Using the National Pupil Database (NPD) – 8 Point Checklist

This checklist has been compiled to allow you to make the most of the NPD to measure the impact of your programme on the lives of children and young people. Get the Data (GtD) were part of a pilot to make the NPD more accessible and this checklist is based upon our experience.

1. Define what your impact is and explain how you will achieve it: e.g., "we want to improve attendance at school through 10 mentoring sessions." Using a Theory of Change tool will help you define this first step: www.theoryofchange.com.
2. Define the outcome measures that will demonstrate your impact. For example, measuring changes in attendance in the term before your intervention starts, compared with the term after.
3. Check that your impact is evidence based and shared by your stakeholders. The CAYT repository is a good source: www.ifs.org.uk/centres/caytRepository
4. Check that your outcome measures are available in the National Pupil Database. The DfE has an accessible website to help: www.education.gov.uk
5. If your outcome measures are available, you can prepare to collect the data, but please ensure you have the following in place:
   - A referral form that collects your beneficiaries' names, dates of birth and unique pupil ID numbers (if available). These data ensure your beneficiaries can be matched to the NPD.
   - Consent from your beneficiaries or their parents/carers to collect their NPD data from the outset. You might be asking for permission anyway, e.g., in order to share data with a local authority.
   - Update your database to collect the referral data and the beneficiaries' consent. If you don't have a database, an Access database will be sufficient or ask your IT team or a professional for help.
6. Once you are ready to evidence your impact, complete the data request form available on the DfE website. You can engage professional help here to ensure you collect the correct data. The NPD team will help you with any queries.
7. To receive individual level data from the NPD you will need to store the data securely. Your IT team can advise you on how your system can be made secure. Alternatively you can buy encryption software for about £100. The Government has accredited encryption products for the purpose of sharing NPD data – see www.cesg.gov.uk and search for 'CAPS Accreditation'.
8. Now you can receive and analyse the data. You can analyse the data yourself or ask a statistician or data analysis company to complete more advanced analysis that meets DfE's standards.

GtD are pleased to offer your organisation a free review of this checklist. Please contact Jack Cattell using the details below:

Email: jack.cattell@getthedata.co.uk
Tel no: 020 7553 7652
Web: www.getthedata.co.uk

Getting the Data: Sharing Your Passion

GtD was founded by Jack Cattell and Alan Mackie in 2012. Together Jack and Alan have over 25 years of experience in delivering high quality social research and evaluation for the Department for Education, the Youth Justice Board, and charities such as yours. We enjoy working with people who are making a difference to society. We share your passion to improve the lives of others.

GtD is built on a detailed understanding of the information systems used in criminal justice, youth justice, health, and education. It was established to meet a growing demand from organisations to have regular information to manage their work. This demand has been given further impetus with a greater need to produce clear outcome data for funders and commissioners.

If you would like to know more about our work in this area please contact Jack Cattell using the contact details on the opposite page.