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Department
for Education

The National Pupil Database

Data Request Application Form

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Linked data

If you are applying for linked data you need to apply using a different form which can be found online [here](#). Linked data is any combination of the following:

- NPD data linked to Individualised Learner Record (ILR) data;
- NPD data linked to Higher Education Statistics Agency (HESA) data;
- NPD data linked to ILR and HESA data; or
- ILR data linked to HESA data.

Processing of NPD data

When you make a request for NPD data it will be considered for approval by the Education Data Division (EDD) with the exception of tier 1 data requests, which will be assessed by the department's Data Management Advisory Panel. The EDD will inform you of the outcome of the decision.

Where it is agreed to provide you with data, you will be provided with a [Data Sharing Agreement](#) and an [Individual Declaration Form](#) to sign and return.

Publication of details of requests

Please note that the Department for Education (DfE) has a policy of publishing details of all requests it receives for NPD data on their website.

DfE will publish a description of the NPD data requested and whether or not it is requested to be linked to ILR data or HESA data, the name of the requesting organisation, the intended use of the data and details of the outcome. For the avoidance of doubt, no personal data will be published by DfE.

Application Form

1	Contact details
Name of Applicant	
[REDACTED]	
Name of person / organisation who will be entering into the Data Sharing Agreement ("the Requester")	
Cabinet Office	
Organisation type (e.g. Academic institution, Research organisation, Media, Individual citizen, etc.)	
Government Department	
Position	
[REDACTED]	
Department	
Cabinet Office	
Correspondence Address	
1 Horse Guards Road London	
Postcode	
SW1A 2HQ	
Telephone	
[REDACTED]	
Address at which the data will be processed (if different from above)	
Postcode	
Telephone	
If you are a student please specify your supervising tutor and their telephone and e-mail address	

2 Details of DfE Project Sponsor (if applicable)	
Title (Mr, Mrs, Ms, etc.)	
Name	
Job Title	
Division / Team	
Contact Address	
Telephone	
E-mail address	

3 Have you (or your organisation) previously applied to use or access NPD data (Please insert X)	
Yes - state reference number(s), date of application(s) and name of applicant(s)	December 2013
No	

4 Information Commissioner's Office (ICO) Registration	
a	ICO Registration Number or Exemption Ground (It is mandatory to provide a registration number unless you have a valid exemption)
b	ICO Registration Expiry Date

5 Enquiry details	
NPD - Specify which datasets, versions, tiers, academic years and sensitive fields are required along with any specific requirements relating to data linking and coverage in line with the <u>NPD published guidance</u> .	

A dataset containing absence records, at a pupil level, for pupils who have attended a pupil referral unit any point from autumn 2010 onwards for the following local authorities:

- Wandsworth
- Wolverhampton
- Wigan
- Tower Hamlets
- Manchester
- Birmingham
- Halton
- Hertfordshire
- Telford
- Oxfordshire

Fields required are:

- UPN
- Date of birth
- For each term from autumn 2010 onwards
 - Number of sessions missed through unauthorised absence in the term
 - Number of sessions missed through authorised absence in the term
 - Number of possible sessions in the term
 - LA code
 - DfE school code
 - School type

6	Intended use of data
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a	What are the aims of your project or research?
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To examine and compare data on persistent unauthorised absence with data on the Troubled Families Programme.

b	Is there a specific question you are seeking to answer?
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What proportion of children turned around on the education criteria of the Troubled Families Programme are at PRUs and have been turned around?

c	Who is the intended audience?
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Data will only be shared with DfE, DCLG Troubled Families Team and Cabinet Office Implementation Unit. A written report based on analysis using the data will be shared with Ministers.

d	Why do you need the data requested to complete the aims of your project or research? You must specify why it is necessary for you to have the data you have requested including if appropriate whether you are conducting research or analysis, producing statistics or providing information, advice or guidance and how this will work will promote the education or well-being of children in England.	
To compare and reconcile pupil level absence data from 10 local authorities. This will involve comparing data on unauthorised absence for pupils at PRUs with data from the local authorities.		
e	Where fields constituting sensitive or disclosive data are requested, please explain on a field by field basis why each item is required and why the same research outcome cannot be achieved by using less sensitive or disclosive data	
f	Are you proposing to match the data you have requested with any other data? (Please insert x)	
Yes - Please set out your intentions and provide copies of any approval(s) you have obtained		X (Data from LAs on the Troubled Families Programme)
No		
g	If the data is to be published or reproduced (having applied agreed disclosure control measures as in section k below) what format will this be in? (Please insert an x for all that apply)	
Academic research paper		
Internal publication or report		X
Website general access		
Website with restricted access		
Commercial publication for which no charge will be made		
Commercial publication for which a charge will be made		
Other (please detail)		
h	Details of other individuals who you propose to have access to the data including their name, job title, organisation and address and why it is necessary for them to have access. Please note each user is required to make an <u>individual declaration</u> and may be required to complete a separate <u>Information Security Questionnaire</u>.	

Name	Job Title	Reason for access to data
[REDACTED]	[REDACTED]	Writing the final submission which will refer to analysis using the data
[REDACTED]	[REDACTED]	Writing the final submission which will refer to analysis using the data

i Where the individuals listed in "h" are from a different organisation to the applicant is there a contract in writing between the applicant and the other organisation(s) and does this cover data protection and information security arrangements?

Yes - Provide a summary of the contractual relationship and the data protection and information security arrangements in place.

No - Explain why no written contract is required and provide us with a summary of the data protection and information security arrangements in place?

Not applicable - No additional organisations are listed in "h". X

j When will you commence using the data? How long are you seeking to retain the data for? Why is this period necessary?

As soon as it is received. For the next two months, when we expect to conclude work looking at the Troubled Families Programme.

k Are you proposing to use the Standard Disclosure Control as set out at section 4.3 of the NPD User Guide? (Please insert X)

Yes X

No - How will you ensure that the confidentiality of individuals is preserved in any outputs arising from your use of the data?

7 Have you discussed your request in advance with the DfE? If so, please specify the members of staff who have assisted you.

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[REDACTED] and [REDACTED]

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Any enquiries regarding this publication should be sent to us at www.education.gov.uk/contactus.

This document is also available from our website at [NPD Online](#).