



Bryan Slater
Director of Education

REF: MI 205/99

GENERAL ADMIN

MANAGEMENT INFORMATION

SUBJECT: Allocation of Unique Pupil Numbers

WORKING TITLE: As Above

DATE PUBLISHED: November 1999

DATE EFFECTIVE: November 1999

DISTRIBUTION: To Headteachers / Administration Office of All Norfolk LEA Schools

FORMAT:

SUMMARY: The DfEE distributed in October 1999 the attached guidance sheet to all schools which concerns the **National Introduction of Unique Pupil Numbers**. The DfEE have stated that schools should include Unique Pupil Numbers in the test registrations submitted to the QCA in **December 1999** for those pupils due to take Key Stage 2 or 3 tests in 2000.

Most schools in Norfolk are already allocating Unique Pupil Numbers and both the PRIMIS and Phoenix Gold information management software used by schools have the facility to generate UPNs. For those schools who do not have PRIMIS or Phoenix Gold at present, an Excel spreadsheet supplied by the DfEE is attached which is intended to assist you in the generation of UPNs. A copy of the DfEE guidance note on the use of the UPN generation spreadsheet is also attached.

ACTION REQUIRED: Please ensure your school is able to generate UPNs for your pupils and include them with Key Stage 2 and 3 registrations to the QCA in December 1999.

DATE DOCUMENT OBSOLETE:

ASSOCIATED DOCUMENTS: See Attached.

RELEVANT ASPECT OF EDUCATION DEVELOPMENT PLAN OR OFSTED LEA ACTION PLAN:

CONTACT: Georgina Hutchinson / Gill Williamson

TEL: 01603 222355