

Subject:

INTRODUCTION OF UNIQUE PUPIL NUMBERS IN POST PRIMARY SCHOOLS

**Circular Number:
2007/18**

**Date of Issue:
14th June 2007**

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.

**Governor Awareness:
Essential**

Summary of Contents:

This Circular provides advice on the introduction of Unique Pupil Numbers in post primary schools.

**Status of Contents:
Information/Advice**

**Related Documents:
End of Year Report issued
by C2k.**

**Superseded Documents:
None**

**Expiry Date:
Not Applicable**

**DE Website:
<http://www.deni.gov.uk>**

Enquiries:

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Introduction

1. This circular has been prepared by the Department of Education (DE) to inform post-primary schools of the introduction of a Unique Pupil Number (UPN) for each post-primary pupil in grant-aided schools in Northern Ireland.

Background

2. In June 2006, the Minister gave approval for the introduction of UPN's for pupils in grant-aided schools in Northern Ireland from June 2007. This would allow information to travel with the pupil from school to school and allow the progress of a pupil to be tracked throughout their school career, facilitating statistical analysis such as the calculation of value added data.
3. Following a meeting with key stakeholders, it was decided that the introduction of a UPN in primary schools would not be practicable in the proposed timeframe, due to the limitations of the current software. It was decided to defer the introduction of UPN's in primary schools until 2009. For post-primary schools, the introduction of UPN's will take place in June 2007. For special schools UPN's will be introduced in 2007 for pupils in year 9 upwards, with the introduction of UPN's for those in other Years mirroring the timescale outlined for primary schools.

Practical Implications

4. UPN's will need to be generated for all year 8's arriving in post-primary schools from September 2007. Information on how to update UPN details is contained in the 'End of Year' document issued by C2k in June 2007.
5. The procedure that should be conducted to update UPN details when a student moves from one post-primary school to another (e.g. from school A to school B) is as follows:
 - When a new student arrives at school B (the destination school), that school will request student details from the feeder school (school A).
 - On receiving the above request from school B, school A will run a report (***Leavers with UPN and destination***) and email it to school B (at the info@ account). The report output format is Excel and **the spreadsheet should be password-protected** by school A before the information is emailed to school B.
 - When the e-mail reaches school B, that school should telephone school A to get password details, so that the spreadsheet can be opened.
 - The destination school must make sure that Sims and the Active Directory record the same UPN number for a particular student.