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REF: MI 33 /00

GENERAL ADMIN

MANAGEMENT INFORMATION

SUBJECT: Unique Pupil Numbers

WORKING TITLE: Unique Pupil Numbers

DATE PUBLISHED: January 2000

DATE EFFECTIVE: Immediately

DISTRIBUTION: To all Norfolk Schools

FORMAT:
A4

SUMMARY:

The attached gives guidance on what to do with Unique Pupils Numbers (UPN's) when a child leaves or starts your school.

It is important that a child only has one permanent UPN.

ACTION REQUIRED:

Please read the attached notes of guidance.

DATE DOCUMENT OBSOLETE:

ASSOCIATED DOCUMENTS:

DfEE Paper titled National Introduction of UPN's - issued October 1999

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

CONTACT: Georgina Hutchinson

TEL: 01603 222352

Transferring Unique Pupil Numbers - Notes of Guidance

It is important that a child has only one Unique Pupil Number (UPN) and that when a pupil joins a school a new number is not allocated if their previous school has already allocated a UPN. All children including those in a nursery class should have one UPN.

Please follow the guidelines below if a child leaves or starts at your school: -

- 1) If a child leaves your school and you are forwarding records to the new school, please include the UPN. The new school should then adopt this UPN.
- 2) If the previous school hasn't already told you the UPN when the child joins your school, please contact the school and ask for the UPN. If the school does not give you a UPN then a temporary UPN should be allocated. This can then be replaced with the permanent UPN when the School advises you.
- 3) If the previous school does not have a UPN and the child has come from a Norfolk School, contact Norfolk LEA so that we can check on our database for a permanent UPN. You should contact Georgina Hutchinson on 01603 222352 (fax 01603 222631)
- 4) If the school tells you that the child has never had a UPN before then a permanent UPN can be allocated.
- 5) Pupils transferring from an independent school or a school outside England are unlikely to have a UPN.

All pupils in maintained schools in England should now have UPN's so even if the child transfers from another County they should have a UPN. From 1 March 2000 the inclusion of the UPN in the records transferred from school to school will be a statutory requirement.

Finding a UPN on PRIMIS/Phoenix

If you are unsure of where to look on your system for a UPN, they can be found in the following locations: -

Primis – The UPN is located on the first pupil data screen, UPNs' can be edited manually or can be auto generated.

Phoenix – From the main menu go to Pupil records and then current pupils on screen
1. On the Blue Arrow (near the main menu on right hand side) click on the blue arrow once to the right. This will change the menu and at the bottom you will see External ID. This is where you will find the UPN. Here you can enter one manually or automatically allocate a temporary one or if need be a permanent one.

Should you have any further queries regarding the above please contact Georgina Hutchinson (01603) 222352.

If you have any queries regarding PRIMIS/Phoenix then please contact ICT solutions on (0845) 3033003.

