

**Subject:**

**MOVEMENT OF UNIQUE PUPIL NUMBERS AND STUDENT  
BASIC DETAILS BETWEEN SCHOOL SECTORS**

**Circular Number:  
2010/09**

**Date of Issue:  
28<sup>th</sup> May 2010**

**Target Audience:**

- Boards of Governors and Principals of all grant-aided schools;
- School staff involved in administration of pupil records;
- Education and Library Boards;
- Northern Ireland Council for Integrated Education;
- Comhairle na Gaelscolaíochta;
- Council for Catholic Maintained Schools.

**Governor Awareness:  
Essential**

**Summary of Contents:**

This Circular provides advice on the movement of Unique Pupil Numbers and Student Basic Details between school sectors.

**Status of Contents:  
Information/Advice**

**Related Documents:**  
Circular Number 2008/24  
Circular Number 2008/18  
C2k End of Year  
Procedures  
C2k Pupil Movement  
Procedures  
C2k Pupil Movement  
Year7/Year 8 Transfer  
Procedures  
Data Sharing and Related  
Issues issued by DE  
(5 October 2009)

**Enquiries:**

Any enquiries about the contents of this Circular should be addressed to:

**Superseded Documents:  
None**

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## Introduction

This circular has been prepared by the Department of Education (DE) to inform post-primary, primary and special schools of the introduction of a system enabling the movement of the Unique Pupil Number (UPN) and Student Basic Details between primary and post-primary sector.

## Background

In June 2006, the Minister gave approval for the introduction of UPNs for pupils in grant-aided schools. The CTF process for movement of UPNs is already operational within school sectors i.e. primary to primary, post primary to post primary and to and from special schools. The system is now being extended to cover the movement of UPN between primary and post primary schools.

## Practical Implications

1. UPNs should only be generated for new Nursery and Year 1 pupils enrolling in primary schools and for those pupils who have never attended a school in Northern Ireland.
2. The school history of pupils enrolling in your school from outside Northern Ireland should be checked for prior education in Northern Ireland.
  - a. Where there has been no prior education in Northern Ireland, a UPN should be generated as outlined in the End of Year Procedures document available on C2k exchange.
  - b. If a pupil is returning to education in Northern Ireland, a CTF should be requested from the last school at which the pupil was enrolled before leaving Northern Ireland. Procedures for the transfer of CTFs within school sectors is outlined in the Pupil Movement procedures document available on C2k exchange.
3. Transfer of CTF from Primary to Post Primary Sectors:
  - a. Primary schools must send a CTF to each post primary school in which their Year 7 pupils have been placed for the new academic year. CTFs must be sent within one week of receipt of the notification of Final Placement from the ELB Transfer and Open Enrolment office.
  - b. Post primary schools must import the CTF, from the originating primary schools for each pupil that has been offered a place in Year 8 for the new academic year.

The above procedures are outlined in the Pupil Movement Year7/Year 8 Transfer booklet available on C2k exchange.

4. Parents/guardians may request a copy of the information relating to their child, which has been transferred between the primary and post-primary school. Schools should also ensure they are fully compliant with their obligations under data protection legislation. Please refer to the Data Sharing and Related Issues document that was issued to schools on 5 October 2009 for more information.