must meet the young person's needs. Education and training places that are dependent on GCSE attainment may count as an offer, but should be reviewed when the results are known.

A.16 It is expected that most of this information will be collected and recorded before the young person completes Y11 or Y12 so that those who have not received an offer can be identified and supported throughout the summer. Early recruitment is particularly important for young people with SEND, or low prior attainment, to give the post-16 provider time to put a tailored programme and any necessary support in place.

A.17 The number reported in the Guarantee cohort at the end of May 2023 will be 'locked'. Once locked, the cohort will remain the same for the remainder of the Guarantee period. Where fewer or more young people are reported in an LA's June - September data than there were in their locked May data, the 'missing' number of young people's records will be added to the number reported as 'Guarantee status not recorded', or the additional numbers subtracted, in order to make the numbers balance. This will apply to both the LA monthly tables on the NCCIS portal and to the Annual September Guarantee statistics published on GOV.UK.

A.18 There may be occasions where a record has been duplicated, a 'new' young person has been identified or a young person has become deceased between May and September. The number of these are expected to be insufficient to affect the final figures. However, if an LA finds that their combined year 11 and year 12 cohort has changed by 10 or more since the cohort was fixed, then they must contact the NCCIS helpline for advice.

A.19 Note that changes will not be considered where:

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

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

Item	Definition
<b>Offer made</b>	
Education or training (110)	<p>Offer of a place (including conditional offers) in education, a traineeship, supported internship, apprenticeship or employment with training that meets the duty to participate.</p> <p>To be deemed as 'suitable' and recorded on CCIS, the young person's adviser must be satisfied that the offer is:</p> <ul style="list-style-type: none"> <li>• Of a place on a specific course in school, college, with an independent provider, or apprenticeship.</li> <li>• Includes both the training element and a job or work placement where this is a condition of the young person taking up the place.</li> <li>• Is appropriate to the young person's individual needs. That means it must be at the right level; geographical location; occupational sector and learning method.</li> <li>• Meets the needs set out in the young person's EHC Plan (if appropriate).</li> <li>• Includes an agreed start date (which should be no later than the beginning of the January term).</li> </ul> <p>Young people taking up full-time employment, self-employment or working not for reward can be recorded here as long as they have an offer of part-time education or training leading to a relevant regulated qualification.</p> <p>Young people who are serving a sentence in a young offender institution, secure children's home or secure training centre and whose sentence extends into the new academic year should also be recorded here.</p>
Re-engagement activities (124)	Offer of a place on a re-engagement programme.
Continuing in education, training or employment with study - regulated qualification (114, 115)	<p>17-year-olds-only.</p> <p>Young people who are undertaking two-year courses, or who are in employment with training to level 2 and who are expected to continue in the next year. Completion of this field will be automated using the young person's expected completion date.</p>
<b>Offer not appropriate at this time</b>	

Item	Definition
Going into employment without training (120)	<p>Young people who have a firm offer of a job which they intend to take up (or have already started). This includes 17-year-olds who are expected to remain in employment and who have not indicated that they wish to return to learning.</p> <p>This includes jobs with training that does not lead to a relevant regulated qualification, jobs without training, temporary or part-time employment. It also includes all young people who might have gone into education or training, but who were not able to find a suitable place. Young people who want to go into employment, but who have not been offered a job, must <u>not</u> be recorded here.</p>
Personal circumstances prevent learning at this time (122)	<p>The young person's personal circumstances <u>prevent</u> them from taking up any form of learning before January, for example, serious illness or pregnancy.</p> <p>It is expected that these young people will be engaged with targeted services, and that they will be offered a place in education, training or re-engagement activity when they are ready to progress.</p>
Other reason (123)	<p>Young people for whom an offer would not be appropriate because they have other plans. This would include those who:</p> <ul style="list-style-type: none"> <li>Have chosen to do some other activity, such as voluntary work.</li> <li>• Are travelling or temporarily living outside England.</li> <li>• Despite advice to the contrary, have made it clear that they will not consider any form of post-16 education or training and have not, therefore, submitted any applications.</li> </ul>
<b>No offer made</b>	
Application awaiting outcome (140)	The young person has applied for a place in learning, but the result is not yet known.
No appropriate provision (150)	<p>Young people who do not have an offer because:</p> <ul style="list-style-type: none"> <li>• They cannot find a place that meets their needs.</li> <li>• They applied for a course that is fully subscribed, and no additional places are being made available.</li> <li>• Had their application rejected and cannot find a suitable alternative.</li> <li>• Have been offered an apprenticeship place which they cannot take up until they have found a job.</li> <li>• Are on a waiting list.</li> <li>• They do not have a start date.</li> </ul>
Considering options/ not yet applied for learning (151)	Young people who do not have a job, or a reason why they cannot take up education or training, and who are undecided about what they want to do. Because of this, they have not applied for a learning place (including a re-engagement activity if that is the most appropriate route).

Item	Definition
<b>No contact</b>	
Unable to contact – current address not known (153)	The young person does not appear to have been made an offer. The young person cannot be contacted as they are known to have moved away from the address held on CCIS and have not left a forwarding address.
Unable to contact – other reason (154)	The young person does not appear to have been made an offer. The service has tried to contact the young person to discuss their next steps, but they have not responded to phone calls, letters, e-mails, text messages, home visits or any other attempted contact.
Guarantee status not yet recorded (159)	CCIS systems should default blank entries to this code so that any 16 and 17-year-old who does not have a Guarantee status can be identified and contacted.

## Appendix B: Local authority codes

<b>Code</b>	<b>Local authority</b>
301	Barking and Dagenham
302	Barnet
370	Barnsley
800	Bath and North East Somerset
822	Bedford
303	Bexley
330	Birmingham
889	Blackburn with Darwen
890	Blackpool
350	Bolton
839	Bournemouth, Christchurch and Poole
867	Bracknell Forest
380	Bradford
304	Brent
846	Brighton and Hove
801	Bristol
305	Bromley
825	Buckinghamshire
351	Bury
381	Calderdale
873	Cambridgeshire
202	Camden
823	Central Bedfordshire
895	Cheshire East
896	Cheshire West and Chester
201	City of London
908	Cornwall
331	Coventry
306	Croydon
942	Cumberland
841	Darlington
831	Derby
830	Derbyshire
878	Devon
371	Doncaster
838	Dorset
332	Dudley
840	Durham
307	Ealing
811	East Riding of Yorkshire
845	East Sussex
308	Enfield
881	Essex
390	Gateshead

<b>Code</b>	<b>Local authority</b>
916	Gloucestershire
203	Greenwich
204	Hackney
876	Halton
205	Hammersmith and Fulham
850	Hampshire
309	Haringey
310	Harrow
805	Hartlepool
311	Havering
884	Herefordshire
919	Hertfordshire
312	Hillingdon
313	Hounslow
921	Isle of Wight
420	Isles of Scilly
206	Islington
207	Kensington and Chelsea
886	Kent
810	Kingston upon Hull
314	Kingston upon Thames
382	Kirklees
340	Knowsley
208	Lambeth
888	Lancashire
383	Leeds
856	Leicester
855	Leicestershire
209	Lewisham
925	Lincolnshire
341	Liverpool
821	Luton
352	Manchester
887	Medway
315	Merton
806	Middlesbrough
826	Milton Keynes
391	Newcastle upon Tyne
316	Newham
926	Norfolk
812	North East Lincolnshire
813	North Lincolnshire
940	North Northamptonshire
802	North Somerset
392	North Tyneside
815	North Yorkshire

<b>Code</b>	<b>Local authority</b>
929	Northumberland
892	Nottingham
891	Nottinghamshire
353	Oldham
931	Oxfordshire
874	Peterborough
879	Plymouth
851	Portsmouth
870	Reading
317	Redbridge
807	Redcar and Cleveland
318	Richmond upon Thames
354	Rochdale
372	Rotherham
857	Rutland
355	Salford
333	Sandwell
343	Sefton
702	Service Children's Education
373	Sheffield
893	Shropshire
871	Slough
334	Solihull
933	Somerset
803	South Gloucestershire
393	South Tyneside
852	Southampton
882	Southend on Sea
210	Southwark
342	St Helens
860	Staffordshire
356	Stockport
808	Stockton on Tees
861	Stoke on Trent
935	Suffolk
394	Sunderland
936	Surrey
319	Sutton
866	Swindon
357	Tameside
894	Telford and Wrekin
883	Thurrock
880	Torbay
211	Tower Hamlets
358	Trafford
384	Wakefield

<b>Code</b>	<b>Local authority</b>
335	Walsall
320	Waltham Forest
212	Wandsworth
877	Warrington
937	Warwickshire
869	West Berkshire
941	West Northamptonshire
938	West Sussex
213	Westminster
943	Westmorland and Furness
359	Wigan
865	Wiltshire
868	Windsor and Maidenhead
344	Wirral
872	Wokingham
336	Wolverhampton
885	Worcestershire
816	York

LA codes for young people educated outside England, or who have left the cohort.

<b>Code</b>	<b>Location</b>
0	Abroad
1	Wales
2	Scotland
3	Other UK Province or crown dependency [1]
4	Unknown [2]



## Appendix C: Procedures to upload data to DfE

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

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

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

### Timetable of Returns

Month	Month ending	Due Date	Local authority monthly tables available via NCCIS
April	30 April 2023	16 May 2023	23 May 2023
May	31 May 2023	15 June 2023	22 June 2023
June	30 June 2023	14 July 2023	21 July 2023
July	31 July 2023	16 August 2023	23 August 2023
August	31 August 2023	15 September 2023	22 September 2023
September*	30 September 2023	31 October 2023	6 November 2023
October	31 October 2023	16 November 2023	23 November 2023
November	30 November 2023	15 December 2023	22 December 2023
December	31 December 2023	19 January 2024	25 January 2024
January	31 January 2024	15 February 2024	22 February 2024
February	28 February 2024	15 March 2024	22 March 2024
March	31 March 2024	15 April 2024	22 April 2024

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

C.4 A separate CSV data file is also required for the 2023 Annual Activity Survey - due date end of January 2024.

## Appendix D: Error reports

### Error report definitions

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

<b>Error code</b>	<b>Description</b>	<b>Priority</b>	<b>Explanation</b>
19	'EducatedLEA' does not contain a recognised value	2	The code shown in the XML is not one of the recognised LA codes – see appendix B for valid codes
24	'LEACodeAtYear11' does not contain a recognised value	2	The code shown in the XML is not one of the recognised LA codes – see appendix B for valid codes
25	'LEACodeAtYear11' does not equal the Year 11 Offer LEACode	1	These two codes must have the same value
26	'LeadLEA' does not contain the LEA specified in the XML return Header	2	The XML should only include young people for whom the service has lead responsibility. Secondary registrations must not be returned in the XML
27	'GuaranteeStatusIndicator' does not contain a recognised value	1	The value input is not a valid entry – see SG02 or SG11 for a list of valid entries
30	'UniqueLearnerNo' invalid format	2	The ULN should contain 10 numbers. If it is too short, too long, or contains letters an error will be returned
31	'Address' fields do not contain any data	1	This field must be completed for every record
32	'Postcode' does not contain a value	1	This field must be completed for every record
34	'TransferredToLACode' exists but 'CohortStatus' is not 'T'	2	Where a young person's record has been transferred to another LA and the code of the importing LA is recorded, the 'CohortStatus' must be recorded as 'T'
35	'TransferredToLACode' is not a recognised value	2	The code shown in the XML is not one of the recognised LA codes – see appendix B for valid codes
37	'PreviousYPIDIdentifier' not of the correct length.	1	This should be the full 13-digit identifier made up of the 3-digit database code plus the 10-digit unique number previously allocated to that young person
38	'UniquePupilNumber' not of correct length	2	The UPN identifies each pupil in England and must be a unique 13-digit number, including the LA code and DfE establishment number of the school/academy allocating the UPN, and year of allocation and 3-digit serial number
39	'UKProviderReferenceNumber' is not the correct format	2	This should be an 8-digit number starting with 1
40	'DOB' contains a value which makes the young person without a SEND flag over the age of 18	1	18 to 24-year-olds should only be included in the XML extract if they have a current education, health and care (EHC) plan

<b>Error code</b>	<b>Description</b>	<b>Priority</b>	<b>Explanation</b>
41	'TransferredToLACode' returned is 004 which is not valid	1	No young person should be transferred to an unknown LA
42	'TransferredToLACode' should not be the same as the Lead LA code	1	LAs should not be transferring a young person to themselves
43	'Postcode' is not in a recognised format	2	Postcode should meet the required format YP19
100	'LevelOfNeedCode' does not contain a value	1	This field must be completed for every record
101	'LevelOfNeedCode" does not contain a recognised value	2	The value in the XML is not valid– see CA13 for a list of valid codes
102	'SENDFlag' does not contain a recognised value	2	Recognised values are 'Y' and 'N'
103	'SENDFlag' does not contain a value	2	This field must be completed for every record
104	'CharacteristicCode' does not contain a recognised value	2	The characteristic type shown in the XML is not valid – see IC01 for a list of valid codes
200	Mandatory field 'ActivityCode' does not contain a value	1	This field must be completed for every record
201	'ActivityCode' does not contain a recognised value	1	The activity code input is not one of the valid codes listed in CA01
202	'StartDate' does not contain a value	1	This field must be completed for every record
203	'DateAscertained' does not contain a value	1	This field must be completed for every record
220	'CurrencyLapsed' does not contain a value	1	This field must be completed for every record
221	'CurrencyLapsed' does not contain a recognised value	1	Recognised values are 'Y' and 'N'
224	No value in 'NEETStartDate' for a Young Person with a current NEET Activity	1	The young person's current activity is NEET, but the date on which they became NEET has not been entered
225	'NEETStartDate' is after the young person's current Activity 'StartDate'	1	The young person's NEET start date must always be the same as or earlier than their current activity start date
226	'NEETStartDate' is populated for a young person whose current Activity is not NEET	1	A NEET start date should only be recorded if the young person's current activity is NEET. Please check the young person's current activity and update it to NEET if appropriate

<b>Error code</b>	<b>Description</b>	<b>Priority</b>	<b>Explanation</b>
228	'EstablishmentNumber' does not contain a valid value	1	Length must be 7 digits; the 3-digit LA code followed by the 4-digit DfE Number. Where a young person is educated at home or there is no valid DfE number, use the relevant LA code followed by 9999
229	Young person is not old enough to have a post-16 Activity Code	1	Either the young person's date of birth has been input incorrectly, or they have been given a current activity code that is not appropriate to their age. Does not apply to June, July and August because young people may have already started a post-16 activity
230	Young person is too old for a compulsory education activity	1	Either the young person's date of birth has been input incorrectly, or they have been given a current activity code that is not appropriate to their age
231	Field 'CurrencyLapsed' is Y but 'DueToLapseDate' is greater than 'Period End Date'	2	The young person's record is marked as having lapsed but the 'DueToLapseDate' is after the period end date of the XML submission
232	Field 'CurrencyLapsed' is N but 'DueToLapseDate' is less than 'Period End Date'	2	Record is marked as NOT being lapsed but the 'DueToLapseDate' is before the period end date for the XML submission
233	Activity of carer without supporting characteristic	2	The young person's current activity is recorded as 'NEET – carer' so characteristic type of 140 should also be recorded
234	Activity of teenage parent without supporting characteristic	2	The young person's current activity is recorded as 'NEET – caring for own child' so characteristic type 120 should also be recorded
235	Activity of pregnancy without supporting characteristic	2	The young person's current activity is recorded as 'NEET – pregnant', so characteristic type 180 should also be recorded
237	'DateAscertained' is greater than 'DateVerified'	2	The date on which a record was created should never be greater (later) than the date on which the young person's activity was last verified
238	'DueToLapseDate' is greater than 'PredictedEndDate'	2	The currency of a young person's record must never extend beyond their expected course end date
242	'DateAscertained' is less than 'StartDate'	2	The date on which a record was created should never be less than the date the young person's activity started
243	'DueToLapseDate' does not contain a value	2	The date on which the young person's current activity is due to lapse is missing

<b>Error code</b>	<b>Description</b>	<b>Priority</b>	<b>Explanation</b>
244	'DueToLapseDate' does not contain a recognised value	2	The date on which the young person's current activity is due to lapse is not of the format CCYY-MM-DD
251	'NEETStartDate' is before the young person's 15th Birthday	2	A young person of this age should not have a NEET activity, therefore should not have a NEETStartDate
253	Activity of DWP training and support programme not allowed for 16- and 17-year-olds	1	The young person is 16 or 17 so shouldn't have an activity code of 440
254	Activity of 'Special Post-16 Institutions' without SEND Flag of 'Y'	1	This activity is only valid for young people with a SEND
255	Activity of 'Supported Internship' without SEND Flag of "Y"	1	This activity is only valid for young people with a SEND
256	'DateVerified' is less than 'StartDate'	1	The date on which a young person's activity was last verified should never be before the start date of their current activity
257	'ReviewDate' is greater than the 'PredictedEndDate'	2	The young person's current activity review date must not extend beyond their course end date
258	'PredictedEndDate' doesn't contain a recognised value	1	This error is most likely to have occurred if the course end date has been input incorrectly
259	Young person's current activity is education or training (210-240, 270, 280 or 290) without a 'PredictedEndDate'	1	The course end date is mandatory for all education and training destinations except apprenticeships
260	'CharacteristicCode' is 180 (Pregnant) but Sex is recorded as Male	2	Either the characteristic needs removing or the sex correcting
261	Guarantee 'LEACode' is not a recognised value (used for year 11 and 12)	1	Valid LA codes can be found in appendix B
262	'ActivityCode' is 260, 290, 350, 616 or 710 and the 'ReviewDate' doesn't contain a value	1	All young people in temporary employment, gap year, custody or those with an agreed start date should have a current activity review date
302	'IntendedDestinationYr11' does not contain a recognised value	2	The value given in the XML is not valid– see ID01 for a list of valid codes
303	'SENSupportFlag' does not contain a value	2	This field must be completed for every record

<b>Error code</b>	<b>Description</b>	<b>Priority</b>	<b>Explanation</b>
304	'SENSupportFlag' does not contain a recognised value	2	Recognised values are 'Y' and 'N'
305	'DateVerified' is greater than 'Period End Date'	2	Activity verification date should never be greater than the period end date in the XML file uploaded for that specific month
306	Young person flagged as both SEND (YP45) and SEN Support Flag (YP63)	1	A young person cannot be counted as both SEND and SEN Support Flag
902	Duplicate 'YoungPersonsID' found	1	The same value for 'YoungPersonsID' was found more than once in the XML file. If both records are for the same young person, they may be merged. If they are for different young people, then the young person's identifier should be amended as appropriate
905	Young person in Guarantee cohort but either 'GuaranteeStatus' or 'LEACode' is missing from the 'September Guarantee' node	1	The young person's cohort status indicates that they are covered by the September Guarantee, but either their guarantee status, or LA code, have not been recorded
906	'GuaranteeStatusIndicator' = Y but either 'GuaranteeStatus' or 'LEACode' is missing from The September Guarantee node	1	The 'GuaranteeStatusIndicator' has been marked as 'Y' for this young person but either the 'GuaranteeStatus' code or 'LEACode' for this record is missing
907	'ULN' used more than once for different young person records	1	Check that the ULN has been input correctly, and if in doubt, please remove the ULN as having an incorrect ULN causes more problems
908	Suspected duplicate young person found by 'GivenName', 'FamilyName' and 'DOB'	3	This error won't count in the monthly error reports but indicates to the service that they have potential duplicates on their system
909	Activity does not have either a Start Date or a Verification Date on or after the start of the current academic year	2	Activities must have either a Start Date or a Verification Date on or after the start of the current academic year
910	Y12 code recorded against Y11 aged young person	1	SG Codes 114 & 115 should not be used for a Y11 aged YP
911	Young Person in the wrong Guarantee Cohort	1	The academic age of the YP is not the expected age based on their guarantee type

## File validation errors

Error code	Description	Priority	Explanation
240	Node Activities not found in young person's record	1	'Activities' node missing from XML file. File will be rejected, marked as 'Failed' and a notification will be sent
903	'YoungPersonsID' does not contain a value that is specified as the 'DatabaseID' in the FileHeader	1	The first 3 digits of the 'YoungPersonsID' must always be the same as the 'DatabaseID' returned in the XML FileHeader
904	The field 'CohortStatus' contains an unrecognised value, the file will fail validation	1	See YP10 for a list of recognised values

## File rejection errors

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



<b>Error</b>	<b>Action</b>
YoungPersonRecord [2598] Invalid Lead LEA for submission (YPID - )	Check that LeadLEA is specified in the file header
YoungPersonRecord without Cohort node	Cohort node missing from XML file. Contact your software supplier
Submission Zip File is corrupt and cannot be extracted	Contact your software supplier
Mandatory field LeadLEA is missing or has no value for submission	Contact your software supplier
Period End does not match the Return Month specified when uploading via the NCCIS Portal.	Ensure the period end value in the file header matches the month chosen in the NCCIS portal
YoungPersonRecord PredictedEndDate less than DOB	Ensure the predicted end date is valid
YoungPersonRecord PredictedEndDate greater than 2100-01-01	Ensure the predicted end date is valid
YoungPersonRecord Date of Birth value found that is too old for submission	Remove any young person who is too old
YoungPersonRecord DateVerified greater than Period End Date	Check the Date Verified Date is not past the Period end date
YoungPersonRecord DateVerified less than DOB	Check the DOB is not past the Date Verified Date
YoungPersonRecord DateAscertained greater than Period End Date	Check the Current Activity Recorded Date is not past the Period end date
YoungPersonRecord DateAscertained less than DOB	Check the DOB is not past the Current Activity Recorded Date
YoungPersonRecord StartDate greater than Period End Date	Check the Current Activity Start Date is not past the Period end date
YoungPersonRecord StartDate less than DOB	Check the DOB is not past the Current Activity Start Date

<b>Error</b>	<b>Action</b>
YoungPersonRecord NEETStartDate greater than Period End Date	Check the NEET Start Date is not past the Period end date
YoungPersonRecord ReviewDate less than DOB	Check the DOB is not past the Review Date
YoungPersonRecord [4289] PredictedEndDate value greater than PeriodEnd plus 10 years (YPID - )	Check the predicted end date does not exceed the Period End by 10 years or more

## Appendix E: DfE report definitions

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

Code	Current activity	Education and training	Meeting the duty to participate	EET, NEET, NK
210	FTE – school sixth-form	FTE	Participating	EET
220	FTE – sixth-form college	FTE	Participating	EET
230	FTE – further education	FTE	Participating	EET
240	FTE – higher education	FTE	Participating	EET
250	Part-time education	PTE	-	EET
260	Gap year students	-	Participating	EET
270	FTE - other	FTE	Participating	EET
280	Special Post-16 Institution	FTE	Participating	EET
290	FTE – custodial institution (juvenile offender)	FTE	Participating	EET
310	Apprenticeship	Apprenticeship	Participating	EET
320	Full-time employment with study (regulated qualification)	E&T	Participating	EET
330	Employment without training	-	-	EET
340	Employment with training (other)	-	-	EET
350	Temporary employment	-	-	EET
360	Part-time employment	-	-	EET
380	Self-employment	-	-	EET
381	Self-employment with study (regulated qualification)	E&T	Participating	EET
550	Work not for reward with study (regulated qualification)	E&T	Participating	EET
410	ESFA funded WBL	WBL	Participating	EET
430	Other Training	Other	Participating	EET
440	DWP training and support programme	Other		EET
450	Traineeship	WBL	Participating	EET
460	Supported internship	WBL	Participating	EET
530	Reengagement provision	-	Working towards	EET
540	Working not for reward	-	-	NEET
610	Not yet ready for work or learning	-	-	NEET
615	Start date agreed - other	-	-	NEET
616	Start date agreed (RPA Compliant)	-	Working towards	NEET
619	Seeking employment, education or training	-	-	NEET
620	Carer	-	-	NEET
630	Teenage parent	-	Temporary break	NEET
640	Illness	-	Temporary break	NEET
650	Pregnancy	-	Temporary break	NEET
660	Not available on religious grounds	-	-	NEET
670	Unlikely ever to be economically active	-	-	NEET
680	Not available – other reason	-	-	NEET
710	Custody – young adult offender	[1]	[1]	[1]
810	Current situation not known	-	-	Not known
820	Cannot be contacted	-	-	Not known
830	Refused to disclose activity	-	-	Not known

[1] Young adult offenders in custody are excluded from denominator used to calculate participation, NEET and not known rates

## Meeting the duty to participate in education or training

E.2 The government has raised the participation age so that all young people in England are now required to continue in education or training leading to a relevant regulated qualification (Education and Skills Act 2008) until their 18<sup>th</sup> birthday. A relevant regulated qualification is defined as a qualification that a young person might take to discharge their duty to participate in education or training. The Office of Qualifications and Examinations Regulation (Ofqual) regulates qualifications, examinations and assessments in England. A list of regulated qualifications can be found at [Find-a-regulated-qualification](#).

E.3 Guidance on how young people can meet the duty to participate can be found in: [Statutory guidance for local authorities on their duties relating to the participation of young people in education, employment or training](#).

## NEET joiners and leavers

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

NEET joiners and leavers are defined as follows:

**NEET leaver:** A young person who has a NEET activity code at the end of one month, but who is not recorded as NEET in the following month is counted as a NEET leaver. Young people who leave the NEET group because they have reached the end of the academic year in which they have their 18<sup>th</sup> birthday or moved from the LA area will also be recorded as a NEET leaver, but will be identified separately.

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

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

## NEET, participation and not known calculations

The proportion of young people who are NEET, participating in education or training and whose activity not known is calculated as:

$$\% \text{ NEET} = (\text{Young people NEET} / (\text{Cohort} - \text{young adult offenders})) \times 100\%$$

% Young people participating in education and training = (Young people participating in education and training / (Cohort –young adult offenders)) x 100

% Not known = (Young people whose activity is not known / (Cohort –young adult offenders)) X 100

Young adult offenders in custody are excluded from the denominator used to calculate participation, NEET and not known rates in published data.

Young adult offenders in custody are excluded from the denominator used to calculate participation, NEET and not known rates in published data.

## Appendix F: DfE reports

### Local authority tables

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

### Local authority summary tables

Academic age summary

Three-month average - NEET

Three-month average - Not known

Three-month average – NEET and not known

Three-month average - In learning

Three-month averages are less prone to ‘statistical blips’ and provide a more robust assessment of year-on-year performance.

### Local authority monthly tables

Code	Description
1	16 and 17-year-olds NEET by age
1b	16 and 17-year-olds NEET by activity indicator
1c	16 and 17-year-olds NEET – last contact
2	16 and 17-year-olds whose current activity is not known by age
2a	16 and 17-year-olds whose current activity is not known by activity indicator
2b	16 and 17-year-old cohort by age and change in year
2c	16 and 17-year-olds NEET and not known, including quintiles
3	16 and 17-year-olds in education and training by age
3a	16 and 17-year-olds in education and training by activity indicator
3b	16 and 17-year-olds in employment by activity indicator

3c	16 and 17-year-olds meeting the duty to participate
4	NEET joiners – year to date
4a	NEET joiners – in month
5	NEET leavers – year to date
5a	NEET leavers – in month
6a	Y11 Offers*
6b	Y12 Offers* *May – September only

## At risk tables/vulnerable groups (quarterly)

Code	Description
TM1	Number of teenage mothers known to the LA
TM2	Activity of teenage mothers
SEND Total	Activity of 16 to 24-year-olds with a SEND
SEND 20-24	Activity of 20 to 24-year-old with a SEND cohort
SEND Y14	Activities of 18-year-olds with a SEND
SEND Y15	Activities of 19-year-olds with a SEND
SEND Y12-13	Activities of 16 and 17-year-olds with a SEND
SEND Y13	Activities of 17-year-olds with a SEND
SEND Y12	Activities of 16-year-olds with a SEND
CL1	Activity of 16 and 17-year-old care leavers
EM1	16 and 17-year-old cohort by ethnic group
EM2	16 and 17-year-olds whose activity is not known by ethnic group
EM3	16 and 17-year-olds in full-time education by ethnic group
EM4	16 and 17-year-olds in employment by ethnic group
EM5	16 and 17-year-olds NEET by ethnic group
EM6	16 and 17-year-olds NEET and not known % by ethnic group
LAC1	Looked after in Care information
MH1	Mental health flag



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

% 16 and 17-year-olds in education and training, NEET and not known in the 10 LAs that are the most statistically similar.

### **Annual Activity Survey (annually)**

Year 11 leavers from schools in LA area, broken down by sex, disability and ethnic group, with time series.

### **Tables published on GOV.UK**

DfE will publish NCCIS statistics on GOV.UK at regular intervals to enable LAs to benchmark their own performance and to enable local stakeholders to hold their LA to account.

## **Appendix G: Care leaver definitions and local authority duties**

Care leavers are defined in the Children Act 1989 as 'relevant children' or 'former relevant' children'.

Those aged 16 and 17 who are being looked after by a local authority and being prepared for their transition from care to independence are defined as 'eligible children'.

'Relevant children' are children aged 16 or 17 who are not looked after by a local authority. Former relevant children' are aged 18 and were looked after until the age of 18 and were previously 'eligible children'.

In summary a care leaver is a young person aged 16-25, who had been looked after by a local authority for a period or periods amounting in all to at least 13 weeks which began after they reached the age of 14 and ended after they reached the age of 16.

The table on the next page shows in more detail the characteristics that define each category of care leaver and the duties the local authority that last looked after them has in relation to providing support.

<b>Category of care leaver</b>	<b>Duties on the local authority who previously looked after them</b>
<p><b>Relevant children</b></p> <p>Defined in section 23A(2) of the 1989 Act as a child who is:</p> <p>(a) not looked after,  (b) aged 16 or 17, and  (c) was, before he last ceased to be looked after, an eligible child.</p> <p>Regulation 3 of the Care Leavers Regulations prescribes a further category of relevant child who is:</p> <p>(a) not looked after,  (b) aged 16 or 17, and  (c) at the time he attained the age of 16 was detained (i.e. detained in a remand centre, a young offenders institution or a secure training centre, or any other centre pursuant to a Court order), or in a hospital, and immediately before he was detained or in hospital he had been looked after by a local authority for a period or periods amounting in all to at least 13 weeks which began after he reached the age of 14.</p> <p>Regulation 3 of the Care Leavers Regulations also provides that a child who has lived for a continuous period of six months or more with:</p> <p>a) his parent,  (b) someone who is not his parent but who has parental responsibility for him or,  (c) where he is in care and there was a residence order in force immediately before the care order was made, a person in whose favour the residence order was made then that child is not a relevant child despite falling within section 23A(2). Where those living arrangements break down and the child ceases to live with the person concerned, the child is to be treated as a relevant child.</p>	<p>The local authority that last looked after the relevant child must:</p> <ul style="list-style-type: none"> <li>• take reasonable steps to keep in touch with the relevant child;</li> <li>• prepare an assessment of the relevant child’s needs with a view to determining what advice assistance and support it would be appropriate for them to provide him (unless they already did so when he was an eligible child);</li> <li>• as soon as possible after any assessment of needs is completed, prepare a pathway plan;</li> <li>• keep the pathway plan under regular review;</li> <li>• appoint a personal adviser for the child (unless they already did so when he was an eligible child); and</li> <li>• safeguard and promote the relevant child’s welfare by maintaining him, providing him with or maintaining him in suitable accommodation and providing assistance in order to meet his needs in relation to education, training or employment as provided for in his pathway plan.</li> </ul>
<p><b>Former relevant children</b></p>	<p>The local authority that last looked after the former relevant child must:</p>

<p>Defined as a young person who is:</p> <ul style="list-style-type: none"> <li>(a) aged 18 or above, and either</li> <li>(b) has been a relevant child and would be one if he were under 18, or</li> <li>(c) immediately before he ceased to be looked after at age 18, was an eligible child.</li> </ul> <p>The Children &amp; Social Work Act 2017 places a duty on local authorities, which requires them to offer PA support to all care leavers up to age 25 - irrespective of whether they are engaged in education or training. This includes care leavers who return to the local authority at any point after the age of 21 up to age 25 and request PA support.</p>	<ul style="list-style-type: none"> <li>• take reasonable steps to keep in touch with the former relevant child, and if they lose touch with him, to re-establish contact, continue to keep the pathway plan under regular review;</li> <li>• continue the appointment of the personal adviser for the child;</li> <li>• if his welfare requires it, provide financial assistance by contributing to the former relevant child's expenses in living near the place where he is, or will be, employed or seeking employment if his welfare and educational and training needs require it, provide financial assistance to enable him to pursue education or training; and</li> <li>• if the former relevant child pursues higher education in accordance with his pathway plan, to pay him the higher education bursary.</li> </ul>
<p><b>Persons qualifying for advice and assistance</b></p> <p>Defined as a person who is:</p> <ul style="list-style-type: none"> <li>(a) aged at least 16 but is under 21;</li> <li>(b) with respect to whom a special guardianship order is in force (or was in force when they reached 18 and was looked after immediately before the making of that order, or</li> <li>(c) at any time after reaching the age of 16 but while he was still a child was, but is no longer looked after, accommodated, or fostered.</li> </ul>	<p>The relevant local authority must consider whether the person needs help of a kind the local authority can give:</p> <ul style="list-style-type: none"> <li>• to advise and befriend and give assistance; and</li> <li>• to give financial assistance.</li> </ul>



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