

# **OUTCOME INDICATORS FOR LOOKED-AFTER CHILDREN, 2008/09**

## **GUIDANCE NOTES AND DEFINITIONS FOR STATISTICAL RETURN OC2**

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### **PURPOSE OF THIS COLLECTION**

This collection will provide essential information on the educational attainment of looked after children and on other aspects of their progress.

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### **COMPLETING THIS RETURN**

Please enter a response for **all questions which apply** to each individual child or young person. Unless otherwise instructed in these notes, leave blank any boxes which do not apply. If you do not answer an applicable, required question you may have to provide explanations before your return can be authorised. Some of the questions will allow a 'Don't Know' answer but these should only be used on rare occasions. Please make every attempt to determine the answers to questions where at all possible.

Much of the information requested relates to school attendance and examination results. We appreciate that this information is sometimes difficult to obtain from schools. However, the information cannot be obtained directly from the Department of Education, as they do not hold children's names on their databases. Circular 1999/17 from the Department of Education outlines the rights of all those with parental authority to receive information regarding children's progress. For those children for whom the Trust does not have parental authority, it may be necessary to seek information from parents, or in the case of young people aged 16 and over, from the young people themselves. Social workers should be aware of the educational progress of children in their care. Please inform us of any cases where schools fail to cooperate in releasing this information to Trusts.

This return only applies to children who were looked after (as defined in Article 25 of the Children (Northern Ireland) Order 1995) at 30 September of the year in question and who had been looked after continuously by your Trust for at least a year. The relevant 'school year' is that which largely overlaps with this period i.e.:

For the 2008/09 return: include children who were looked after from 1 October 2008 until 30 September 2009 or later. The relevant school year is September 2008 - June 2009

- **Exclude children looked after at any point in the year in question under an agreed series of short-term respite arrangements. (These are defined as children who are accommodated under the provisions of Reg 13 of the *Arrangements for Placement of Children [General] Regulations (NI), 1996.*)**
- **Include 'missing' children** - Children who are missing from their agreed placement, and have not returned to Trust care, should be regarded as remaining in care until their 18<sup>th</sup> birthday (regardless of legal status) and a form should be completed for them accordingly.
- **Include children placed for adoption**  
Children placed for adoption are still looked after until the adoption order is granted and so should be included in these returns until such time as an adoption is made.

## INDIVIDUAL NUMBERED QUESTIONS ON FORM

### Qs 3,4,6,7,8, 9 and 11:

These questions are included in order to satisfy the Department's commitment to equality monitoring.

### Qs 3 and 4: Dates

Enter dates in the format dd mm yyyy. For example, for a child born on 14 March 2000, enter the date of birth as follows;

D	D	M	M	Y	Y	Y	Y
1	4	0	3	2	0	0	0

### Q 5. Date of Start of Last Period of Care

Enter the date relating to the last period of care. '**Period of care**' means a continuous period of being looked after, which may include several different '**episodes**' of care in succession. When a child starts to be looked after, both the '**episode**' and the '**period**' of care begin. When a child ceases to be looked after, both the '**episode**' and the '**period**' of care end. An '**episode**' of care begins and ends with a change of legal status or placement. However, when the '**episode**' ends, the period of care may well continue. It is the '**period**' of care to which these questions relate.

Date of birth and date of start of latest period of care cannot be after:

**30 September 2008 for the 2008/09 return**

### Q 7: Disability

This is the informal definition of disability as given for the register of children with a disability. The formal definition is as follows: A child/young person has a disability if he/she has a significant impairment, and, without the provision of additional assistance resources or information, would be disadvantaged/restricted in, or prevented from participating in, the life of the community, both in the manner which might reasonably be expected and in comparison to other children of similar age, respecting individual culture and circumstances.

If the child is disabled according to this definition, enter the main disability type.

If the child has a dual or multiple disabilities, please tick 'Other' and specify the nature of the disabilities in the space provided.

### **Q 11: Dependants**

This item was included as it was thought that some young people might have a child or children while being looked after, and that this could affect educational outcomes. For those young people who have dependants, please enter the number of dependants.

### **Q 13: Placement change**

If the child's placement changed during the year, enter the total number of times it changed, regardless of the length or location of each placement. **Remember that children looked after at any point in the relevant year, under an agreed series of short-term respite arrangements should be excluded from this collection.**

### **Q 14: Legal status**

If more than one legal status was indicated or in force for the young person at the time he or she ceased being looked after, then record the latest one only.

### **Q 15-18: Statutory reviews**

Enter the date in the format dd mm yyyy. Enter the method of participation of the child or young person in the review. At least two reviews should be recorded for children who have been looked after continuously for at least 12 months.

### **Q 19: School Age**

Answer 'Yes' for any children of compulsory school age, i.e.:

**For the 2008/2009 return, those with dates of birth in the range 2/7/92 – 1/7/04**

**Include children of these ages, whether or not they were in a position to attend school,** i.e. any child who received or should have received full time schooling during the school year (including children in educational institutions such as Pupil Referral Units or Young Offenders Institutions and children in EOTAS). For children younger than compulsory school age, these questions do not apply. The next question which might apply for these children is Question 32. For young people over compulsory school age, go to Question 30.

**Q19a: Referred for a statement of special educational needs?**

Answer 'Yes' for any children who were referred for a statement of special educational needs during the school year, whether or not they received one.

**Q19b: Covered by a statement of special educational needs?**

Answer 'Yes' for any child in receipt of a statement of special educational needs at any time during the school year (including any who were referred during the school year). Count children who were covered by a SEN before the start of the year if they were still covered by it when the school year commenced.

**Q19c:** For children who were covered by a SEN, please state briefly the reasons for the statement. It is particularly important to let us know where the child has been statemented due to a severe learning difficulty.

**Q20: Expelled from school at any time during the school year?**

Answer 'Yes' for any who were expelled from school at any time during the school year. Do not answer yes for children who were expelled before the start of the year and remained expelled when the year commenced – the question refers only to expulsions which occurred during the school year in question.

**Q 21:** Answer 'Yes' for any child who was suspended during the school year. For those children who were suspended during the school year, enter the number of occasions on which the child was suspended and the total number of school days in school year lost through suspension. If the child was suspended on a number of occasions, add together all the days lost throughout the year for all suspensions.

**Q 22: School days missed in total (for any reason) during the school year**

Enter the total number of **school days** lost during the school year. Include any absence whether authorised or unauthorised, except time for study leave, e.g. exam preparation, educational visits or other off-site education. Include time missed in between changing schools (apart from summer holidays). Include time missed as a result of expulsions or suspensions. Include time missed as a result of illness. Add all forms of absence together, including any half days missed. For children who have a tailored education 'package' e.g. part-time schooling, take a day of school to mean a day of tuition. This information may not be readily available from schools, but it is the type of information that the child's carer and social worker will need to be aware of during the year.

### **Q 23: Change of schools**

Answer 'Yes' for any child who changed schools during the relevant school year. Do not answer 'Yes' for those moving from Primary to Secondary School. Enter the number of times the child changed schools.

### **Q 24: Key Stage 1**

This question should be answered for all children who were or should have been in P4 year in the relevant year i.e.:

**For the 2008/2009 return, those with dates of birth in the range 2/7/00 – 1/7/01**

inclusive (including any who were excluded from school, not attending a mainstream school, or absent due to illness or for any other reason, and children who were disapplied e.g. had special educational needs and were not assessed at Key Stage 1, and those who were repeating or had repeated academic years and were not yet being assessed at Key Stage 1).

### **Q 25 and 26: Key Stage 2 and Transfer tests**

These questions should be answered for all children who were or should have been in P7 in the relevant year, i.e.:

**For the 2008/2009 return, those with dates of birth in the range 2/7/97 – 1/7/98**

inclusive (including any who were excluded from school, not attending a mainstream school, or absent due to illness or for any other reason, and children who were disapplied e.g. had special educational needs and were not assessed at Key Stage 2, and those who were repeating or have repeated academic years and are not yet being assessed at Key Stage 2).

### **Q 27: Key Stage 3**

This question should be answered for all young people who were or should have been in Year 10 in the relevant year, i.e.:

**For the 2008/2009 return, those with dates of birth in the range 2/7/94 – 1/7/95**

inclusive (including any who were excluded from school, not attending a mainstream school, or absent due to illness or for any other reason, and children who were disapplied e.g. had special educational needs and were not tested at Key Stage 3, and those who were repeating or have repeated academic years and are not yet being tested at Key Stage 3).

### **Q 28: GCSEs and GNVQs**

These questions should be answered for all young people who were or should have been in Year 12 in the relevant year i.e.:

**For the 2008/2009 return, those whose date of birth fell within 2/7/92 – 1/7/93**

inclusive (including any who were excluded from school, not attending a mainstream school, were absent due to illness or for any other reason, and children who were disappplied e.g. had special educational needs and did not sit any of these examinations and those who were repeating or have repeated academic years and are not yet sitting year 12 examinations). Include young people in educational institutions such as Pupil Referral Units or Young Offenders Institutions, and children in EOTAS.

### **GNVQ's**

Include GNVQ qualifications at foundation level or intermediate level. Count a Part 1 GNVQ as one GNVQ. Count a GNVQ Language Unit as 1 GNVQ. **Do not count NVQs.**

### **Q 30: Offending**

This question applies to children aged 10 and over at 30 September of the relevant year i.e.:

**For the 2008/09 return those with dates of birth on or before 30/9/99.**

Answer 'Yes' for young people who, during the relevant year 1 October – 30 September inclusive, were convicted of an offence or cautioned. **Include offences committed before the start of the year if they were committed while the young person was looked after. Do not include offences committed while the child was not looked after.**

### **Q 31: Pre-school provision**

This question should be answered for all children who were, or should have been in P1 at 30 September of the relevant year, i.e.:

**For the 2008/09 return, those with dates of birth in the range 2/7/04 – 1/7/05**

inclusive. Answer 'Yes' for those who had a **free** pre-school place during the year before entering P1.

**Q 32a and b: Development and Health Assessments for under 5's.**

These questions should be answered for all children aged 4 years or younger at 30 September of the relevant year, i.e.

**For the 2008/09 return, those with dates of birth on or after 1/10/04.**

(For children aged 5 years and older, Q33 applies).

**Development assessments:** answer 'Yes' for children whose development assessments were up to date at 30 September of the relevant year, i.e. **30 September 2008 for the 2008/09 return.**

These are assessments covered by the Pre-school Development Surveillance programme, under which children should be assessed at approximately the following ages: 8 weeks, 7 months, 18 months, 30 months, and 4 years. Answer 'Yes' for children who missed earlier assessments, providing they received their later assessments. A child is considered up-to-date if assessments have taken place by the dates shown above, even if they took place later than they should have done. If a child has missed all their development assessments except the most recent, they should still be counted as up-to-date.

**Health assessments:** Answer 'Yes' for those children who had their 6-monthly health assessment from a doctor, or other suitably qualified health professional, during the previous 6 months, i.e.

**Between 1 April 2009 and 30 September 2009 for the 2008/09 return,**  
(See Regulation 6 of the *Review of Children's Cases Regulations, (NI) 1996.*)

**Q 33: Health assessments for children aged 5 years and over**

This question should be answered **only for children and young people aged 5 years or older at 30 September of the relevant year i.e.:**

**For the 2008/09 return, those with dates of birth on or before 30/9/04.**

Answer 'Yes' for those young people who had their annual health assessment from a doctor, or other suitably qualified health professional during the relevant year, i.e.:

**Between 1 October 2008 and 30 September 2009 for the 2008/09 return.**  
(See Regulation 6 of the *Review of Children's Cases Regulations, (NI) 1996.*)

### **Q 34: Immunisations**

**This question applies to all children and young people.** Answer 'Yes' for children whose immunisations were up to date. This question relates to all children, not just those with immunisations due during the year. This question is not restricted to immunisations due while the child was looked after. It includes immunisations which should have been given before the child was looked after. In cases where children have not received their immunisations because of parental refusal or for health reasons, they should be treated as not being up-to-date.

A child is considered up-to-date if the immunisations have been given by 30 September of the relevant year, i.e.:

#### **30 September 2009 for the 2008/09 return**

even if they were given late according to the immunisations timetable. However, for the purpose of OC2, the opinion of a doctor or practice nurse that a child's immunisations are up-to-date is sufficient (a timetable for some childhood immunisations is attached at Appendix 1).

### **Q 35: Dental Checks**

**This question applies to all children and young people.** Answer 'Yes' for those children who had their teeth checked by a dentist during the relevant year. For very young children, the examination does not have to be undertaken by a dentist, and an examination by a paediatrician or other healthcare professional which included an oral examination may be counted.

### **Q36 Substance misuse**

This question has been introduced to the OC2 collection because looked after children have been identified as a high risk group with increased vulnerability to developing substance misuse problems. Some studies have indicated that looked after young people are four times more likely than those living in private households to smoke, drink and take drugs

For the purposes of the OC2 collection, the term 'drug' is used to refer to any psychotropic substance, including illegal drugs, illicit use of prescription drugs and volatile substances. Young people's drug taking is often inextricably linked with the consumption of alcohol. Therefore the term 'substance' refers to both drugs and alcohol, but not tobacco.

The fact that a young person has taken a substance should not automatically lead to reporting of substance misuse. The definition to be used for the purpose of this collection is 'Substance

taking which harms health or social functioning' -substance misuse may be dependency (physical or psychological) or substance taking that is part of a wider spectrum of problematic or harmful behaviour.

Intervention can include such activities as drug education/harm reduction information, one to one support, therapeutic counselling, and targeted support including support with a range of problems which are causing the young person difficulties and may be exacerbating the young person's drug misuse i.e. family contact, placement stability, school attendance and emotional and mental health problems.

**Q 37: Position at age 16**

These questions should be answered for all young people who were, or should have been, in Year 12, and who were 16 on 1 July of the relevant year, i.e.;

**For the 2008/2009 return, whose date of birth fell between 2/7/92–1/7/93**

**inclusive.** Include young people in educational institutions such as Pupil Referral Units or Young Offenders Institutions and children in EOTAS.

**Activity**

Select for each young person the code from the list overleaf that most accurately reflects their position at the end of September of the relevant year, i.e.;

**For the 2008/09 return, 30 September 2009**

Where more than one code applies, choose the one that is highest in the list.

**Full time further education:** this is post compulsory education consisting of guided learning for 16 hours a week or more. Include those studying up to 'A' level or equivalent standard.

**Part-time further education:** this is post-compulsory education which includes guided learning of less than 16 hours a week. Again include those studying up to 'A' level or equivalent standard.

**Higher education:** studies beyond 'A' level, leading to a degree level or higher qualification.

**Full time training:** include Government supported training schemes such as Jobskills, New Deal and Enterprise Ulster, where the young person is engaged in training rather than employment

**Part-time training:** training of less than 16 hours per week.

**Full time employment with planned training:** include employment for 16 hours a week or more which offers a structured package of on and/or off the job training. This may lead to NVQ level 2 qualifications or equivalent, but also include employment that provides locally recognised, good quality, structured training not leading to NVQ level 2. Include all modern apprenticeships, and other government-supported work based training carrying employed status.

**Full time employment with no planned training:** this is employment for 16 hours a week or more which does not offer a structured package of on and/or off the job training.

**Part-time employment:** employment of less than 16 hours a week.

**Parent – full-time carer:** use this code only for parents for whom none of codes 01 – 08 apply, i.e. those who are caring for children and as a result cannot take up education, training or employment.

**Other full-time carer:** use this code only for those for whom none of codes 01 – 09 apply, i.e. those who are caring for relatives other than children and as a result cannot take up education, training or employment.

**Unemployed as a result of ill-health or disability:** include those with a long term illness or disability that prevents them from obtaining employment or further education or training. Include those dependent on drugs if dependence is so debilitating as to prevent employment, education or training.

**Unemployed for other reason:** those not in full time or part time employment, education or training and whose unemployment is not the result of long term illness or disability, whether or not they are seeking employment or training.

**Schools attended**

For those who were in year 12, enter the total number of primary and secondary/grammar schools attended.

**Out of mainstream school and continuing to receive education**

For those who were in year 12, answer 'Yes' for any child who has participated in EOTAS or been in a Pupil Referral Unit or been out of mainstream school but being formally educated in any other way.

More blank copies of the form may be photocopied, or will be supplied free on request by DHSSPS.

**When childhood immunisations are due*****Appendix 1***

<b>When is the Immunisation due?</b>	<b>Which Immunisations?</b>	<b>Type</b>
<b>At two months</b>	Polio	By mouth
	HIB Diphtheria Tetanus Whooping Cough	One injection
	Meningitis C	One injection
<b>At three months</b>	Polio	By mouth
	HIB Diphtheria Tetanus Whooping Cough	One injection
	Meningitis C	One injection
<b>At four months</b>	Polio	By mouth
	HIB Diphtheria Tetanus Whooping Cough	One injection
	Meningitis C	One injection
<b>At 12 to 15 months</b>	Measles Mumps Rubella	One injection
<b>3 to 5 years</b> <b>(usually before the child starts school)</b>	Measles Mumps Rubella	One injection
	Diphtheria Tetanus	One injection
	Polio	By mouth
<b>10 to 14 years</b> <b>(sometimes shortly after birth)</b>	BCG (against tuberculosis)	Skin test, followed by one injection if needed
<b>School leavers:</b> <b>13 to 18 years</b>	Diphtheria Tetanus	One injection
	Polio	By mouth

*Appendix 2*

<b>OC2 return 2008/09</b>		
<b>Definitions of the groups of children covered by each data item</b>		
<b>Data item on OC2</b>	<b>Subject</b>	<b>Which children are included?</b>
	Scope of OC2	All children who were looked after on 30 September 2009 and on that date had been looked after continuously for at least a year
<b>19</b>	Compulsory school age	Children whose dates of birth are between 2/7/92 and 1/7/04 inclusive
<b>24</b>	Key Stage 1	Children in P4 in 2008/2009, i.e. whose dates of birth are in the range 2/7/00 – 1/7/01 inclusive
<b>25 &amp; 26</b>	Key Stage 2 and Transfer Procedure	Children in P7 in 2008/2009, i.e. whose dates of birth are in the range 2/7/97 – 1/7/98 inclusive
<b>27</b>	Key Stage 3	Children in Year 10 in 2008/2009, i.e. whose dates of birth are in the range 2/7/94 – 1/7/95 inclusive
<b>28 and 29</b>	GCSEs, GNVQs and NVQs	Children in Year 12 in 2008/2009, i.e. whose dates of birth are in the range 2/7/92 – 1/7/93
<b>30</b>	Offending	Children aged 10 and over at 30 September 2009, i.e. whose date of birth is 30/9/99 or earlier
<b>31</b>	Pre-school provision	Children whose dates of birth are in the range 2/7/04 – 1/7/05
<b>32</b>	Development assessments and 6-monthly health assessments	Children aged 4 years or younger at 30 September 2009, i.e. whose dates of birth are 1/10/04 or later
<b>33</b>	Annual health assessments	Children aged 5 years and over at 30 September 2009, i.e. children whose date of birth is 30/9/04 or earlier
<b>37</b>	Employment/school status	As for 21, children whose dates of birth are in the range range 2/7/92 – 1/7/93