

**Subject:**

**INTRODUCTION OF UNIQUE PUPIL NUMBERS IN PRIMARY SCHOOLS AND SPECIAL SCHOOLS**

**Circular Number:  
2008/18**

**Date of Issue:  
26<sup>th</sup> June 2008**

**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 introduction and transfer of Unique Pupil Numbers in primary schools and special schools.

**Status of Contents:  
Information/Advice**

**Related Documents:**  
Circular Number: 2007/18  
End of Year Report issued by C2k.

**Superseded Documents:  
None**

**Expiry Date:**  
Not Applicable  
**DE Website:**  
<http://www.deni.gov.uk>

**Enquiries:**

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

Patricia Wyers  
Statistics and Research Branch  
Department of Education  
Rathgael House  
43 Balloo Road  
BANGOR  
BT19 7PR

Tel: 02891 279252  
Fax: 02891 279594  
Email:  
[patricia.wyers@deni.gov.uk](mailto:patricia.wyers@deni.gov.uk)

## **Introduction**

1. This circular informs primary and special schools of the introduction of a Unique Pupil Number (UPN) for each pupil in grant-aided primary and special schools in Northern Ireland.

## **Background**

2. In June 2006, the Minister gave approval for the introduction of UPNs for pupils in grant-aided schools in Northern Ireland from June 2007. This will allow the transfer of pupil data from school to school and allow the progress of individual pupils to be tracked throughout their school career. Up until now, pupils changing schools also changed their pupil number (UPN).
3. Unfortunately, processes are not yet in place to allow for the transfer of pupil data for pupils moving into the post-primary sector. Work to develop this is now underway and further guidance will be circulated when these issues have been resolved.

## **Practical Implications**

4. UPNs will need to be generated only for new Nursery and Year 1 pupils arriving in primary schools and all pupils who are new to the special school sector from September 2008. Information on how to allocate a UPN is contained in the 'End of Year Procedures' document issued by C2k
5. For all pupils moving within and between Primary and Special schools, their UPN and other core data should be transferred electronically. This advice is contained in the 'Pupil Movement' document available from C2k.

### **In Summary:**

- When a pupil leaves a school, they must have their leaving details recorded and a Common Transfer File (CTF) produced and forwarded to their new school. This file will contain their UPN along with core pupil information.
- When a pupil joins the new school, their details in the CTF file (including their UPN) will be imported into the new school.