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Welsh Government

Educated other than at school (EOTAS)
Census Week: 13 January 2020 to 17 January 2020

The collection of EOTAS data for the 2019/2020 academic year

Technical completion notes

Date of issue: 16 December 2019
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EOTAS data collection: 13 January 2020 to 17 January 2020

Audience

Local authorities.

Overview

These technical completion notes are provided by the Welsh Government as guidance to support the above audience in complying with their statutory duties.

Action required

All pupils who are receiving (or awaiting) education provision funded by the local authority other than in a maintained school setting and whose details may not be captured through other data collections, e.g. PLASC, must be recorded in this return.

Further information

If you need further advice on the completion of any part of this collection return, please contact your local authority in the first instance.

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Additional copies

This document can be accessed from the Welsh Government website at gov.wales.

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

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1. Overview

The educated other than at school (EOTAS) census covers pupils who are placed by local authorities in pupil referral units (PRUs) or other forms of alternative provision referred to as EOTAS. Most information is provided as individual pupil records, including the pupil's name and unique pupil number (UPN).

Each local authority is required to provide the Welsh Government with pupil level data for all pupils for whom the local authority has a financial responsibility to provide an education. That may take place in a PRU or in another form of alternative provision referred to as EOTAS. The provision made for the pupil may be located within or outside the local authority area. Each local authority is required to submit one return in respect of each pupil for whom it is responsible. The local authority submitting the return is not required to include pupils currently placed in a PRU within the local authority but who live outside the area of the local authority and for whom another local authority is financially responsible i.e. pays for the provision.

Analysis of the individual pupil records from the school pupil level annual school census (PLASC) and this EOTAS data return, in conjunction with pupils' key stage assessments and examination results, provides schools, local authorities and central agencies with a far greater range of information than is possible with just totals. This supports the drive to raise standards, the more accurate targeting of funding, and the monitoring and development of policy.

In consultation with the providers (developers) of local authority management information software (MIS), it is intended that individual pupil records for the EOTAS census return will be generated automatically by your local authority MIS system and parts of them may not be editable manually. It is essential therefore that all relevant pupil data are entered into your local authority system before the EOTAS census return is created.

Your software will carry out validation checks on the data return, and produce reports of errors and queries. **You should attempt to resolve as many of these errors as possible before forwarding the return to the Welsh Government.** If there are still errors on the file when the return reaches us, we may require it to be re-submitted.

The provision of individual pupil records means that EOTAS data returns may be large, making them difficult to be viewed in their entirety and to be visually checked for accuracy. The software, therefore, creates a summary of the EOTAS return, which in content is similar to the summary provided to schools for PLASC and so should be familiar to those local authority staff who support schools. This summary should be carefully scrutinised before the return is authorised and forwarded to the Welsh Government.

The stages to producing your EOTAS data return are:

a. ensuring that all relevant pupil, category of provision and elective home education data have been correctly entered into your local authority MIS system;

b. generating the EOTAS data return, keying in any data as required;

c. reviewing reports of errors and queries, and resolving as many as possible;

d. scrutinising the summaries closely, in particular for signs that some pupil data may not have been entered;

e. obtaining the authorisation of the relevant person in the local authority and sending the return via the online secure data transfer system, the Data Exchange Wales Initiative (DEWi) website, to the Welsh Government.

These completion notes should be read in conjunction with any software-specific EOTAS census return user guide that may be available through your software supplier.

The completion notes in sections 2 and 3 describe each required item in detail, providing information where appropriate on:

- the nature of the data to be returned;
- the valid codes/categories to be used; and
- background information detailing any special caveats or situations that apply.

Sections 4 and 5 provide additional information on data scrutiny, validation and the procedure for submitting the return.

The provision of electronic returns from PRUs is not required. Where a PRU uses a version of a school MIS system, local authorities might wish to consider how data could be supplied electronically to the local authority to enable the local authority to submit one pupil level return for all pupils in PRUs and in other EOTAS provision.

2. Future developments

At present there any no specific developments planned for future EOTAS data collections.

3. Introduction

The Welsh Government is working to support local authorities in the safe, accurate exchange of pupil level data so that teachers and education professionals are informed of children's prior engagement, experience and achievements. It is also developing policy around 'plugging the data gaps' to help local authorities to effectively track pupils and to ensure they are well informed about the children for whom they are responsible.

For this reason and in support of the new duty the Welsh Government introduced an equivalent of the PLASC for children educated other than at school. **The collection focusses on children receiving education funded by the local authority other than at school** as defined in Section 19(1) of the Education Act 1996, i.e. those children of compulsory school age who, by reason of illness, exclusion or otherwise may not for any period receive suitable education.

Section 4 of the Education and Inspections Act 2006 requires all local authorities to make arrangements to enable them to establish (so far as it is possible to do so) the identities of children in their area who are not receiving a suitable education.

Suitable education means efficient full-time education suitable to age, ability and aptitude and to any special educational needs the child may have. The duty applies in relation to children of compulsory school age who are not on a school roll, and who are not receiving a suitable education otherwise than being at school. The duty came into force in Wales in September 2009.

The EOTAS data collection helps to fill the gap in pupil data in respect of those pupils not in school. It provides additional data on those pupils previously in school, but no longer on a school roll, as well as pupils who may not previously have been registered at school.

The collection helps inform evidence-based policy on a group that historically we have held little data on. It also supports local authorities in meeting their statutory duties to improve outcomes, reduce inequalities and to plan appropriate intervention strategies early.

4. Who needs to be included in the EOTAS annual census?

All pupils who are receiving (or awaiting) education provision funded by the local authority other than in a maintained school setting and whose details may not be captured through other data collections i.e. school PLASC. That is, children attending a PRU or other form of alternative provision **co-ordinated and funded by the local authority**.

The overriding criterion for inclusion in the EOTAS census is that it is for pupils for whom a Welsh local authorities has a financial responsibility and if not included in this census collection would not be picked up via PLASC.

However, some pupils may legitimately be included in the EOTAS census and also on a school PLASC (for maintained primary, secondary and special schools). For example, a pupil's main source of education could be in alternative provision, but they could also be registered at a maintained school that has not arranged the alternative provision. In this case, the local authority is taking responsibility for the pupil's education and to reflect this, the pupil should be recorded on this EOTAS census. Broadly speaking we would expect the following pupils to be included as part of this return:

- pupils attending a PRU;
- pupils receiving individual tuition at home or in a hospital;
- pupils being educated in residential homes or units - including independent residential homes located inside or outside your local authority where education is provided on site and for whom the local authority is wholly responsible for their educational provision;
- pupils attending a non-maintained special school for whom your local authority is paying all or part of the tuition fees;
- pupils at an independent school (either within or outside the local authority) for whom your local authority is responsible for paying all or part of the tuition fees;
- pupils placed in a maintained school as part of their 'alternative provision' funded by the local authority;
- pupils receiving bought-in private sector provision (either within or outside the authority) for whom your local authority is responsible for paying all or part of the tuition fees;
- permanently excluded pupils at the time of the census who are not allocated to another school or PRU; and
- pupils not on a school roll who are awaiting a placement in alternative provision (or are not currently in provision) during census week.

The census week is **Monday 13 to Friday 17 January 2020.** If a child is in EOTAS provision during census week then the local authority will be required to provide information on all the provision the pupil has attended or is scheduled to attend during census week.

4.1 Children in special circumstances

Cross-border exclusions

If a child has been excluded and is receiving EOTAS provision whilst the appeals

process is being completed, it will be the responsibility of the local authority where the child is on a school roll to report that pupil's EOTAS information.

Pupils with special educational needs

If a child with special educational needs is receiving EOTAS provision, it will be the LA to whom the child 'belongs' as defined in the Education (Areas to which Pupils and Students Belong) Regulations 1996 as amended, to report that child's EOTAS information.

Pupils without a unique pupil number (UPN)

There may be certain instances (for example, severe medical conditions) where a pupil has never been educated within the maintained sector and has never been assigned a UPN. If no existing UPN can be found for a pupil, a UPN must be allocated by the local authority using the UPN generator located on the Department for Education (DfE) website at:
https://www.gov.uk/government/publications/unique-pupil-numbers

The UPN generator is maintained by DfE and a new generator is made available each academic year.

Non-Wales resident pupils

A small number of children and young people from local authorities outside of Wales receive their EOTAS provision in Wales. These children are often privately fostered and resident within a Welsh local authority. In such instances the Welsh local authority, although not the corporate parent, is responsible for that child's EOTAS education. In such instances the Welsh local authority where the child is resident should report that child's EOTAS information.

Where the 'category of provision' does not accurately reflect the provision being provided

If we have not identified all types of EOTAS provision available in Wales, please use the 'Other' category and complete the free text box describing the provision being given.

5. The collection

Most of the pupil-level data items required for this return should be familiar to local authorities as they will already exist within school MIS systems and are required as part of a school's PLASC return. However, there are three data items which are specific to this data collection.

These are:

5.1 Category of provision

This data item identifies the category of provision provided for each pupil. The pupil will either be placed in a PRU or another form of EOTAS provision. The categories and the three letter codes associated with the category are:

PRU	Pupil Referral Unit
FEC	Further education college
SCH	Maintained primary, middle, secondary or special school
NMS	Non-maintained special school
TUI	Individual tuition and tuition at pupils' homes or at hospital
GAT	Youth Gateway
WRE	Work related education
TPR	Training providers
VOG	Voluntary organisations
PSP	Brought in private sector provision
IND	Independent schools
FEE	Pupil attending provision not maintained by the authority, or outside of the authority, for which the authority pays fees
NIP	Awaiting provision or not currently in provision
OTH	Other

The data item for collection will be the 3 letter code (not category description) from the above list. This data item, together with the local authority identifier, will identify the 'category' of the provision made by the responsible local authority.

Three categories will require additional data as follows:

- **Pupil referral unit** – the 7 digit local authority **and** PRU establishment number **must be included**. The correct local authority and establishment number for PRUs in Wales can be found at:

http://gov.wales/statistics-and-research/address-list-of-schools/?lang=en

The correct local authority and establishment number for PRUs in England can be found at:

http://www.education.gov.uk/edubase/home.xhtml;jsessionid=41E5C24F9A7C2D80BB4BCBBC1BE4878E

- **Maintained school** - the 7 digit local authority **and** establishment number **must be included**

- **Other** – a text description of the other category will need to be included

It is possible that a pupil may be placed in more than one category of provision at the same time e.g. part of the week at an FE college and part of the week with a voluntary provider or a PRU. Where this is the case, information should be returned for all categories of provision where the pupil is scheduled to be (not just those where the pupil actually attends) during census week.

5.2 Hours of provision

This data item is to identify the number of hours of provision made for each pupil in the week of the EOTAS collection. The hours of provision for each category during the week of the census should be included. Where pupils were not in provision for the census week then 0 hours is a valid response. Numbers with up to one decimal place will be accepted.

5.3 Elective home education

This item is an 'establishment level' item, i.e. information is collected at local authority rather than pupil level. The item will comprise a headcount of pupils by reference to gender and age. However, these fields are optional and can be missing. Age will be determined as age at the preceding 31 August. If the local authority does not know the age of the child we would ask them to provide an estimate. Although there is no legal basis upon which authorities can collect personal data about pupils educated at home by parents i.e. not paid for by the authority, local authorities are expected to be aware of such pupils, especially where a parent has given notice to a school that a parent is withdrawing the pupil from school to educate the pupil at home.

6. Local authority level information required

The following **identifying details** are required for the local authority:

Local authority number	Consisting of three digits in the range 660-681 for Welsh local authorities. All valid UK local authority codes are also acceptable.
Establishment number	Consisting of four digits, i.e. NNNN It is essential for both these codes to be correct.

The following details on **pupils educated at home where parents have elected to provide the education themselves** are required:

Headcount of pupils (optional)	A headcount of pupils broken down by gender and age. Age will be determined as age at the preceding 31 August. A file will not be rejected if there is no 'educated at home' data but it will result in a query.

7. Individual pupil level data required

Individual pupil data is required for all pupils for whom the local authority makes provision in a PRU or other form of education other than at school during the week of the census. Census week is **Monday 14 to Friday 18 January 2020**. Section 2 of this guidance provides further information as to the type of pupil who should be included in this collection.

Unless specifically stated as being optional, missing values (i.e. blanks) are not allowed for any data item, and if present, will cause a validation failure.

The code values shown below for the various data items reflect the values contained in the data file that the software prepares for transmission to Welsh Government. These values may not always coincide with the way the software holds the data internally or presents them to you on screen.

7.1 Pupils on the register of a PRU during census week

The registration of pupils in a PRU is governed by the The Education (Pupil Registration) (Wales) Regulations 2010 in the same way as schools. Regulation 6 specifies the information that a school's admission register should contain, and Regulation 9 specifies the circumstances under which a pupil can be removed from the register.

However, information should be provided for pupils placed in a PRU when the local authority is financially responsible for the provision of education. The provision made for the pupil may be located within or outside the local authority area. (**NOTE**: each local authority is required to submit one return in respect of all pupils for whom it is responsible. Unlike the old STATS1 collection, the local authority submitting the return is not required to include pupils currently placed in a PRU within the local authority but who live outside the area of the local authority and for whom that other local authority is financially responsible i.e. pays for the provision.)

For each pupil, whether in a PRU or other form of education, the following identifying details are required:

Unique pupil number (UPN)

Must be a valid 13 character UPN. The software will check that no two (or more) pupils have the same UPN. Such errors should be resolved before the return is passed to the Welsh Government or it will be rejected. It is possible that there will be a number of pupils for whom a UPN has not been allocated e.g. a pupil who has never been registered at a maintained school. If no existing UPN can be found for a pupil, a new UPN must be allocated by the local authorityusing the UPN generator located on the Department for Education website at:
https://www.gov.uk/government/publications/unique-pupil-numbers

The UPN generator is maintained by DfE and a new generator is made available each academic year.

Unique learner number (ULN)	Must be a valid ten digit number with zero not allowed as the first character. ULNs can only be obtained from the Learning Records Service Learner Register **for pupils aged 14 and over**. Further information and guidance on ULNs can be found at: http://gov.wales/topics/educationandskills/allsectorpolicies/learningrecordsservice/publications/ulnfactsheet/?lang=en
Former UPN	Where the pupil has held another UPN. If no such former UPN exists, this field should be left blank.
Surname	Full surname, as the local authority believes it to be.
Forename	In full, not shortened or familiar versions.
Middle name(s)	In full, not shortened or familiar versions. If the pupil has no middle name(s) then this field should be left blank.
Date of birth	In the format **CCYY-MM-DD**.
Gender	**M** (male) or **F** (female).

The following characteristics for pupils are required:

National identity	National identity is the national group with which the child identifies herself or himself. Please note that this field must be completed for all pupils of statutory school age. The pupil's national identity along with ethnic group, are the subject of separate guidance, 'Collecting and recording data on pupils' ethnic background'. This guidance can be used when completing this field (as well as ethnicity and ethnicity source) and can be found at: http://gov.wales/topics/educationandskills/publications/circulars/circular0062009/?lang=en National identity categories are: WAL Welsh ENG English SCO Scottish IRE Irish BRI British OTH Other REF Parent / pupil refused NOS No information supplied
Ethnic group	This field must be completed for all pupils of statutory school age. Please refer to the separate guidance mentioned above when completing this section. The guidance can be found at: http://gov.wales/topics/educationandskills/publications/circul

ars/circular0062009/?lang=en

Ethnic background categories are split into main and sub (extended) categories. The procedure to be followed is the same as that for any other pupil (see guidance).

The ethnic background categories are:

Main codes:		Extended codes:	
WBRI	White - British		
WIRT	Traveller	**WITH**	Traveller of Irish Heritage
		WNAG	'New' Traveller
		WOCC	Occupational Traveller
		WOTT	Other Traveller
		WSHP	Show Person
WRGG	Gypsy	**WOBG**	British Gypsy
		WOOG	Gypsy from Other Countries
		WOTG	Other Gypsy
WRRR	Roma	**WOER**	EU Roma
		WOOR	Roma from Other Countries
		WOTR	Other Roma
WOTH	Any other white background	**WALB**	Albanian
		WBOS	Bosnian-Herzegovinian
		WBUL	Bulgarian
		WCRO	Croatian
		WCZE	Czech
		WFRE	French
		WGER	German
		WGRE	Greek/Greek Cypriot
		WHUN	Hungarian
		WITA	Italian
		WKOS	Kosovan

WLAT	Latvian
WLIT	Lithuanian
WMAL	Maltese
WMON	Montenegran
WPOL	Polish
WPOR	Portuguese
WRMA	Romanian
WRUS	Russian
WSCA	Scandinavian
WSER	Serbian
WSVK	Slovakian
WSVN	Slovenian
WSPA	Spanish
WTUR	Turkish/Turkish Cypriot
WEUR	White European
WUKR	Ukrainian
WEUR	White European Other
WOTW	Other White

MWBC	White and Black Caribbean
MWBA	White and Black African
MWAS	White and Asian
MOTH	Any Other Mixed Background

MWCH	White And Chinese
MWOE	White And Any Other Ethnic Group
MABL	Asian And Black
MACH	Asian And Chinese
MAOE	Asian And Any Other Ethnic Group
MBCH	Black And Chinese
MBOE	Black And Any Other Ethnic Group
MCOE	Chinese And

			Any Other Ethnic Group
		MOTM	Other Mixed Background
AIND	Indian		
APKN	Pakistani	**AMPK**	Mirpuri Pakistani
		AOPK	Other Pakistani
ABAN	Bangladeshi		
AOTH	Any Other Asian Background	**AAFR**	African Asian
		AKAS	Kashmiri
		ANEP	Nepali
		ASNL	Sinhalese
		ASLT	Sri Lankan Tamil
		AOTA	Other Asian
BCRB	Caribbean		
BAFR	African	**BERI**	Eritrean
		BGHA	Ghanaian
		BNGN	Nigerian
		BSLN	Sierra Leonian
		BSOM	Somali
		BSUD	Sudanese
		BAOF	Other Black African
BOTH	Any other black background	**BEUR**	Black European
		BNAM	Black North American
		BOTB	Other Black
CHNE	Chinese or Chinese British	**CHKC**	Hong Kong Chinese
		CMAL	Malaysian Chinese
		CSNG	Singaporean Chinese
		CTWN	Taiwanese
		COCH	Other Chinese
OOTH	Any other ethnic background	**OAFG**	Afghan
		OARA	Arab
		OEGY	Egyptian
		OFIL	Filipino
		OIRN	Irani
		OIRQ	Iraqi

OJPN	Japanese
OKOR	Korean
OKRD	Kurdish
OLAM	Latin/South/ Central American
OLIB	Libyan
OLEB	Lebanese
OMAL	Malay
OMRC	Moroccan
OPOL	Polynesian
OSAU	Saudi Arabian
OSYR	Syrian
OTHA	Thai
OVIE	Vietnamese
OYEM	Yemeni
OOEG	Other Ethnic Group
REFU	Information refused
NOBT	Information not obtained

Source of ethnic background data

The possible values of the source code are:

C provided by the child (i.e. pupil)
P provided by the parent
S ascribed by the current school
T ascribed by a previous school
O other (or not known).

Free school meal eligibility

1 (true) or **0** (false).

As of 1 April 2019, the eligibility criteria for free school meals is that the applicant must be in receipt of Universal Credit and have an annual income below the threshold of £7,400.

In addition to the above criteria, children whose parents receive the following support legacy payments are also eligible to receive free school meals in maintained schools in Wales:

- Income Support
- Income Based Jobseekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Income-related Employment and Support Allowance
- Child Tax Credit, provided they are not entitled to Working Tax Credit and their annual income does not

exceed £16,190

- Guarantee element of State Pension Credit.
- Working Tax Credit 'run-on'- the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Young people who receive income related employment and support allowance, Universal Credit, Income Support or Income Based Job Seekers Allowance in their own right are also eligible to receive Free School Meals.

Pupils should only be recorded as eligible if they have applied for free school meals to the local authority and (1) the relevant authority has confirmed their eligibility, or (2) final confirmation of eligibility is still awaited but the school has seen documents that strongly indicate eligibility.

Free school meal transitional protection

1 (true) or **0** (false).

On 1 April 2019 the Welsh Government introduced a new transitional protection for free school meals policy. This was brought in to ensure that pupils have their free school meals protected during the Universal Credit rollout period.

This protection applies to individual pupils and will continue until the end of their current schools phase, being the end of primary school or end of secondary school.

Any pupil that was eligible for free school meals on the introduction of the policy on 1 April 2019 should also be transitionally protected. In addition, any pupil that has become eligible at any point during the Universal Credit rollout under the new eligibility criteria should also be transitionally protected.

This means that is it possible for a pupil to be **0** (false) for free school meals eligible data item, but to be **1** (true) for free school meals transitional protection eligibility.

IMPORTANT NOTE: As the free school meal eligibility is used for funding calculations, it is important that the <FSMEligible> and <FSMTransitionalProtect> data items are recorded separately and accurately.

The following status details for pupils are required:

Year group The NC year group in which the pupil would be taught

for the majority of their time, regardless of their age, if they were in school. The following values will apply to the majority of cases (ages are as at the preceding 31 August):

N1 nursery, age less than 3
N2 nursery, age greater than or equal to 3 but less than 4
R reception
1-14 year groups 1-14.

If there is no information available to the local authority about which NC year group the pupil would be taught in if in school, the NC year group should be calculated according to their age.

Home postcode

Please check that the information provided is compatible with one of the valid postcode formats, which are:

An nAA
AAn nAA
AnA nAA
Ann nAA
AAnA nAA
AAnn nAA

Where 'A' denotes an upper case letter and 'n' a number from 0 to 9. Common mistakes when recording postcodes are to confuse letters with similar looking numbers (e.g. letter ‘O’ with number zero), to omit the central space, or include a trailing full stop. Any of these will cause the postcode to be rejected as invalid.

The software should convert any ‘O’ at the start of the second postcode block to a 0 (zero), and to convert double spaces between postcode blocks to single spaces.

An additional check was added in 2012: for the second part of a postcode after the space e.g.XXX **XXX**), the characters CIKMOV are now not allowed.

The expectation is that schools will be able to provide a valid home postcode for the great majority of their pupils. However in any individual cases where home postcode is not known, this field should be left blank.

The following special educational needs details for pupils are required:

Detailed guidance on SEN data items and selecting appropriate values was originally issued to local authorities and schools in August 2007 as Welsh Government Circular No: 024-07 ‘Guidance for School Information Management Systems: Guidance to

support the recording of Pupils' Special Educational Needs on School Information Management Systems'. This guidance document was updated in November 2013 and can be found at: http://learning.gov.wales/docs/learningwales/publications/170502-guidance-for-school-information-management-systems-en.pdf

Pupil SEN provision

The SEN provision (previously known as SEN status or stage) of the pupil **must** be recorded. Further guidance can be found in the SEN Code of Practice for Wales and can be found at: http://learning.gov.wales/resources/browse-all/special-education-needs-code-of-practice/?lang=en and in the guidance document listed above.

The valid codes are:

N	No special provision
A	School Action or Early Years Action
P	School Action Plus or Early Years Action Plus
S	Statemented

If your LA operates additional stages then please determine which of the four codes above is most appropriate for pupils at such stages. All pupils must be assigned one of the codes above. If a major special need other than DNA is reported then SEN provision **must** be reported as A, P or S.

Special needs

Each special need should be recorded. Your software will allow you to submit as many needs as required. If the pupil has a statement then it should reflect the need contained on that statement. If the pupil is in the process of being assessed or referred prior to possible statementing, (codes A or P above) but has not yet been formally statemented, then the school should enter the code which is most appropriate to the nature of the special provision provided. The valid codes are:

DYSL	SPLD – Dyslexia
DYSC	SPLD – Dyscalculia
DYSP	SPLD – Dyspraxia
ADHD	SPLD – Attention Deficit Hyperactivity Disorder
MLD	Moderate Learning Difficulties
GLD	General Learning Difficulties
SLD	Severe Learning Difficulties
PMLD	Profound & Multiple Learning Difficulties
BESD	Behavioural, Emotional & Social Difficulties
SLCD	Speech, Language and Communication Difficulties
HI	Hearing Impairment
VI	Visual Impairment
MSI	Multi-Sensory Impairment
PMED	Physical and Medical Difficulties
ASD	Autistic Spectrum Disorders
DNA	Does not apply

The following category of provision details for pupils are required:

Category of provision

This data item will identify the category of provision for each pupil. The pupil will either be placed in a PRU or another form of EOTAS provision. The categories (and the three digit codes to be used in systems) will be as follows:

PRU	Pupil Referral Unit
FEC	Further education college
SCH	Maintained primary, middle, secondary or special school
NMS	Non-maintained special school
TUI	Individual tuition and tuition at pupils' homes or at hospital
GAT	Youth Gateway
WRE	Work related education
TPR	Training providers
VOG	Voluntary organisations
PSP	Bought in private sector provision
IND	Independent schools
FEE	Pupil attending provision not maintained by the authority, or outside of the authority, for which the authority pays fees

NIP Awaiting provision or not currently in provision
OTH Other

The data item for the collection will be the 3 letter code (not category description) from the above list. This data item, in association with the local authority identifier, will identify the 'category' of the provision made by the responsible local authority.

Three categories will require additional data as follows:

Pupil referral unit – the 7 digit local authority **and** PRU establishment number **must be included**.

Maintained school - the 7 digit local authority **and** establishment number **must be included**

Other – a text description of the other category will need to be included

It is possible that the pupil may be placed in more than one category of provision at the same time e.g. part of the week at an FE college and part of the week with a voluntary provider or a PRU. Where this is the case, information should be returned for all categories of provision where the pupil is scheduled to be (not just those where the pupil actually attends) during census week.

Hours of provision

This data item identifies the number of hours of provision made for each pupil in the week of the census collection. The hours of provision for each category during the week of the census should be included.

Local authority and establishment

Where the pupil is enrolled at a PRU or placed in a school as part of the provision during census week, the four digit establishment number and the three digit local authority number of the PRU or school must be included.

Other category of provision

Where the pupil is attending a category of provision shown as 'other' during census week, a description of the category of provision must be included.

The following exclusions details for pupils excluded (both permanently and fixed term) in the 2018/2019 school year are required:

Exclusions should be counted if the exclusion date fell within the period 1 September 2018 to 31 August 2019, where the exclusion date is when:

- an independent appeal panel upheld the permanent exclusion; or

- the prescribed period for an appeal expired and the parent had not notified the local authority of any intention to appeal; or
- the parent notified the local authority in writing that they did not intend to appeal; or
- the parent, having notified the local authority of their intention to appeal, subsequently withdrew from the appeal process.

Exclusions should not be counted if they were withdrawn by the head teacher, or the pupil was reinstated by the discipline committee, or by an independent appeal panel.

For each such permanent or fixed term exclusion the information to be provided about the pupil is:

UPN	Expected to be present and a valid 13 character UPN. However if the pupil had not in fact been allocated a UPN by the time they were excluded, then a UPN should *not* be allocated now solely for the purposes of this return. The absence of a UPN will generate a validation query, but if this correctly reflects the position at the time of exclusion, then the query should be ignored.
ULN	Must be a valid ten digit number with zero not allowed as the first character. ULNs can only be obtained from the Learning Records Service Learner Register. Further information and guidance on ULNs can be found at: http://gov.wales/topics/educationandskills/allsectorpolicies/learningrecordsservice/?lang=en. For pupils aged 14 and over.
Surname	Full surname, as the local authority believes it to be.
Forename	In full, not shortened or familiar versions.
Middle name(s)	In full, not shortened or familiar versions. If the pupil has no middle name(s) then this field should be left blank.
Date of birth	In the format **CCYY-MM-DD**.
Gender	**M** (male) or **F** (female).

In addition, the following information about the exclusion should be provided:

Exclusion Reason	Valid exclusion reason codes for EOTAS 2018 are: **PP** Physical assault against a pupil **PA** Physical assault against an adult **VP** Verbal abuse/threatening behaviour against a pupil

VA	Verbal abuse/threatening behaviour against an adult
BU	Bullying
RA	Racist abuse
SM	Sexual misconduct
DA	Drug and alcohol related
DM	Damage
TH	Theft
DB	Persistent disruptive behaviour
OT	Other

Exclusion category

For permanent exclusions the only category is:

PERM **Permanent**

For fixed term exclusions the only category is:

FIXD **Fixed term**

Start date of exclusion

In the format **CCYY-MM-DD**.

LEA number

The local authority from which the pupil was excluded. This must match the local authority number sending the EOTAS return and this will be validated.

Establishment number

The establishment from which the pupil was excluded.

For fixed term exclusions ONLY, the following information is required:

Number of session missed

Please enter the number of sessions (half days) missed as a result of the exclusion

8. Data entry and data checking

Your software may contain a series of data checks which will help you to identify and correct errors and inconsistencies in your data prior to generating your EOTAS return. Please go through this process carefully as it will substantially reduce the number of validation errors in your return and the subsequent work that you may need to do to resolve these.

However, neither these data checks, nor the validation rules the software subsequently applies to the EOTAS data return, can establish whether or not you have entered all the pupil data that should have been entered. For example, whether all pupils who are eligible for free school meals are recorded as such in your system. The validation process will issue a query if none of the pupils in the return are shown as eligible for free school meals. If some are shown as eligible there will be no query, yet there may still be other pupils who are eligible but have not been entered as such in your system.

So, although the data checks are very important, you cannot assume that successful completion of them guarantees that all necessary data are present, and that your EOTAS return will be correct. Nor does the absence of any validation errors or queries guarantee that. **You must therefore ensure that you have fully entered into your system all of the data set out in the data entry specification.**

9. Validation and error correction

Your software will provide a detailed report of validation errors and queries in your return. An **error** is the presence of an illegal character or value in a data item, or a logical inconsistency between data items or between different aspects of the return. An error inevitably reflects some inaccuracy in, or omission from, the return.

Queries are of two kinds:

- they may relate to an unusual feature of the data (for example that no pupils at all are shown as having special needs), which suggests, but does not prove, the presence of some inaccuracy or omission;

- they may be used as a prompt in areas where there seems a particularly high risk of omissions occurring – free school meal entitlement, for example. Some local authorities may not have any pupils eligible for free school meals, but these are exceptions and the software will query such cases.

Queries of either kind need to be investigated to establish whether or not there is an inaccuracy or omission, although the conclusion may be that the data are in fact correct.

It is essential for you to resolve as many errors as possible **before submitting the return** to the Welsh Government, and ideally to resolve all of them. It is also essential to investigate all queries, and to amend the data where it transpires that they are incorrect.

Returns which, on arrival in the Welsh Government, contain errors may be rejected and have to be re-submitted. The Welsh Government will not be applying an overall threshold but will evaluate each return on its own merits.

10. The summary

The summary is generated automatically by the software. Its purpose is to allow those involved in preparing the return, and the person authorising it, to assess the likely accuracy and completeness of the return given that the return itself is likely to be too large to be viewed easily in its entirety. The summary presents the data in much the same format as a school PLASC summary and therefore should be straightforward to use as part of the validation process.

The summary should be inspected carefully, paying particular attention to those parts of it that might reveal evidence that some individual pupil data were not entered into your system prior to generating the return, namely:

- number of pupils by gender, age, category of provision;
- number of pupils eligible for free school meals;
- number of pupils with a SEN statement;
- number of pupils with special needs but no statement;
- number of pupils and total hours of provision by reference to Key Stage; and
- number of pupils with fixed or permanent exclusions during the previous academic year.

The summary will also include a report on the number of pupils educated at home by gender and age where parents have elected to educate the pupil themselves.

11. Sending the return to the Welsh Government

The return should be authorised by someone in the local authority other than the person responsible for producing the return, who should do so having satisfied themselves that the data as set out in the summary are accurate and that errors have been resolved. Once the return has been authorised by the relevant person it should be sent, via the DEWi online secure data transfer system, to the Welsh Government.

The deadline for returns to reach the Welsh Government:

Friday 6 March 2020

The Welsh Government is aiming to carry out a checking period in May in which local authorities will be sent extracts of their data that will go into the statistical first release to extend to them a final opportunity to check the accuracy of the data that they have submitted.

12. Further information

If you need further advice on the completion of any part of your EOTAS census return, please email school.stats@gov.wales with **EOTAS** typed in the subject box.

13. Summary of data fields

13.1 LA level data

School identifiers

Field Name	Field Length	Field Type	Sample Data
LEA Number	3	Alphanumeric	660
Establishment	4	Alphanumeric	LLLL

Survey details

Field Name	Field Length	Field Type	Sample Data
Survey/Data Extraction Type	5	Alphanumeric	EOTAS
Survey Completion Time	3	Alphanumeric	100

Elected home education details

Field Name	Field Length	Field Type	Sample Data
Gender	1	Alphanumeric	M
Age	2	Alphanumeric	12
Headcount	3	Alphanumeric	123

13.2 Individual pupil level data

Pupil identifiers

Field Name	Field Length	Field Type	Sample Data
UPN (Unique Pupil Number)	13	Alphanumeric	Z1234567890123
ULN (Unique Learner Number)	10	Alphanumeric	8534567891
Former UPN	13	Alphanumeric	A1234567890122
Surname	35	Alphanumeric	Jones
Forename	35	Alphanumeric	Marc
Middle Name(s)	35	Alphanumeric	Iwan Owen
Date of Birth	10	Date	2000-03-31
Gender	1	Alphanumeric	M

Pupil characteristics

Field Name	Field Length	Field Type	Sample Data
Pupil National Identity	3	Alphanumeric	WAL

Pupil Ethnic Code	4	Alphanumeric	MWBC
Source of Pupil Ethnic Code	1	Alphanumeric	P
Pupil Free School Meal Eligibility	1	Boolean	0
Pupil Free School Meal Transitional Protection	1	Boolean	1

Pupil status

Field Name	Field Length	Field Type	Sample Data
Pupil NC Year Group	2	Alphanumeric	10
Pupil Postcode	8	Alphanumeric	CF14 5DZ

Special educational needs

Field Name	Field Length	Field Type	Sample Data
SEN Provision under code of practice	1	Alphanumeric	S
SEN Type	4	Alphanumeric	BESD

EOTAS information

Field Name	Field Length	Field Type	Sample Data
Category of provision	3	Alphanumeric	PRU
Hours of provision	4	Alphanumeric	25.2
LEA	3	Alphanumeric	660
Establishment	4	Alphanumeric	1100
Other category	100	Alphanumeric	Description

Exclusions data

Field Name	Field Length	Field Type	Sample Data
Start Date of Exclusion	10	Date	2014-12-15
Exclusion Reason	2	Alphanumeric	BU
Exclusion Category	4	Alphanumeric	FIXD
Number of sessions missed	3	Alphanumeric	246
LEA	3	Alphanumeric	660
Establishment	4	Alphanumeric	1100