



Department
for Education

The National Pupil Database

Data Request Application Form

Introduction

National pupil database data

This application form should be used for requesting extracts of data from the National Pupil Database (NPD). Other documents relating to the data request process can be found on the [NPD Online](#) website.

Before making an application, please make sure that you have read all the accompanying information on the [NPD Online](#) website including the [NPD User Guide](#).

This form should be filled in electronically and e-mailed to the NPD Data Request team at NPD.REQUESTS@education.gsi.gov.uk with a completed [Information Security Questionnaire](#).

Who can request access to the data?

The Education (Individual Pupil Information) (Prescribed Persons) (England) Regulations 2009, as amended enable the Department for Education to share individual pupil information from the NPD with named bodies and persons who for the purpose of promoting the education or well-being of children in England are conducting research or analysis, producing statistics, or providing information, advice or guidance. Access is subject to requesters complying with terms and conditions imposed under contractual arrangements and a rigorous approvals process.

Any person requesting access to the data will have to demonstrate that they will comply with all relevant requirements of the Data Protection Act 1998. They will need to demonstrate that they:

- Have appropriate security arrangements in place to process the data;
- Intend to use the data only for the specified purpose;
- Will keep the data only for the specified length of time;
- Will not try to further disclose the data without the prior written approval of the Department for Education.

Applicants will be expected to sign an agreement to confirm this and provide additional information about their security arrangements.

Please keep a copy of all the documents, including completed forms, for your own records.

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") | |
| Tutor Hunt | |
| Organisation type (e.g. Academic institution, Research organisation, Media, Individual citizen, etc.) | |
| Tutor and School WebSites (www.tutorhunt.com) | |
| Position | |
| [REDACTED] | |
| Department | |
| Education | |
| Correspondence Address | |
| Tutor Hunt (Irox Limited) 21-27 Lamb's Conduit Street London WC1N 3GS | |
| Postcode | |
| WC1N 3GS | |
| Telephone | |
| [REDACTED] [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 | |

| | |
|---|--|
| N/A | |
| 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) | |
| No | X |

| | |
|---|--|
| 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) |
| ZA064070 | |
| b | ICO Registration Expiry Date |
| 07 July 2015 | |

| | |
|---|--|
| 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 NPD published guidance . | |

We require the following data for all pupils at all schools:

1. Post Code
2. Date of Birth (Month and Day only) **OR** pupils Year Group
3. Schools Unique Reference Number.

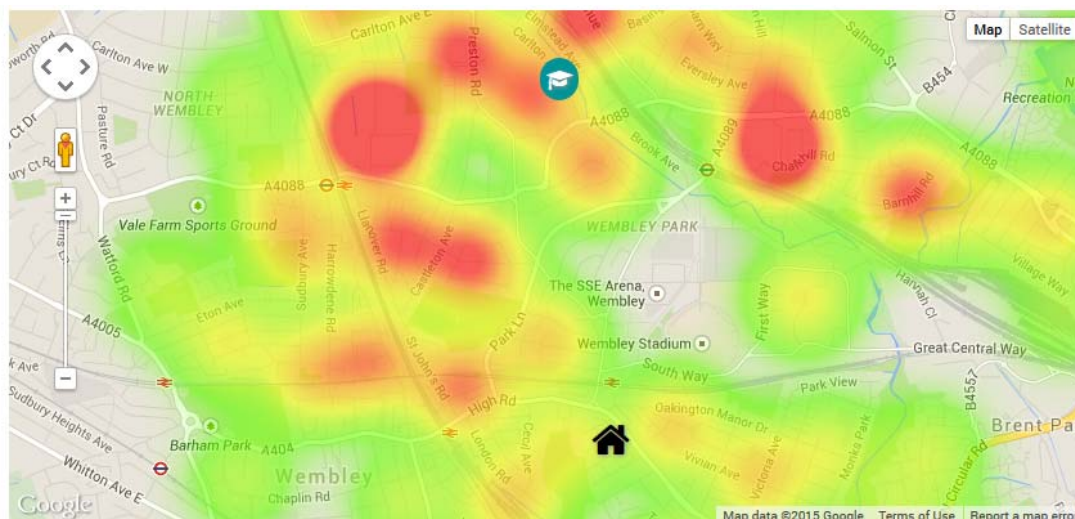
| | |
|----------|---|
| 6 | Intended use of data |
| a | What are the aims of your project or research? |

Tutor Hunt is a company that brings tutors and students together. Our company was formed in 2005 and has slowly grown to be one of the largest tuition web sites within the UK with more than a quarter of a million registered users signed up with us. A large proportion of these registered users are parents. We have created a schools guide, to help them review local schools. You can view our current schools guide using the below web page:

<https://www.tutorhunt.com/schools/>

The schools pages here give the parents a comprehensive guide to local schools. One feature which we are looking to add is to show a schools catchment area. We aim to implement something similar to the below heat map for each school.

To implement this we would need pupils post code data for all schools.



Heat map key



| | | |
|--|--|----------|
| b | Is there a specific question you are seeking to answer? | |
| <p>For each school we want to show where the current intake comes from. We can use this data to show parents how likely they are to get a place at the school.</p> | | |
| c | Who is the intended audience? | |
| <p>The intended audience for this data are parents. We currently have 1000's of parents visiting our site everyday and the Tutor Hunt School Guide was created for these users.</p> | | |
| 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. | |
| <p>Our aim is to give parents a quick and easy way to determine which schools they can apply for and how likely they are to attain a place at the school.</p> <p>We require the post code of all the students at each school to achieve this.</p> | | |
| 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 | |
| <p>Pupils Postcode – This is required to create a heat map to show the current pupils at each school.</p> <p>Pupils Date of Birth (Month and Year only) – This is required to determine the students in the last academic Year. It will also allow us to show how a schools intake has changed over the years.</p> | | |
| 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 | | |
| NO | | X |

We will start using the data immediately. We plan to update our schools data every year. When new data is published we will replace this data with new up to date data.

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.**

This application has been discussed with [REDACTED].



Department
for Education

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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](#).