![caspa logo] **caspa**
Comparison and Analysis of Special Pupil Attainment

Specification for Comma Separated Variable data files for import or refresh of pupil data in the LA Module of CASPA

This specification details the items of data required for preparation of Comma Separated Variable files containing pupil data from which pupil records in the LA Module of CASPA are to be either created or refreshed. The format and valid values for the items of data required are based on the Common Basic Data Set (CBDS) specification issued by the DfE on 20th July 2012. Details of the CBDS can be found at:
http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/cbds/a0058744/common-basic-data-set-cbds-database

Creation and refresh of pupil records in the LA Module of CASPA is intended only for pupils whose data is not held in a school module of CASPA and whose CASPA results cannot therefore be exported from a school module of CASPA for import into the LA Module of CASPA.

Where the comma character is used in an item of data, the relevant data item must be enclosed in double quotes in the CSV file.

Data items required for import or refresh of pupil data from CSV file in LA Module of CASPA

Field	CBDS item	Data type	Req'd	CBDS Code set / valid values / data format	Additional notes
UPN	100001	A(13)	Yes	A999999999999 or A99999999999A (for temporary UPN)	
FormerUPN	100002	A(13)	No	A999999999999 or A99999999999A (for temporary UPN) or blank if no Former UPN	
School_Num	100013 + 100014	A(7)	Yes	CBDS codesets D00004 and D00005	7-character DfE school number created from concatenation of 3-character LA number and 4-digit school number
NCYear	100068	A(2)	Yes	CBDS codeset D00020	The year group in which the pupil is taught for the majority of their time, regardless of their chronological age
AdNo	N/A	A(6)	No		Admission number or unique local identifier
DOA	100063	A(10)	Yes	CCYY-MM-DD	Date of entry to current school; records will not be created in CASPA for pupils with future-dated dates of admission. If not DOA is specified, default value of 01/01/1990 will be used
DOL	100064	A(10)	No	CCYY-MM-DD	Date of the last day pupil is on roll at current school; records in CASPA will not be created for pupils whose date of leaving has already passed
Class	N/A	A(10)	No		Name of pupil's registration group
Surname	100003	A(35)	Yes	Any character string	
Forename	100004	A(35)	Yes	Any character string	
Gender	100008	A(1)	Yes	CBDS codeset D00001	
DOB	100007	A(10)	Yes	CCYY-MM-DD	
SENStatus	100472	A(1)	No	CBDS codeset D00194	SEN provision
FSM	100033	A(5)	Yes	(True,False) or (1,0)	Eligibility for free school meals
FirstLang	100047	A(4)	No	CBDS codeset D00011	
Ethnicity	100319	A(4)	No	CBDS codeset D00005	
InCare	100038	A(5)	Yes	(True,False) or (1,0)	
PLASCNeed1	100081	A(4)	No	CBDS codeset D00023	No repeat values permitted for PLASCNEED1, PLASCNEED2 and PLASCNEED3
PLASCNeed2	100081	A(4)	No	CBDS codeset D00023	No repeat values permitted for PLASCNEED1, PLASCNEED2 and PLASCNEED3

Field	CBDS item	Data type	Req'd	CBDS Code set / valid values / data format	Additional notes
PLASCNeed3	100081	A(4)	No	CBDS codeset D00023	No repeat values permitted for PLASCNEED1, PLASCNEED2 and PLASCNEED3
LearnDiff	N/A	A(4)	No	PMLD, SLD, MLD, None	Pupil's degree of learning difficulty; if no degree of learning difficulty specified, CASPA will check whether one of the values PMLD, SLD or MLD appears in PLASCNeed1, PLASCNeed2, or PLASCNeed3 and, if found, will use the first value found, otherwise will record a value of 'None'
OtherNeed1	N/A	A(4)	No	ASD, BESD, HI, MSI, PD, SLCN, SPLD, VI, None	If no OtherNeed1 specified, CASPA will check PLASCNeed1, PLASCNeed2 and PLASCNeed3 for occurrence of any of the values ASD, BESD, HI, MSI, PD, SLCN, SPLD, VI and will set OtherNeed1 accordingly, otherwise will record a value of 'None'
OtherNeed2	N/A	A(4)	No	ASD, BESD, HI, MSI, PD, SLCN, SPLD, VI, None	If no OtherNeed2 specified, CASPA will check PLASCNeed1, PLASCNeed2 and PLASCNeed3 for occurrence of any of the values ASD, BESD, HI, MSI, PD, SLCN, SPLD, VI not already used for OtherNeed1 and will set OtherNeed2 accordingly, otherwise will record a value of 'None'; if OtherNeed2 is specified, cannot repeat value used for OtherNeed1
Provision	N/A	A(20)	No	If type of virtual school is special school: Special school If type of virtual school is mainstream school: Mainstream school Special unit Resourced provision If type of virtual school is PRU: Pupil referral unit	If virtual school is of type special school, defaults to "Special school"; if virtual school is of type Pupil Referral Unit, defaults to "Pupil referral unit"; if virtual school is of type mainstream school then, if no Provision value has been specified, Provision defaults to "Mainstream school" but can be manually edited in CASPA to select "Special unit" or "Resourced provision" in CASPA, otherwise specified Provision value will be used