



England

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# National Child Measurement Programme

## IT System User Guide part 3

### Pupil Data Management

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## Introduction

### Who should read this guidance?

This guidance is intended for individuals within Local Authority (LA) teams and associated Provider organisations who are responsible for administering the National Child Measurement Programme (NCMP) in their area.

For security and Information Governance considerations, access to the NCMP IT system is restricted depending on your role within the programme. Therefore, you may not have user permissions to access some areas referred to in this guidance.

### How will this guidance help me?

This guidance will show you how to manage the pupil data. It will show you how to:

- Manually enter pupil data into the system.
- Import your pupil data into the system from other electronic Child Health Information Systems.
- Identify and resolve errors and warnings.
- Recording participation opt-outs.

### Available NCMP IT System Guidance

- 1 Setting Up Schools List.
- 2 Setting Up User Accounts
- 3 Pupil Data Management**
- 4 Generating Feedback Letters
- 5 Progress and Data Quality Monitoring.
- 6 Data Submission.

### What is a super user?

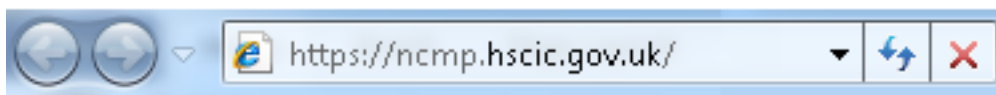
Each LA will typically have one user who is responsible for the administration of the NCMP IT system. The super user can:

- Add and remove users.
- Assign user roles in accordance with Information Governance requirements.
- Assign schools to users in accordance with Information Governance requirements.

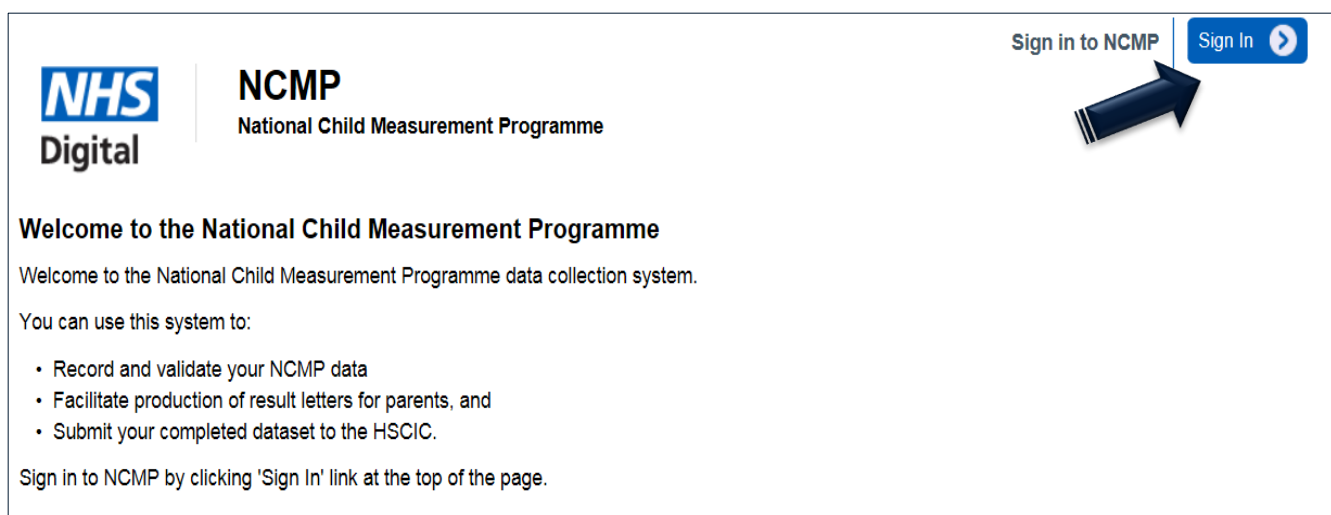
## Log into the NCMP IT System

Once you have a NHS England account, you can log into the NCMP IT system.

1. Open your web browser.
2. Enter the following web address (URL) in the address bar at the top of the browser:



3. This URL will take you to the Sign-In screen.

A screenshot of the NCMP Sign-In screen. At the top left is the NHS Digital logo. To its right is the NCMP logo and the text 'National Child Measurement Programme'. In the top right corner, there is a link 'Sign in to NCMP' and a blue 'Sign In' button with a right-pointing arrow. A large blue arrow points from the 'Sign In' button towards the center of the page. Below the logos, the text reads 'Welcome to the National Child Measurement Programme' followed by 'Welcome to the National Child Measurement Programme data collection system.' and 'You can use this system to:'. A bulleted list follows: 'Record and validate your NCMP data', 'Facilitate production of result letters for parents, and', and 'Submit your completed dataset to the HSCIC.' At the bottom, it says 'Sign in to NCMP by clicking 'Sign In' link at the top of the page.'

4. Click the **Sign In** link at the top right of the screen as shown above.

Enter your username and password and click the **Sign In** button.

## Entering pupil data

Pupil data can be entered by manual input or uploading from other sources such as electronic Child Health Systems.

The table below shows the data items required along with any relevant notes such as validation rules. Mandatory items are marked \*. Non-mandatory items required for data matching<sup>1</sup> are marked \*\*. Further details on entering these data are provided in the following sections.

| Field                          | Description   | Format/Example  |
|--------------------------------|---|---|
| <b>URN*<sup>2</sup></b>        | URN (Unique Reference Number) is a school identifier. A school's URN changes if the school type changes (e.g. from Community school to Academy).<br>For uploaded data, URN must match a URN on the "Schools" screen.<br>For manually entered data the URN is populated based on the school grid that data is being entered into.  | NNNNNN<br>123456  |
| <b>DfE Number*<sup>2</sup></b> | DfE (Department for Education) Number is a school identifier, sometimes referred to as LAESTAB (since it combines the LA code with the school's Estab code). A school's DfE Number does not change if the school type changes.<br><br>DfE Number is only mandatory when adding new schools. It is not required in upload files since it is automatically populated based on the school URN. | NNN/NNNN<br>894/2200  |
| <b>Date Of Birth*</b>          | Child's date of birth (DoB). The NCMP system only accepts data from children aged 4-5 and 10-11 years and so the DoB must be within ranges shown in the reference data.   | dd/mm/yyyy<br>17/11/2016                                      |
| <b>Sex*</b>                    | For uploaded data the following responses are accepted: M, F, m, f, MALE, FEMALE, male, female, Male, Female.<br>For manually entered data sex is selected from a dropdown menu.  | M, F, m, f,<br>MALE, FEMALE,<br>male, female,<br>Male, Female |
| <b>Height*</b>                 | Child's height in centimetres to the first decimal place, that is the nearest 0.1cm.<br>Ranges for which heights will be rejected, or generate warnings due to being extreme, are shown in the reference data.  | 120.4   |
| <b>Weight*</b>                 | Child's weight in kilograms to the first decimal place, that is the nearest 0.1kg.<br>Ranges for which weights will be rejected, or generate warnings due to being extreme, are shown in the reference data.  | 20.6  |
| <b>Date Of Measurement*</b>    | The date on which the child was measured.<br>Children can be measured from 1st September to the 31st August.<br>August and weekend dates of measurement will generate warnings.   | dd/mm/yyyy<br>15/09/2021                                      |
| <b>First name**</b>            | Please provide in full without abbreviations  | No restrictions on format                                     |
| <b>Last name**</b>             | Please provide in full without abbreviations  | No restrictions on format                                     |
| <b>Address**</b>               | Please provide in full without abbreviations  | No restrictions on format                                     |

<sup>1</sup> Data items such as name and address are used to assign a pseudo identification number to records when children are measured in Reception. When they are subsequently measured in Year 6 the same pseudo identification number is assigned enabling linkage of children's measurements recorded in both Reception and Year 6.

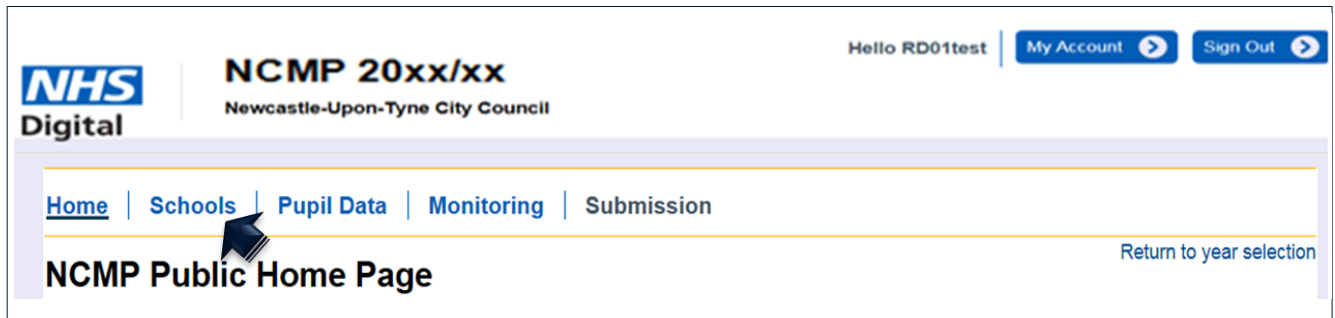
<sup>2</sup> This can be searched for by school name, town, locality or postcode: <https://get-information-schools.service.gov.uk/>

## Pupil Data Management

| Field                   | Description  | Format/Example   |
|-------------------------|--|--|
| <b>Postcode**</b>       | Child's postcode. Please do not provide the school postcode in cases where the child postcode is unavailable.  | GIR 0AA<br>A9 9ZZ<br>A99 9ZZ<br>AB9 9ZZ<br>AB99 9ZZ<br>A9C 9ZZ<br>AD9E 9ZZ |
| <b>NHS Number**</b>     | The NHS number is 10 numeric digits in length. The tenth digit is a check digit used to confirm its validity as detailed in the reference data   | 4505577104   |
| <b>Ethnicity</b>        | A full set of accepted codes are shown in the reference data. Four ethnicity code types are accepted: NHS codes; DfE extended codes; Rio CHS (Child Health System) codes; SystemOne CHS codes. | See reference data   |
| <b>Pupil Ref</b>        | For LA use only (NHS England does not access or use this data item)  | No restrictions on format  |
| <b>Pupil notes</b>      | For LA use only (NHS England does not access or use this data item)  | No restrictions on format  |
| <b>Parent Telephone</b> | For LA use only (NHS England does not access or use this data item)  | No restrictions on format  |
| <b>Parent Email</b>     | For LA use only (NHS England does not access or use this data item)  | No restrictions on format  |

# Manual input of pupil data into the NCMP IT System

1. From the **NCMP Public Home page**, click **Schools** on the top menu.



2. Click the **Pupil Grid** link for the school where you would like to add data.

| URN    | School Name                    | School Category | DfE Pupil Count |      | LA Edited Pupil Count |     | Measured Pupils |     | Adjusted Headcount |      | Remove from list | Pupil Grid |
|--------|--------------------------------|-----------------|-----------------|------|-----------------------|-----|-----------------|-----|--------------------|------|------------------|------------|
|        |                                |                 | R               | 6    | R                     | 6   | R               | 6   | R                  | 6    |                  |            |
|        | All NCMP schools               |                 | 2119            | 1982 | 339                   | 232 | 311             | 592 | 2295               | 2340 |                  |            |
| 108586 | Amberley Primary School        | State           | 59              | 47   | 60                    | 46  |                 | 5   | 60                 | 46   |                  |            |
| 108584 | Appletree Gardens First School | State           | 49              | 0    | 55                    | 0   | 21              | 59  | 55                 | 59   |                  |            |
| 108580 | Backworth Park Primary School  | State           | 14              | 11   | 15                    | 11  | 6               | 10  | 15                 | 11   |                  |            |
| 108587 | Bailey Green Primary School    | State           | 55              | 43   | 55                    | 40  |                 |     | 55                 | 40   |                  |            |
| 108595 | Battle Hill Primary School     | State           | 47              | 34   | 47                    | 35  |                 |     | 47                 | 35   |                  |            |

3. The pupil grid for the selected school is shown. The list will be empty if no pupils have been added.



**Pupil details pop-up form:**  
 Pupil details can now be entered into a pop-up form as well as directly into the pupil grid – simply click “Edit” on the pupil grid.

4. The Pupil Grid consists of 5 tabs:

- a. Child Identifiers (default)
- b. Address Details
- c. Measurement
- d. Pupil Notes
- e. Parent Contact Details

[Home](#) | [Schools](#) | [Pupil Data](#) | [Monitoring](#) | [Submission](#)

[< Back to school list](#) [Return to year selection](#)

Export Records    Measurement Form    Data Entry Aid  
[Letter generation](#) | [Data](#) | [Combined](#)    [Blank](#) | [Populated](#)    [Blank](#) | [Populated](#)

[Clear All](#) [Add New Pupil](#)

**Search the pupil grid for individual or groups of records:**

First name    Last name    Date of Birth    Pupil Ref    NHS Number    Postcode    Telephone

Parent Email    Measure Date Start    Measure Date End    Feedback Letter Start    Feedback Letter End

[Search](#)

**Filter and sort the pupil grid or your search results:**

Year    Sex    Ethnicity    BMI Cat    Measured    Feedback Generated    Non Measure Reason

All    All    All    All    All    All    All

[Filter](#)

Items per page: 50

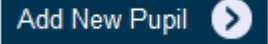
Sort Column: Last name    Order: Asc    [Sort](#)

[Child Identifiers](#)    [Address Details](#)    [Measurement](#)    [Pupil Notes](#)    [Feedback Details](#)

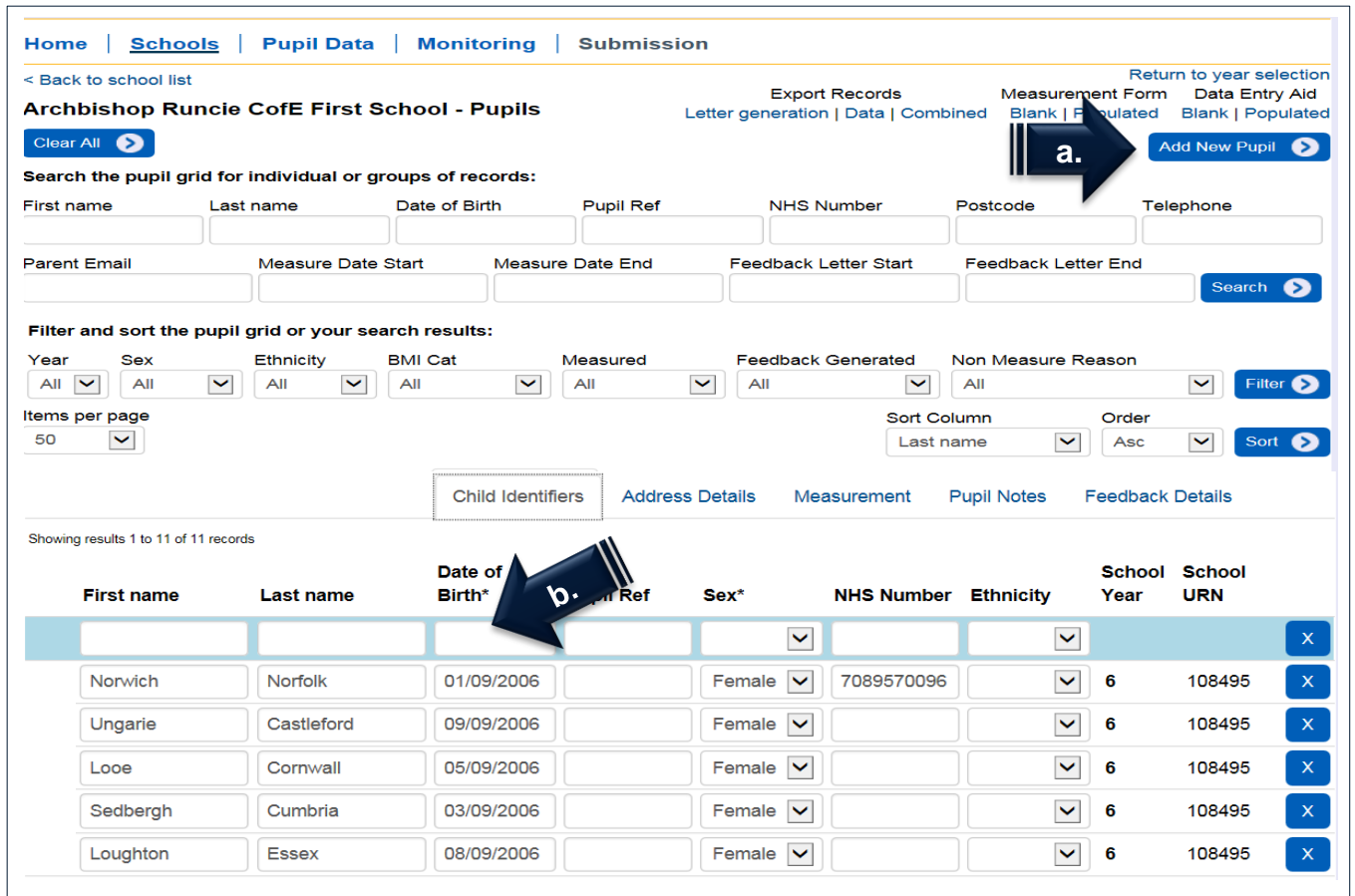
Showing results 1 to 10 of 10 records

| First name | Last name | Date of Birth* | Pupil Ref | Sex*   | NHS Number | Ethnicity | School Year | School URN |   |
|------------|-----------|----------------|-----------|--------|------------|-----------|-------------|------------|---|
| Helen      | Buckley   | 20/10/2002     |           | Female |            |           | 6           | 108584     | X |
| Julie      | Bullick   | 24/10/2002     |           | Female |            |           | 6           | 108584     | X |
| Emma       | Butcher   | 06/10/2008     |           | Female |            |           | R           | 108584     | X |
| Sam        | Carter    | 05/11/2002     |           | Male   |            |           | 6           | 108584     | X |
| Mo         | Chaudry   | 06/09/2008     |           | Male   | 8853724439 |           | R           | 108584     | X |
| Natalie    | Cook      | 14/10/2008     |           | Female |            |           | R           | 108584     | X |
| Ian        | Dalby     | 31/01/2003     |           | Male   |            |           | 6           | 108584     | X |
| Ian        | Dalby     | 05/09/2002     |           | Male   |            |           | 6           | 108584     | X |
| Stuart     | Davies    | 20/09/2002     |           | Male   |            |           | 6           | 108584     | X |
| Helena     | Dean      | 12/11/2002     |           | Female |            |           | 6           | 108584     | X |
| Harry      | Dobson    | 03/01/2003     |           | Male   | 4983198431 |           | 6           | 108584     | X |

5. To add a new pupil manually:

a. Click the  button.

b. A new blank row is added to the Pupil Grid.



Home | Schools | Pupil Data | Monitoring | Submission

< Back to school list Return to year selection

**Archbishop Runcie CofE First School - Pupils** Export Records  
Letter generation | Data | Combined Measurement Form  
Blank | Populated Data Entry Aid  
Blank | Populated

Search the pupil grid for individual or groups of records:

First name  Last name  Date of Birth  Pupil Ref  NHS Number  Postcode  Telephone

Parent Email  Measure Date Start  Measure Date End  Feedback Letter Start  Feedback Letter End

Filter and sort the pupil grid or your search results:

Year  Sex  Ethnicity  BMI Cat  Measured  Feedback Generated  Non Measure Reason

Items per page  Sort Column  Order

Showing results 1 to 11 of 11 records

| First name           | Last name            | Date of Birth*       | Pupil Ref            | Sex*                                    | NHS Number           | Ethnicity                        | School Year | School URN |                                  |
|----------------------|----------------------|----------------------|----------------------|---|----------------------|----------------------------------|-------------|------------|----------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="v"/>        | <input type="text"/> | <input type="button" value="v"/> |             |            | <input type="button" value="X"/> |
| Norwich              | Norfolk              | 01/09/2006           |                      | Female <input type="button" value="v"/> | 7089570096           | <input type="button" value="v"/> | 6           | 108495     | <input type="button" value="X"/> |
| Ungarie              | Castleford           | 09/09/2006           |                      | Female <input type="button" value="v"/> |                      | <input type="button" value="v"/> | 6           | 108495     | <input type="button" value="X"/> |
| Looe                 | Cornwall             | 05/09/2006           |                      | Female <input type="button" value="v"/> |                      | <input type="button" value="v"/> | 6           | 108495     | <input type="button" value="X"/> |
| Sedbergh             | Cumbria              | 03/09/2006           |                      | Female <input type="button" value="v"/> |                      | <input type="button" value="v"/> | 6           | 108495     | <input type="button" value="X"/> |
| Loughton             | Essex                | 08/09/2006           |                      | Female <input type="button" value="v"/> |                      | <input type="button" value="v"/> | 6           | 108495     | <input type="button" value="X"/> |

6. The following fields are mandatory (indicated by\*) and are located on the **Child Identifiers** tab. It is not possible to save a record with missing mandatory data.

a. Date of Birth

b. Sex

**Note** The **School Year** field is calculated based on the entered **Date of Birth (DoB)**. The DoB must be within the range set for the selected collection year.

Please see the **Reference Data** file available here <https://digital.nhs.uk/services/national-child-measurement-programme/it-system> for details of the exact date ranges for the present school year.

The **School URN** is automatically entered for the selected school.

7. Once the two mandatory fields and any other pupil data have been completed in this, or in any of the other four tabs, either:

- a. Click [< Back to school list](#) **OR**
- b. Click [Add New Pupil](#) to add more pupils.

**Note** The data is automatically saved to the database when exiting a field.

|   | First name | Last name | Date of Birth* | Pupil Ref | Sex*   | NHS Number | Ethnicity | School Year | School URN |   |
|---|------------|-----------|----------------|-----------|--------|------------|-----------|-------------|------------|---|
| ⚠ |            |           |                |           |        |            |           |             |            | X |
| ✉ | Claire     | Adams     | 18/09/2008     |           | Female | 5872701659 |           | R           | 108584     | X |
| ✉ | Andrew     | Addison   | 19/10/2002     |           | Male   |            |           | 6           | 108584     | X |

Any pupil records with invalid or missing data are shown with red shading and the invalid/missing data is highlighted with red borders. The reason for the error is shown if you hover the mouse pointer over the highlighted box. Examples of invalid data are:

a. Empty mandatory field.

|   | First name | Last name | Date of Birth* | Pupil Ref | Sex*   | NHS Number | Ethnicity | School Year | School URN |   |
|---|------------|-----------|----------------|-----------|--------|------------|-----------|-------------|------------|---|
| ⚠ |            |           |                |           |        |            |           |             |            | X |
| ✉ | Claire     | Adams     | Required Field |           | Female | 5872701659 |           | R           | 108584     | X |
| ✉ | Andrew     | Addison   | 19/10/2002     |           | Male   |            |           | 6           | 108584     | X |

b. A date outside the range set for the collection year.

|   | First name | Last name | Date of Birth*                        | Pupil Ref | Sex*   | NHS Number | Ethnicity | School Year | School URN |   |
|---|------------|-----------|---------------------------------------|-----------|--------|------------|-----------|-------------|------------|---|
| ⚠ |            |           | 01/02/2001                            |           | Female |            |           |             |            | X |
| ✉ | Claire     | Adams     | This child is too old to be in year 6 |           | Female | 5872701659 |           | R           | 108584     | X |
| ✉ | Andrew     | Addison   | 19/10/2002                            |           | Male   |            |           | 6           | 108584     | X |

## Delete a Pupil from the Pupil Grid

To delete a pupil from a school:

1. Within the pupil grid for the selected school, click [X](#) (as seen in image above) for the pupil to be deleted.
2. You will be requested to confirm the action. Click [Yes](#)

**Remove Pupil**

⚠ Are you sure you want to remove this pupil.

## Uploading Pupil Data into the NCMP IT System


Data from other systems, such as Child Health Information Systems, can be uploaded into the NCMP IT system, saving time spent on data entry.

When creating your CSV file it **MUST** adhere to the following rules:

- Be saved in CSV format with 22 columns of data in the exact order and titles as shown below.
- All columns must have field names in the first row.
- **Do not enter any data except for a column heading in the first column.** This column is for the NCMP system ID. If you want to add your own child ID number then please enter this in the third column.
- Columns can be empty of data **except for date of birth, sex and school URN which must contain valid data for each pupil (shown with \*)**:

- |                          |  |
|--------------------------|--|
| 1. Id                    | 13. Postcode   |
| 2. <u>NHSNumber</u>      | 14. <u>SchoolUm*</u>                                       |
| 3. <u>PupilReference</u> | 15. <u>EthnicityCode</u>                                   |
| 4. <u>FirstName</u>      | 16. Height   |
| 5. <u>LastName</u>       | 17. Weight   |
| 6. <u>DateOfBirth*</u>   | 18. <u>DateOfMeasurement</u>                               |
| 7. <u>Sex*</u>           | 19. <u>NonMeasurementReasonCode</u> – see table on page 11 |
| 8. Address1              | 20. Notes  |
| 9. Address2              | 21. Telephone  |
| 10. Address3             | 22. Email  |
| 11. Address4             |  |
| 12. Address5             |  |

You can also export data from the system and amend/add data before re-uploading. In this case the field names and “Id” column will be populated (as shown below). **Please do not change the “Id” numbers as these will be used to match the records that you are uploading with the records in the system.**



Sometimes NHS Number is displayed with spaces in it, eg, 1234 5678 90. If this is the case, please ‘find’ and ‘replace’ to locate the space (just hit space bar once, and replace with nothing in order to remove spaces).

### Example of CSV file

| A   | B          | C              | D         | E        | F           | G      | H                 | I            | J                   | K        | L        |
|-----|------------|----------------|-----------|----------|-------------|--------|-------------------|--------------|---------------------|----------|----------|
| Id  | NHSNumber  | PupilReference | FirstName | LastName | DateOfBirth | Sex    | Address1          | Address2     | Address3            | Address4 | Address5 |
| 885 | 8853724439 |                | Shaun     | Addy     | 19/09/2002  | Male   | 20 Elmfield grove | Killingworth | Newcastle-upon-Tyne |          |          |
| 804 | 4983198431 |                | Amanda    | Baldwin  | 11/10/2008  | Female | 5 Matthew Bank    | West Moor    | Newcastle-upon-Tyne |          |          |
| 856 | 8698496197 |                | Jackie    | Blay     | 02/12/2002  | Female | 17 Market Road    | Killingworth | Newcastle-upon-Tyne |          |          |
| 822 | 1884850294 |                | Phil      | Brown    | 29/10/2008  | Male   | 56 Polygon Road   | Palmerston   | Newcastle-upon-Tyne |          |          |
| 812 | 3886757943 |                | Chris     | Buckley  | 19/10/2002  | Male   | 17 Byker Road     | Byker        | Newcastle-upon-Tyne |          |          |

| M        | N        | O             | P      | Q      | R                 | S                        | T     | U             | V                     |
|----------|----------|---------------|--------|--------|-------------------|--------------------------|-------|---------------|-----------------------|
| Postcode | SchoolUm | EthnicityCode | Height | Weight | DateOfMeasurement | NonMeasurementReasonCode | Notes | Telephone     | Email                 |
| NE12 8TY | 108584   |               |        |        |                   |                          |       | 0191 765 5344 | shaun@btinternet.com  |
| NE13 8GH | 108584   |               |        |        |                   |                          |       | 0191 543 9872 | amanda@btinternet.com |
| NE14 9EE | 108584   |               |        |        |                   |                          |       | 0191 345 6120 | jackie@btinternet.com |
| NE12 8DT | 108584   |               |        |        |                   |                          |       | 0191 658 2344 | phil@btinternet.com   |
| NE12 8TT | 108584   |               |        |        |                   |                          |       | 0191 763 9211 | chris@btinternet.com  |

**Data can also be uploaded from NCMP Data Entry Aids but this is a different process – please see Producing Offline Data Capture Tools on page 23.**

The data is initially uploaded to a reviewing/staging area where the data are validated and any errors corrected.



Note

In addition to the two mandatory fields required (Date of Birth & Sex), the upload file must contain valid **School URNs**, otherwise the file will be rejected and the upload aborted.

When collecting school data, please ensure you are using the 6 digit URN code for the school, ie 457239. The 7 digit LA/Establishment number will not be accepted into the NCMP system and will generate error messages. Please refer to your school list in the NCMP system to familiarise yourself with the layout of the School URN and ensure they match with your pupil data files. If you retrieve this information direct from your Child health system, please ensure that it is the 6 digit number you specify from your system provider.

If all School URNs are valid, but some other data is invalid (e.g. Date of Birth), the data is uploaded and you can make the required corrections in a staging/preview grid before the upload is complete. Alternatively you can make the amendments in the source file and re-upload the file into the system.

There is no limit to the number of times you can upload the pupil file to the system, each upload will overwrite the previous matching pupil records, however please note, this **does not** include updated school URNs (e.g. if the child has moved schools), this will create an additional record.

When you upload data for records that have previously been entered, either pre or post-measurement, the system will match records using the following hierarchy (moving on to the next option if there is no data entered for the relevant field):

1. NCMP system ID (this is generated when records are exported from the system)
2. LA pupil reference
3. NHS number
4. first name, surname, sex and DOB



Note

Uploading blank data fields **does not** overwrite existing data in the pupil grid.

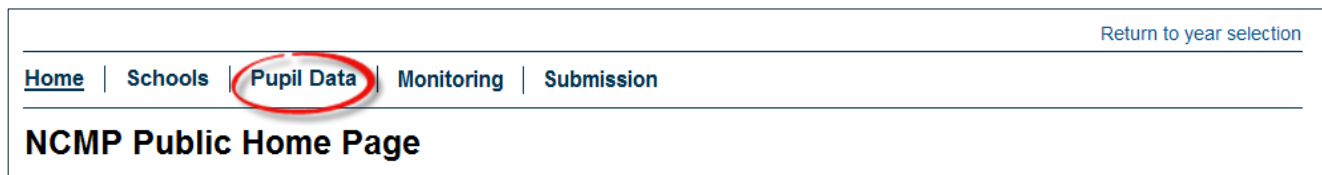
When the system finds a match it will update any fields that have changed but blanks will not overwrite existing data. You can be confident to upload your records as long as you are content that any fields that are different in your new upload file will overwrite the data in the system.

If you want to upload **reasons for non-measurement**, please use the following codes:

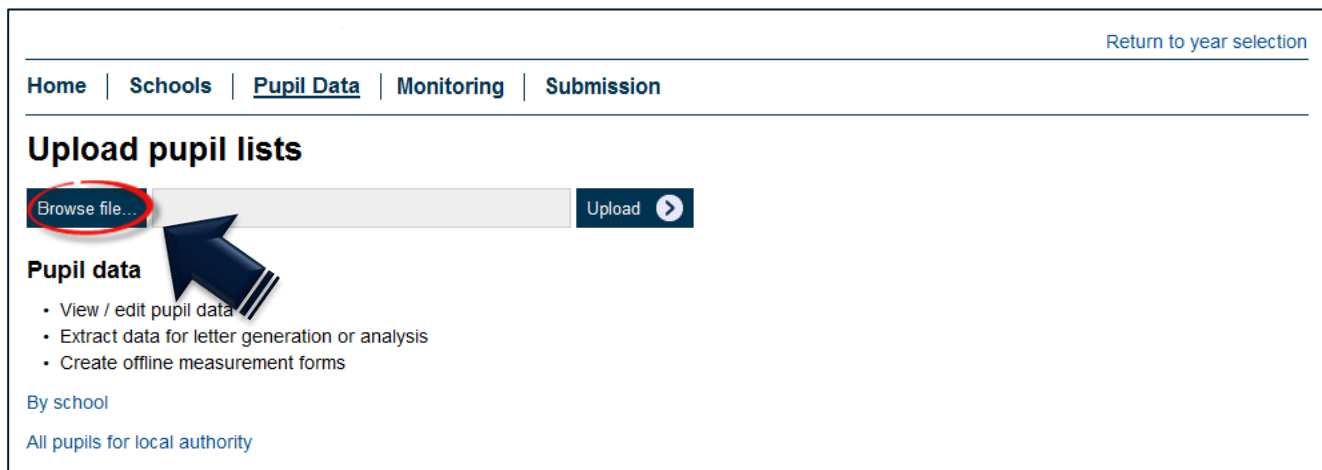
| Code | Description   |
|------|---|
| nm01 | Absent  |
| nm02 | Child opt out   |
| nm03 | Parent opt out  |
| nm05 | No longer at school                                       |
| nm07 | Other   |
| nm08 | School opt out  |
| nm09 | Unsuitable for measurement due to physical impairment     |
| nm10 | Unable or unwilling to comply due to cognitive impairment |

## Upload Pupil Data

1. Navigate to the **Pupil Data** tab in the top menu.

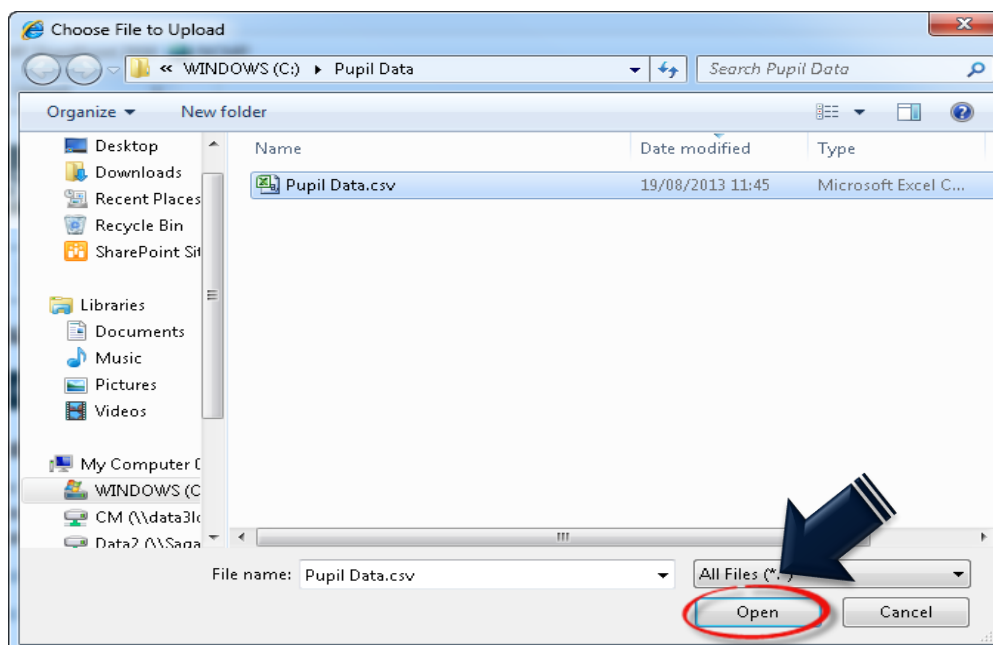


2. Click the **Browse file...** button, to search for the CSV file to upload from your computer.



3. Navigate to and select the file to upload.

4. Click **Open**.




5. The filename of the file to upload is shown, Click **Upload** .

## Pupil Data Management

Home | Schools | Pupil Data | Monitoring | Submission

### Upload pupil lists

Browse file... Pupil Data.csv **Upload** 

**Pupil data**

- View / edit pupil data
- Extract data for letter generation or analysis
- Create offline measurement forms

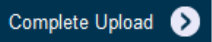
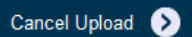
By school

All pupils for local authority

6. The uploaded data is shown in a staging/preview grid. Here you can review the data and correct any errors. You can:

- Change the number of pupils per screen.
- Sort the pupils by a specific field in ascending or descending order.
- Delete a pupil.

7. Correct any errors (see section **Upload Errors** on page 18)


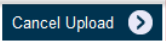
8. If you are happy with the data and no errors are showing, click **Complete Upload**  .  
Alternatively, to cancel the upload, click **Cancel Upload**  .

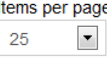

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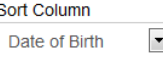



### Records to be Uploaded

Navigating away from this page or refreshing the data in this page using F5 before the upload has been completed will cause any changes to be lost

19 record(s) need to be corrected before the data can be imported

























**Complete Upload**  **Cancel Upload** 


Items per page  

Sort Column  Order  **Sort**  

Child Identifiers | Address Details | Measurement | Pupil Notes | Parent Contact Details

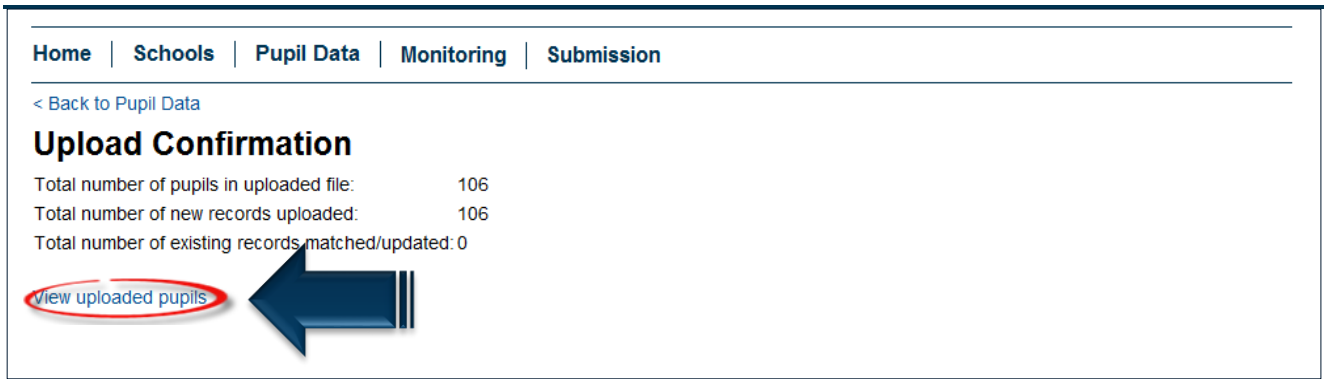
1 2 3 4 5 Showing results 1 to 25 of 100 records

| First name  | Last name | Date of Birth* | Pupil Ref | Sex*   | NHS Number | Ethnicity   | School Year | School URN |  |
|---|-----------|----------------|-----------|--|------------|---|-------------|------------|---|
| Paul  | Aistrop   | 11/07/2009     |           | Male    |            |  | R           | 108587     |  |
|  Craig | Smith     | 03/11/2008     |           | Male    |            |  | R           | 108587     |  |
|  Iain  | Ogilvie   | 02/11/2008     |           | Male    |            |  | R           | 108587     |  |
|  Simon | Brown     | 01/11/2008     |           | Male    |            |  | R           | 108587     |  |
|  Seb   | Turner    | 31/10/2008     |           | Male    |            |  | R           | 108587     |  |
|  Sally | Dryden    | 30/10/2008     |           | Female  |            |  | R           | 108587     |  |



9. If you have completed the upload, you will then receive a report detailing the number of new pupils uploaded, existing pupils updated and the total records in the CSV file.

10. Click the **View uploaded pupils'** link to see the new pupils added.



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< Back to Pupil Data

### Upload Confirmation

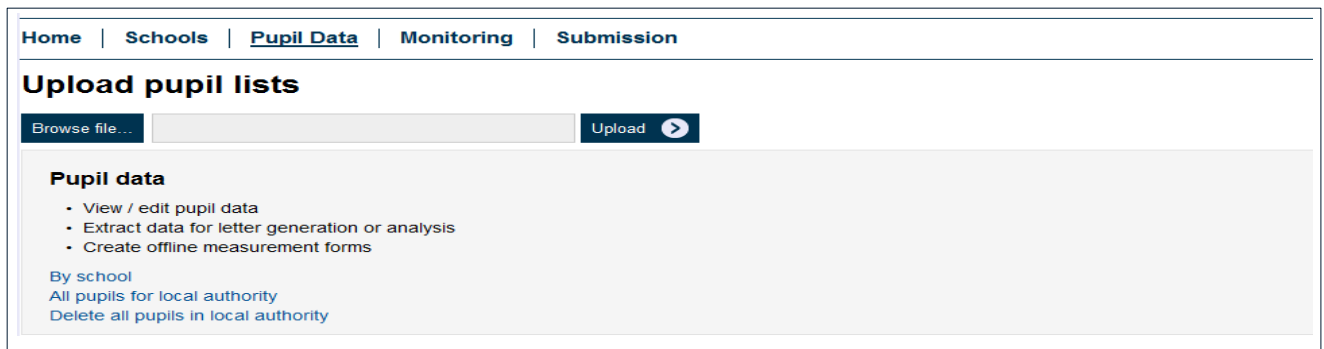
Total number of pupils in uploaded file: 106  
Total number of new records uploaded: 106  
Total number of existing records matched/updated: 0

[view uploaded pupils](#)

## Large File Uploads

Large file uploads (more than 1000 pupil records) will be processed as background tasks. This means that your computer will not be tied up while you wait for a file to upload, and you can navigate away and use other parts of the system or perform other tasks on your computer.

1. Select **Pupil Data**
2. Browse for file and select **Upload**



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### Upload pupil lists

Browse file... Upload >

**Pupil data**

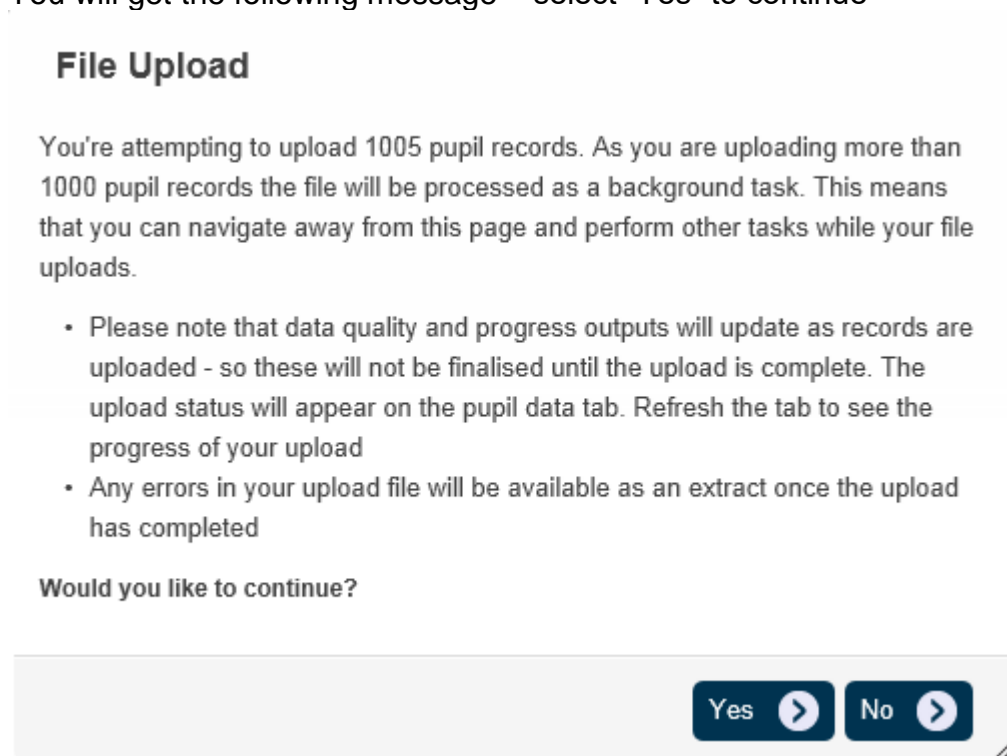
- View / edit pupil data
- Extract data for letter generation or analysis
- Create offline measurement forms

By school

[All pupils for local authority](#)

[Delete all pupils in local authority](#)

3. You will get the following message – select “Yes” to continue



### File Upload

You're attempting to upload 1005 pupil records. As you are uploading more than 1000 pupil records the file will be processed as a background task. This means that you can navigate away from this page and perform other tasks while your file uploads.

- Please note that data quality and progress outputs will update as records are uploaded - so these will not be finalised until the upload is complete. The upload status will appear on the pupil data tab. Refresh the tab to see the progress of your upload
- Any errors in your upload file will be available as an extract once the upload has completed

Would you like to continue?

Yes > No >

4. To view the progress of the upload select *refresh the page*

**Upload progress & history**  
Please [refresh the page](#) to view current status of uploads.

| Date             | User             | Total Pupils | Progress | Added Pupils | Updated Pupils | Errored Pupils |   |
|------------------|------------------|--------------|----------|--------------|----------------|----------------|---|
| 17/01/2014 11:50 | Local Authority2 | 315          | 100%     | 1            | 0              | 314            | Download errors <input checked="" type="checkbox"/> |

5. When the upload has been completed you will be able to download a file containing any errors – select **Download errors**


**Upload progress & history**  
Please [refresh the page](#) to view current status of uploads.

| Date             | User             | Total Pupils | Progress | Added Pupils | Updated Pupils | Errored Pupils |   |
|------------------|------------------|--------------|----------|--------------|----------------|----------------|---|
| 17/01/2014 11:50 | Local Authority2 | 315          | 100%     | 1            | 0              | 314            | Download errors <input checked="" type="checkbox"/> |

6. The error reason will be displayed in column W of the downloaded file. The relevant corrections can then be made and the same file uploaded

| T  | U         | V     | W   | X | Y | Z | AA | AB |
|----|-----------|-------|---|---|---|---|----|----|
| es | Telephone | Email | Errors  |   |   |   |    |    |
|    |           |       | DateOfBirth: This child is too young to be in a reception class |   |   |   |    |    |
|    |           |       | DateOfMeasurement: Too far in the past for this year            |   |   |   |    |    |
|    |           |       | Postcode: Postcode is not in the correct format                 |   |   |   |    |    |
|    |           |       | Height: The value entered for height is out of range            |   |   |   |    |    |
|    |           |       | NHSNumber: The NHS number is not of the correct length          |   |   |   |    |    |

7. You can confirm the upload is complete and remove from the history by selecting the tick.



Upon upload, the staging grid will not be shown for files containing more than 1000 records which means you won't have a chance to double check or preview the data when uploading. However when the upload has completed, the uploaded records together with errors will be shown in the **Upload progress & history** table and any records containing errors can be downloaded in the Data CSV file (via the **Pupil data** page, either by school or all pupils for LA).

## Updating records

If you would like to change any of your existing records previously uploaded, you can do this via an update – uploading your data as before but with additional information.

For example, if you wanted to add ethnic codes to your uploaded data and have the following identifiers; NHS number, School URN, Date of Birth and gender in your own files and in the data previously uploaded, you only need upload these columns of data (without the need for all columns of data) in addition to your new (ethnic code) data, but you will need to ensure it matches the required order and column headings of the upload template (as seen on page 11), so for example, first column (ID) can be blank, NHS number populated, then pupil ref, first name, last name etc all blank but a populated ethnic code column.

Because the identifiers are in your source file and already in place in the NCMP system, during upload, it will know to append this new material to the correct records. Also, uploading blank columns of data (ie blank first and last names etc) will not overwrite existing

## Pupil Data Management

populated cells, only new data will overwrite existing data or previously blank cells, such as with your ethnic codes.

Please note, updating school URNs (e.g. if the child has moved schools), will not overwrite earlier records for this child at a different school, it will create an additional record.

## Validation data rules

Uploaded data is subjected to several checks (validation) to ensure the data uploaded is valid. The following table lists the data rules applied at this stage of the process (Pre-measurement). More checks will apply at later stages.

Any errors shown will need to be corrected in the staging/review area or in the source CSV file before the upload can be completed.

| Field         | Mandatory | Rule   |
|---------------|-----------|--|
| First Name    | No        | Must be populated.   |
| Last Name     | No        | Must be populated.   |
| Date Of Birth | Yes       | <ul style="list-style-type: none"><li>• Must be populated with a valid date in dd/mm/yyyy format.</li><li>• DoB is within the range set for the school year.</li></ul> |
| Sex           | Yes       | Valid responses:<br>M, F, m, f, MALE, FEMALE, male, female, Male, Female.  |
| SchoolURN     | Yes       | When uploading child data, the school URN is required to assign the child to the correct school.   |

If you are uploading measurement data as well as pupil data using a CSV file or the NCMP offline tool, the following table shows what rules are applied to the measurement data.

| Field             | Mandatory | Rule  |
|-------------------|-----------|---|
| Height            | Yes       | Must be populated.  |
| Weight            | Yes       | Must be populated.  |
| DateOfMeasurement | Yes       | <ul style="list-style-type: none"><li>• Must be populated with a valid date in dd/mm/yyyy format.</li><li>• Is within the range set for the school year.</li><li>• Is not a weekend date.</li><li>• Is not in August.</li></ul> |

## Upload Errors

Upload errors occur due to:

- Missing data in mandatory fields.
- Other invalid data in the CSV upload file.

The upload file must contain valid School URNs otherwise the file will be rejected as shown below.

Home | Schools | **Pupil Data** | Monitoring | Submission

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### Upload pupil lists

- Something went wrong with the upload. The value(s) for School URN (12) are not valid. This may be because you are not assigned to these schools. Please check your data.

If all School URNs are valid, but some other data is invalid (e.g. Date of Birth) the system allows you to make the required corrections in a *staging/preview* grid before the upload is complete. Alternatively, you can make the amendments in the CSV source file and re-upload the file into the system. There is no limit to the number of times you can upload the pupil file to the system, each upload will overwrite the previous matching pupil records.

If you choose to modify the data directly in the staging/preview grid and then re-upload the CSV file, your direct changes in the staging grid will be lost because the new upload will overwrite the previous matching pupil records.

## Examples of Upload errors

Any pupil record where missing or invalid data has been encountered is shown with red shading and the missing/invalid data highlighted with red borders. To find out more details about the error, hover the mouse over each individual data error.

### Missing mandatory data

|                          | First name | Last name | Date of Birth* | Pupil Ref | Sex*           | NHS Number | Ethnicity | School Year | School URN |                          |
|--------------------------|------------|-----------|----------------|-----------|----------------|------------|-----------|-------------|------------|--------------------------|
| <input type="checkbox"/> | Shaun      | A...      | 19/09/2002     |           | ▼              |            | ▼         | 6           | 108584     | <input type="checkbox"/> |
| <input type="checkbox"/> | Amanda     | Baldw...  | 11/10/2008     |           | Required Field |            | ▼         | R           | 108584     | <input type="checkbox"/> |
| <input type="checkbox"/> | Jackie     | Blay      | 02/12/2002     |           | Female ▼       |            | ▼         | 6           | 108584     | <input type="checkbox"/> |
| <input type="checkbox"/> | Phil       | Brown     |                |           | Male ▼         |            | ▼         |             | 108584     | <input type="checkbox"/> |

Date of birth is too young for Reception

| First name | Last name | Date of Birth* | Pupil Ref | Sex* | NHS Number | Ethnicity | School Year | School URN |   |
|------------|-----------|----------------|-----------|------|------------|-----------|-------------|------------|---|
| Claire     | Adams     | 02/01/2010     |           |      | 5872701659 |           | R           | 108604     | X |
| Andrew     | Addison   |                |           | Male |            |           | 6           | 108604     | X |
| Shaun      | Addy      | 19/09/2002     |           | Male |            |           | 6           | 108604     | X |

This child is too young to be in a reception class

Date of birth is too old for Reception and too young for Year 6

| First name | Last name | Date of Birth* | Pupil Ref | Sex* | NHS Number | Ethnicity | School Year | School URN |   |
|------------|-----------|----------------|-----------|------|------------|-----------|-------------|------------|---|
| Andrew     | Addison   | 19/10/2002     |           | Male |            |           | 6           | 108604     | X |
| Shaun      | Addy      | 19/09/2002     |           | Male |            |           | 6           | 108604     | X |
| Peter      | Adu       | 05/01/2006     |           | Male |            |           | R           | 108604     | X |
| Martin     | Ainsworth |                |           | Male |            |           | 6           | 108604     | X |
| Paul       | Alistrop  |                |           | Male |            |           | R           | 108604     | X |

This child is too old to be in a reception class and too young to be in year 6

If you are attempting to upload a large number of pupil records, some errors may appear further in the list.

**To view only records with errors:**

1. In the staging/preview grid, click the link stating the number of errors which need correcting.

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**Records to be Uploaded**

Navigating away from this page or refreshing the data in this page using the browser will cause any changes to be lost

5 record(s) need to be corrected before the data can be imported

Complete Upload [arrow] Cancel Upload [arrow]

2. You'll then be shown a breakdown of the number of errors in each field.

In the example below, there are 3 errors on the *Date of Birth* field and 2 errors on the *Sex* field.

3. Clicking an error count will apply a filter to only show records with errors in that field. Alternatively, click error count for All fields to show all errors.

## Pupil Data Management

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### Records to be Uploaded

Navigating away from this page or refreshing the data in this page using F5 before the upload has been completed will cause any changes to be lost

5 record(s) need to be corrected before the data can be imported

Complete Upload > Cancel Upload >

|                |           |                      |           |
|----------------|-----------|----------------------|-----------|
| First name:    | No errors | NHS Number:          | No errors |
| Last name:     | No errors | Clinical Category:   | No errors |
| Date of birth: | 3 errors  | Date of measurement: | No errors |
| Sex:           | 2 errors  | Postcode:            | No errors |
| Height:        | No errors | Weight:              | No errors |
| Other:         | No errors | All:                 | 5 errors  |

- The pupil records with errors in the selected field are shown. Make the necessary corrections.

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### Records to be Uploaded

Navigating away from this page or refreshing the data in this page using F5 before the upload has been completed will cause any changes to be lost

Filtering uploaded pupils by errors on Date of Birth [Remove filter](#)

Complete Upload > Cancel Upload >

Items per page: 25

Sort Column: Last name | Order: Asc | Sort >

Identifiers | Address Details | Measurement | Pupil Notes | Parent Contact Details

Showing results 1 to 3 of 3 records

| First name | Last name | Date of Birth* | Pupil Ref | Sex*   | NHS Number | Ethnicity | School Year | School URN |
|------------|-----------|----------------|-----------|--------|------------|-----------|-------------|------------|
| Peter      | Adu       | 05/01/2006     |           | Male   |            |           |             | 108604 X   |
| Ian        | Dalby     |                |           | Male   |            |           |             | 108604 X   |
| Jane       | Johnson   |                |           | Female | 3886757943 |           |             | 108604 X   |

When you've resolved the highlighted errors, the red borders around the relevant fields are removed. If all errors for a pupil record are corrected, the red shading is also removed.

It may take a few moments for the corrected data to show as valid. The edited field will be updated immediately upon exiting that field.

- Click the **Remove Filter** link to return to the full pupil grid.

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### Records to be Uploaded

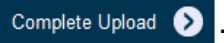
Navigating away from this page or refreshing the data in this page using F5 before the upload has been completed will cause any changes to be lost

Filtering uploaded pupils by errors on Date of Birth [Remove filter](#)

Complete Upload > Cancel Upload >

- Repeat steps 1-6 for each field with errors until all errors have been corrected.

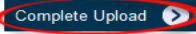
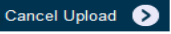
 Any warnings indicated by ⚠ don't prevent pupil records from being uploaded. These can be either corrected or suppressed now, or at a later stage.

8. Once the link stating the number of errors which need correcting shows 0, click  .

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**Records to be Uploaded**

Navigating away from this page or refreshing the data in this page using F5 before the upload has been completed will cause any changes to be lost

0 record(s) need to be corrected before the data can be imported  

## Upload Error messages

If, when uploading your data file, you receive an error message, please refer to the following possible explanations. The standard error message is as follows:

- 'Your file cannot be uploaded. This is most likely due to missing, incomplete or incorrect ordering of headers. Please refer to 'Pupil Data Management' guidance doc to view an example of the correct CSV file format. If it is none of these, your CSV file has another error. If you can't locate this error, break your CSV file down into fewer records and upload separate CSV files. It is difficult for us to assist with errors in a CSV file'
- If 'blank school URN' is displayed: This can occur, obviously, if one your school URNs is missing. However even when these have all been populated, this message may persist. Occasionally a trace may be left within your CSV file. In this case, copy the contents of your file, then (crucially) paste special, values into a new document. This will therefore not bring any unusual formatting into the new CSV file and you should be able to upload successfully.
- Any other error message: If your CSV file is very large, it may be troublesome to locate the cause of the error. In which case, break your file down into smaller files and upload them individually. This will then make it clearer where the issue lies.

## Upload warnings

If the uploaded pupil data conforms to the validation rules described above, there is still a possibility that some of the data maybe incorrect. The system will indicate these as **Warnings** and places a ⚠ next to each record that requires attention.

The data that the warning refers to is highlighted with an amber coloured border.

 The pupil data that the warning refers to may be on one of the other tabs. You will need to click that tab (e.g., Address Details) to access the incorrect data.

## Pupil Data Management

| First name | Last name | Date of Birth* | Address | Postcode |
|------------|-----------|----------------|---------|----------|
| ⚠ Andrew   | Addison   | 19/10/2002     |         |          |
| Shaun      | Addy      | 19/09/2002     |         | LS1 4RE  |
| Peter      | Adu       | 08/09/2002     |         | LS1 4RF  |

At this stage of the process, you will receive a warning if:

- The postcode of the child is empty.
- The postcode of the child is the same as the school. As it is possible for the child to have the same postcode as the school, you will be asked to confirm this.

If you are also including measurement data in your upload, you may receive a warning if:

- Height is outside the expected range.
- Weight is outside the expected range.
- Calculated Clinical BMI Category (Centile) is outside of normal range.

| First name | Last name | Date of Birth* | Height   | Weight   | Clinical Category (Centile) | Date Measured |
|------------|-----------|----------------|----------|----------|-----------------------------|---------------|
| ⚠ Andrew   | Addison   | 19/10/2002     | 190.0 cm | 60.00 kg | Healthy (52)                | 03/01/2013    |
| Shaun      | Addy      | 19/09/2002     | 140.0 cm | 35.00 kg | Healthy (74)                | 03/01/2013    |
| Peter      | Adu       | 08/09/2002     | 160.0 cm | 30.00 kg | Underweight (0)             | 03/01/2013    |
| ⚠ Martin   | Ainsworth | 26/08/2003     | 180.0 cm | 37.00 kg | Underweight (0)             | 02/01/2013    |

If your data contains unexpected values (e.g. missing child postcode, identical child and school postcode or measurements outside of expected ranges) an orange border will appear around relevant data item. Please check that all data items with warnings are correct. If a highlighted data item is correct, then you can confirm this by hovering the mouse over it and suppressing the warning. It will not be possible to finalise the collection until all warnings have been suppressed or data items correct (so that no warning appears).

Underweight (0)

This BMI is outside the normal range, please confirm.  
[Click here to suppress this warning](#)

## Extreme BMI centiles

Children with extreme BMI centiles are classified as “Very thin” (children on or below the 0.4th BMI centile) or “Severely obese” (children on or above the 99.6th BMI centile) and will have a flag added to their record on the pupil grid (to the right of the clinical category field on the Measurement tab). A tool tip will be displayed when hovering over the flag, providing the BMI classification of the child.

### Clinical Category (BMICentile)

Underweight (0)

## Pupil Data Management

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These children are likely to have additional problems and should be referred for further assessment and support. It is therefore recommended that as a minimum duty of care, local areas proactively follow up these children to ensure they are offered appropriate specialist support and care.

Please see the [NCMP Operational Guidance](#) published by Office for Health Improvement and Disparities (OHID) for guidance on how to support children who are flagged in the NCMP IT system with an extreme BMI centile.

Please note: the flag for “Very thin” or “Severely obese” is not a warning notification and cannot be suppressed. The flag is simply additional information for users. It will not be possible to remove this red flag if the measurements remain unchanged, however it won’t prevent you from uploading your data.

As well as extreme BMI centiles flags being provided in the pupil grid, a field containing the same information is available in the enhanced extract (available at the end of the collection). If you would like to add this information to extracts available during the collection, then this can be done through adding a formula to the Combined extract. See page 33 for details of how to do this.

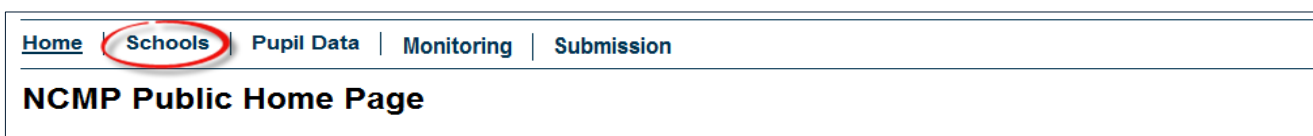
## Producing offline data capture tools

The NCMP IT system provides the ability to prepare a number of offline tools for measurement capture, if there is no internet access to use the system in direct online mode:

- A Microsoft Excel data entry worksheet (blank or populated with pupil data) for downloading to a laptop or similar, for the purpose of recording measurement data electronically but offline (No internet). Once completed, the worksheet can be directly uploaded to the NCMP IT system at a later date when internet access is available.
- A paper measurement form (blank or populated with pupil data) for recording measurement data and inputting the results manually into the system at a later date when internet access is available.

## Download the excel data entry aid

1. Navigate to the **Schools** tab on the top menu.



2. Your school list is shown. Click the **Pupil Grid** link for the school from which you want to download the Excel data entry aid.

## Pupil Data Management

Home | **Schools** | Pupil Data | Monitoring | Submission

### Schools

Add a school  
Edit Eligible Pupil Numbers

Headcount | Participation

| URN    | School Name                    | School Category | DfE Pupil Count |      | LA Edited Pupil Count |     | Measured Pupils |     | Adjusted Headcount |      | Remove from list | Pupil Grid |
|--------|--------------------------------|-----------------|-----------------|------|-----------------------|-----|-----------------|-----|--------------------|------|------------------|------------|
|        |                                |                 | R               | 6    | R                     | 6   | R               | 6   | R                  | 6    |                  |            |
|        | All NCMP schools               |                 | 2119            | 1982 | 339                   | 232 | 311             | 592 | 2295               | 2340 |                  |            |
| 108586 | Amberley Primary School        | State           | 59              | 47   | 60                    | 46  |                 | 5   | 60                 | 46   |                  |            |
| 108584 | Appletree Gardens First School | State           | 49              | 0    | 55                    | 0   | 21              | 59  | 55                 | 59   |                  |            |

3. Under the **Data Entry Aid** heading click either:
  - a. **Blank** - to download an unpopulated data entry aid.
  - b. **Populated** - to download a copy of the data entry aid populated with pupil data for the selected school.

Home | **Schools** | Pupil Data | Monitoring | Submission

< Back to school list

Export Records Letter generation | Data Measurement Form Blank | Populated **Data Entry Aid Blank | Populated**

**Benton Dene Primary School - Pupils**

Add New Pupil

Year Sex Ethnicity BMI Cat Measured Feedback Generated Non Measure Reason Filter

## Populated Data Entry Aid

File Home Insert Page Layout Formulas Data Review View Developer

hscic Health & Social Care Information Centre

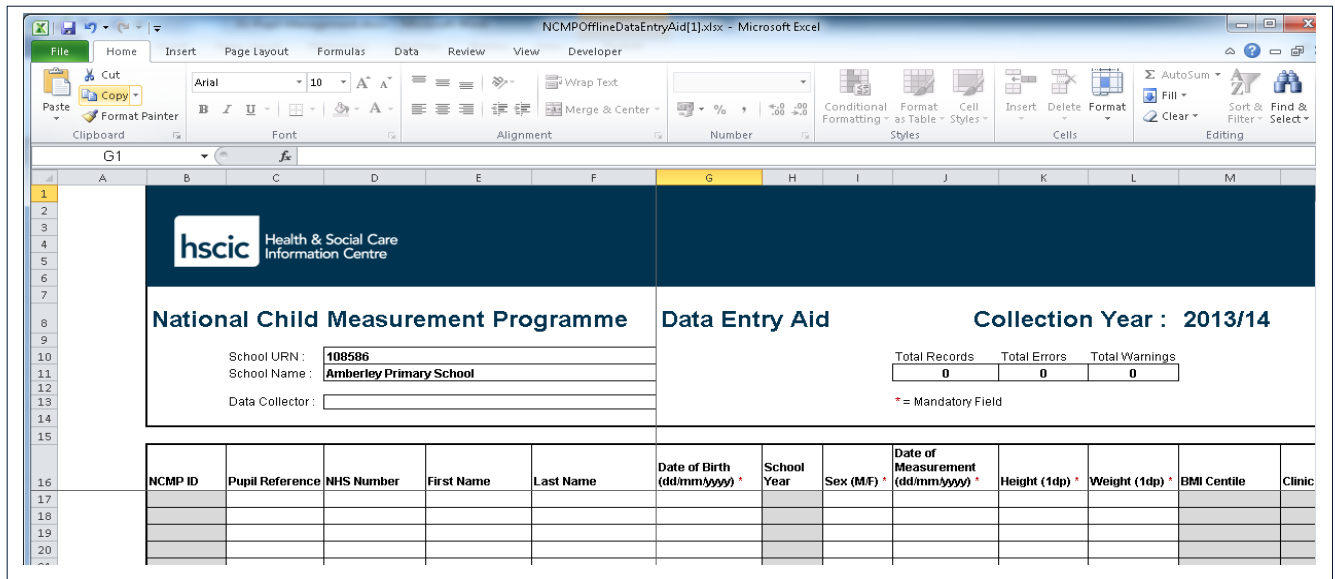
**National Child Measurement Programme Data Entry Aid Collection Year : 2013/14**

School URN : 108586  
School Name : Amberley Primary School  
Data Collector :

| NCMP ID | Pupil Reference | NHS Number | First Name | Last Name | Date of Birth (dd/mm/yyyy) * | School Year | Sex (MF) * | Date of Measurement (dd/mm/yyyy) * | Height (1dp) * | Weight (1dp) * | BMI Centile | Clinical Catego |
|---------|-----------------|------------|------------|-----------|------------------------------|-------------|------------|------------------------------------|----------------|----------------|-------------|-----------------|
| 470     |                 | 1960004425 | Margaret   | Jones     | 02/01/2003                   |             | F          |                                    |                |                |             |                 |
| 471     |                 | 3886757943 | Jane       | Johnson   | 02/05/2003                   |             | F          |                                    |                |                |             |                 |
| 472     |                 |            | Ian        | Dalby     | 02/01/2003                   |             | M          |                                    |                |                |             |                 |
| 473     |                 | 6593370088 | Waheed     | Nazir     | 08/09/2002                   |             | M          |                                    |                |                |             |                 |
| 474     |                 |            | Rachel     | Gibbon    | 08/10/2008                   |             | F          |                                    |                |                |             |                 |
| 475     |                 |            | Lisa       | Rigby     | 09/10/2008                   |             | F          |                                    |                |                |             |                 |

\* = Mandatory Field

## Blank Data Entry Aid

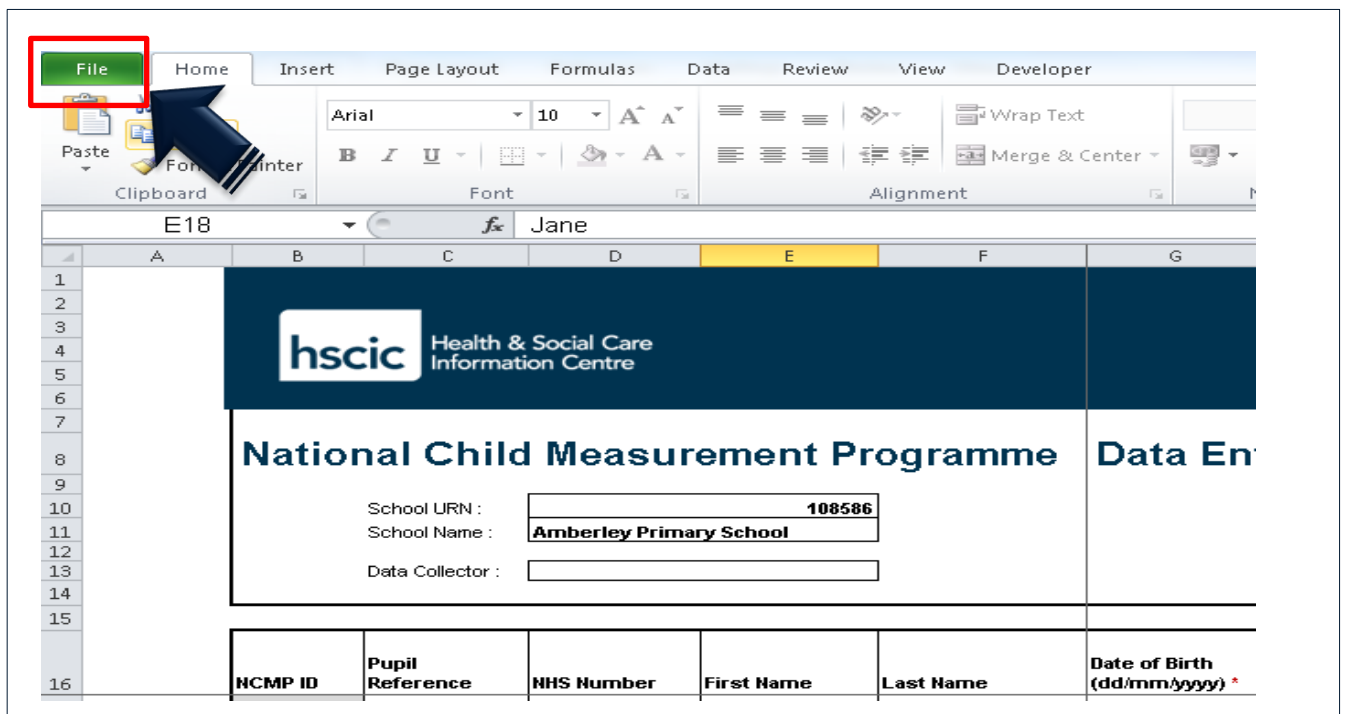


4. The downloaded file should be saved in a folder on your computer's hard drive.

This process varies depending on which operating system and which version of Microsoft Excel is being used.

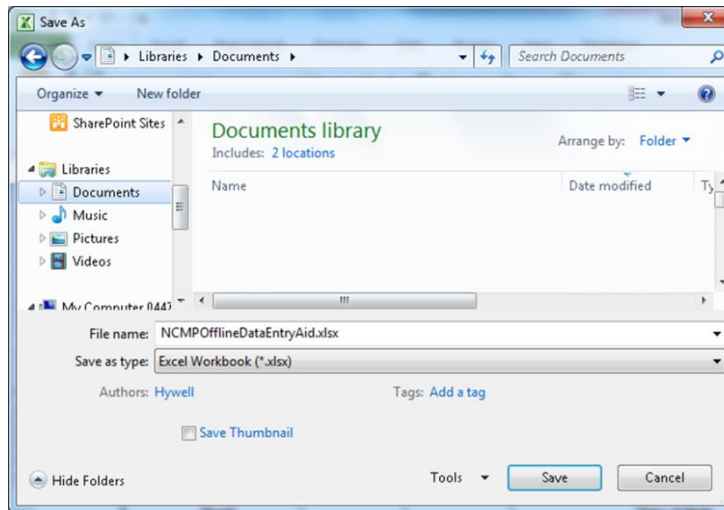
The following steps are shown using Microsoft Excel 2010 running on a Windows 7 operating system.

5. Click the File tab in Microsoft Excel.



6. Select **Save As**.

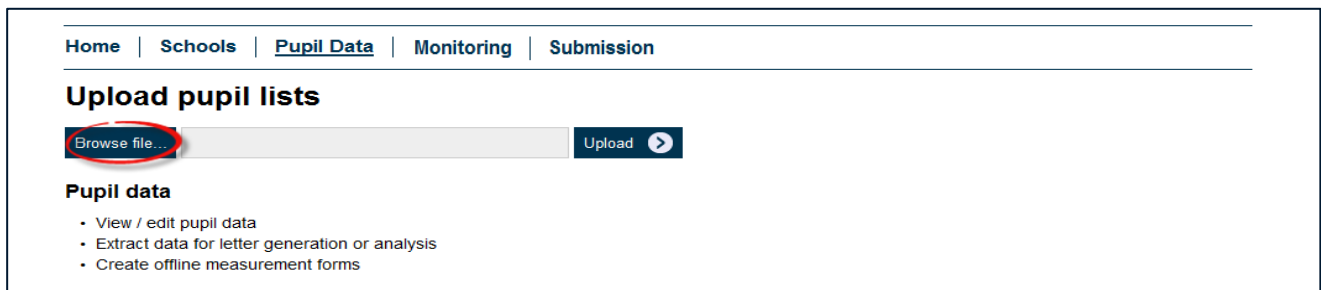
7. Select a location to save your file to & click **Save**.



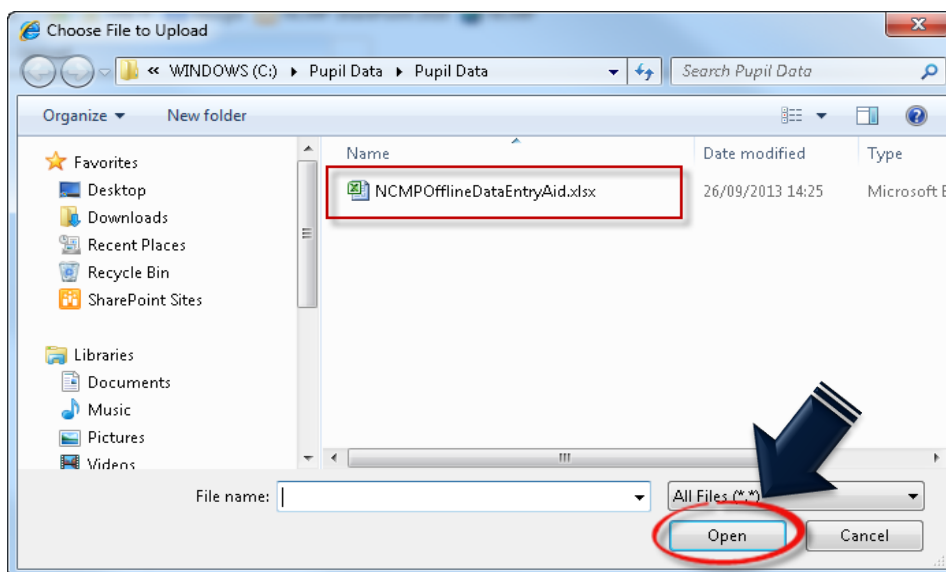
8. Once the data entry aid has been completed, it can be uploaded directly back to the NCMP IT system as a Microsoft Excel file without being converted to a CSV file.

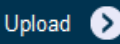
9. On the top menu, select **Pupil Data**.

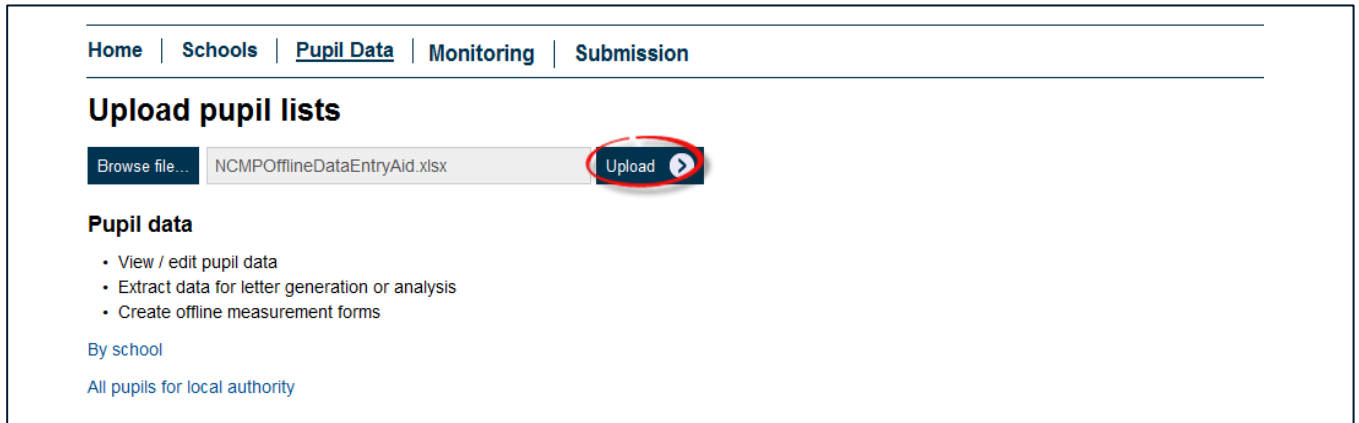
10. On the **Upload pupil list** page, click the **Browse file...** button, to search for the data entry aid to upload from your computer.



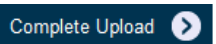
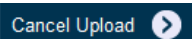
11. Navigate to and select the data entry aid to upload and click **Open**.

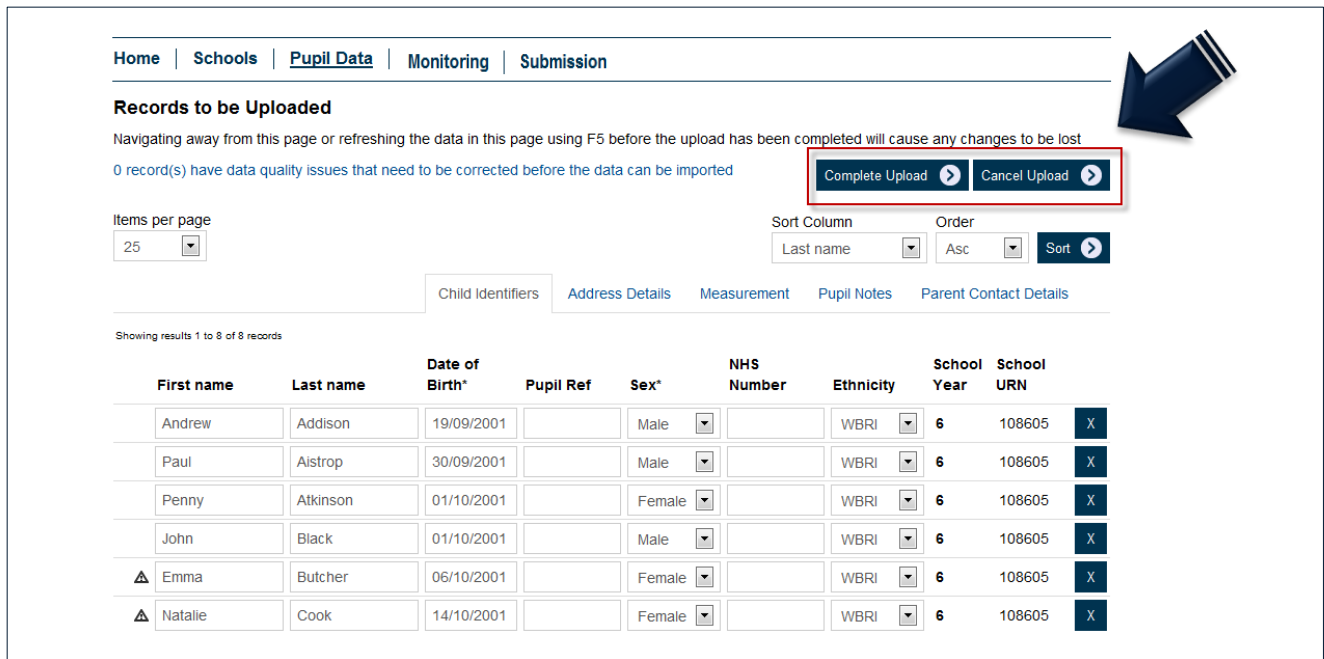


12. The filename of the file to upload is shown, Click 

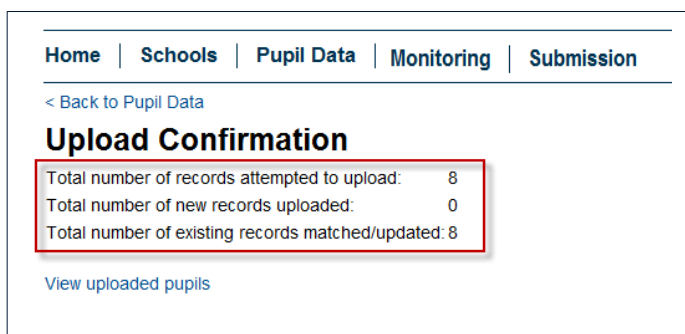


13. The uploaded data is shown in a staging/preview grid. Here you can review the data and correct any errors (see section **Upload Errors** on page 18)


14. If you are happy with the data and no errors are showing, click . Alternatively, to cancel the upload, click .



15. If you have completed the upload, you will then receive a report detailing the number of new pupils uploaded, existing pupils updated and the total records in the data entry aid.



16. Click the **View uploaded pupils'** link to see any new pupils added.



There is no limit to the number of times you can upload the data entry aid to the system, each upload will overwrite the previous matching pupil records.

## Print a paper measurement form

1. From the **NCMP Public Home page**, click **Schools** on the top menu.

[Home](#)
Schools
[Pupil Data](#)
[Monitoring](#)
[Submission](#)

### NCMP Public Home Page

Using the tabs you can:

- Check your schools list and amend as required (SCHOOLS)
- Record and validate pupil data (PUPIL DATA)
- Monitor progress and data quality (MONITORING & SUBMISSION)
- Submit your completed dataset to the HSCIC (MONITORING & SUBMISSION)

2. Your school list is shown. If there are many schools in the list you may need to scroll down the page to view them all.

3. Click the **Pupil Grid** link for the school from which you want to download the measurement form.

[Home](#)
[Schools](#)
[Pupil Data](#)
[Monitoring](#)
[Submission](#)


### Schools

[Add a school](#)  
[Edit Eligible Pupil Numbers](#)

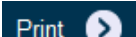
Headcount

Participation

| URN    | School Name                       | School Category | DfE Pupil Count |      | LA Edited Pupil Count |     | Measured Pupils |     | Adjusted Headcount |      |                                  |                            |
|--------|-----------------------------------|-----------------|-----------------|------|-----------------------|-----|-----------------|-----|--------------------|------|----------------------------------|----------------------------|
|        |                                   |                 | R               | 6    | R                     | 6   | R               | 6   | R                  | 6    |                                  |                            |
|        | All NCMP schools                  |                 | 2119            | 1982 | 339                   | 232 | 311             | 592 | 2295               | 2340 |                                  |                            |
| 108586 | Amberley Primary School           | State           | 59              | 47   | 60                    | 46  |                 | 5   | 60                 | 46   | <a href="#">Remove from list</a> | <a href="#">Pupil Grid</a> |
| 108584 | Appletree Gardens First School    | State           | 49              | 0    | 55                    | 0   | 21              | 59  | 55                 | 59   | <a href="#">Remove from list</a> | <a href="#">Pupil Grid</a> |
| 108580 | Backworth Park Primary School     | State           | 14              | 11   | 15                    | 11  | 6               | 10  | 15                 | 11   | <a href="#">Remove from list</a> | <a href="#">Pupil Grid</a> |
| 108587 | Bailey Green Primary School       | State           | 55              | 43   | 55                    | 40  |                 |     | 55                 | 40   | <a href="#">Remove from list</a> | <a href="#">Pupil Grid</a> |
| 108595 | Battle Hill Primary School        | State           | 47              | 34   | 47                    | 35  |                 |     | 47                 | 35   | <a href="#">Remove from list</a> | <a href="#">Pupil Grid</a> |
| 108604 | Benton Dene Primary School        | State           | 60              | 56   | 58                    | 55  | 4               | 9   | 58                 | 55   | <a href="#">Remove from list</a> | <a href="#">Pupil Grid</a> |
| 108612 | Burradon Community Primary School | State           | 27              | 20   | 27                    | 25  | 2               | 3   | 27                 | 25   | <a href="#">Remove from list</a> | <a href="#">Pupil Grid</a> |




Under the **Measurement Form** heading click either:


- a. **Blank** - a new window opens showing the blank measurement form.
- b. **Populated** - a new window will open showing the populated measurement form.
- c. In both cases, click  to print the forms.

Home | [Schools](#) | [Pupil Data](#) | [Monitoring](#) | [Submission](#)


[< Back to school list](#)      Export Records      **Measurement Form**      Data Entry Aid  
 Letter generation | Data      Blank | Populated      Blank | Populated

**Benton Dene Primary School - Pupils**      [Add New Pupil](#) 

Year      Sex      Ethnicity      BMI Cat      Measured      Feedback Generated      Non Measure Reason


                                         [Filter](#) 

### Populated Measurement Form

Please click Print, then ensure that the paper size is set to A4 Landscape. [Print](#) 

| School Year | NHS Number | Last Name | First Name | Date of Birth | Sex    | Height (cm) | Weight (kg) | Date of Measurement | Reason for non-measure |
|-------------|------------|-----------|------------|---------------|--------|-------------|-------------|---------------------|------------------------|
| 6           |            | Addy      | Shaun      | 19/09/2002    | Male   |             |             |                     |                        |
| 6           |            | Blay      | Jackie     | 02/12/2002    | Female | 119.0       | 53.00       | 24/07/2013          |                        |
| 6           |            | Buckley   | Chris      | 19/10/2002    | Male   | 141.0       | 45.00       | 24/07/2013          |                        |
| 6           |            | Buckley   | Helen      | 20/10/2002    | Female | 142.0       | 69.00       | 24/07/2013          |                        |
| 6           |            | Bullick   | Julie      | 24/10/2002    | Female | 120.0       | 25.00       | 24/07/2013          |                        |
| 6           |            | Carter    | Sam        | 05/11/2002    | Male   | 145.0       | 35.00       | 24/07/2013          |                        |
| 6           |            | Dalby     | Ian        | 31/01/2003    | Male   | 146.0       | 43.00       | 24/07/2013          |                        |
| 6           |            | Dalby     | Ian        | 05/09/2002    | Male   | 114.9       | 26.10       | 24/07/2013          |                        |
| 6           |            | Davies    | Stuart     | 20/09/2002    | Male   | 143.0       | 61.00       | 24/07/2013          |                        |
| 6           |            | Dean      | Helena     | 12/11/2002    | Female | 140.0       | 21.00       | 24/07/2013          |                        |
| 6           | 4983198431 | Dobson    | Harry      | 02/01/2003    | Male   | 110.1       | 70.20       | 24/07/2013          |                        |

### Blank Measurement Form

[Print](#) 

|                           |                 |                     |                        |          |
|---------------------------|-----------------|---------------------|------------------------|----------|
| School Urn                | First Name      | Last Name           | Date of Birth          | Sex      |
| *                         |                 |                     | *                      | *        |
| Height (cm)               | Weight (kg)     | Date of Measurement | Non Measurement Reason |          |
| *                         | *               | *                   | *                      |          |
| Address                   |                 |                     |                        | Postcode |
| Parent/Guardian Telephone |                 |                     | Parent/Guardian Email  |          |
| NHS Number                | Ethnic Category | Notes               |                        |          |

|                           |                 |                     |                        |          |
|---------------------------|-----------------|---------------------|------------------------|----------|
| School Urn                | First Name      | Last Name           | Date of Birth          | Sex      |
| *                         |                 |                     | *                      | *        |
| Height (cm)               | Weight (kg)     | Date of Measurement | Non Measurement Reason |          |
| *                         | *               | *                   | *                      |          |
| Address                   |                 |                     |                        | Postcode |
| Parent/Guardian Telephone |                 |                     | Parent/Guardian Email  |          |
| NHS Number                | Ethnic Category | Notes               |                        |          |

## Record NCMP participation opt-out

The system provides the facility to capture the reason why a child has not been measured. This could be because of:

- Parental opt-out
- Child opt-out
- Absent
- No longer at school
- School opt-out
- Unsuitable for measurement due to physical impairment
- Unable or unwilling to comply due to cognitive impairment
- Other

To record opt-out of NCMP measurement:

1. In the **Schools** page click the **Pupil Grid** link for the school where you want to record the pupil opt-out.

Home | **Schools** | Pupil Data | Monitoring | Submission

**Schools**  
[Add a school](#)  
[Edit Eligible Pupil Numbers](#)

Headcount | Participation

| URN    | School Name                    | School Category | DfE Pupil Count |      | LA Edited Pupil Count |     | Measured Pupils |     | Adjusted Headcount |      | Remove from list | Pupil Grid |
|--------|--------------------------------|-----------------|-----------------|------|-----------------------|-----|-----------------|-----|--------------------|------|------------------|------------|
|        |                                |                 | R               | 6    | R                     | 6   | R               | 6   | R                  | 6    |                  |            |
|        | All NCMP schools               |                 | 2119            | 1982 | 339                   | 232 | 311             | 592 | 2295               | 2340 |                  |            |
| 108586 | Amberley Primary School        | State           | 59              | 47   | 60                    | 46  |                 | 5   | 60                 | 46   |                  |            |
| 108584 | Appletree Gardens First School | State           | 49              | 0    | 55                    | 0   | 21              | 59  | 55                 | 59   |                  |            |

2. Click the **Measurement** tab.

Home | **Schools** | Pupil Data | Monitoring | Submission

< Back to school list

**Archbishop Runcie CofE First School - Pupils**

Export Records | Measurement Form | Data Entry Aid  
 Letter generation | Data | Combined | Blank | Populated | Blank | Populated

Clear All | Add New Pupil

Search the pupil grid for individual or groups of records:

First name | Last name | Date of Birth | Pupil Ref | NHS Number | Postcode | Telephone

Parent Email | Measure Date Start | Measure Date End | Feedback Letter Start | Feedback Letter End

Search

Filter and sort the pupil grid or your search results:

Year | Sex | Ethnicity | BMI Cat | Measured | Feedback Generated | Non Measure Reason

All | All | All | All | All | All | All

Filter

Items per page: 50

Sort Column: Last name | Order: Asc

Sort

Child Identifiers | Address Details | **Measurement** | Pupil Notes | Parent Contact Details

Showing results 26 to 50 of 105 records

| First name | Last name | Date of Birth* | Pupil Ref | Sex*   | NHS Number | Ethnicity | School Year | School URN |   |
|------------|-----------|----------------|-----------|--------|------------|-----------|-------------|------------|---|
| Helena     | Dean      | 12/11/2002     |           | Female |            |           | 6           | 108604     | X |
| Harry      | Dobson    | 03/01/2003     |           | Male   | 4983198431 |           | 6           | 108604     | X |

3. Locate the relevant pupil you want to record the opt-out for. Click the **Not Measured** button for that pupil.

Home | Schools | Pupil Data | Monitoring | Submission

< Back to school list

Archbishop Runcie CofE First School - Pupils

Export Records: Letter generation | Data | Combined | Measurement Form: Blank | Populated | Data Entry Aid: Blank | Populated

Clear All | Add New Pupil

Search the pupil grid for individual or groups of records:

First name, Last name, Date of Birth, Pupil Ref, NHS Number, Postcode, Telephone, Parent Email, Measure Date Start, Measure Date End, Feedback Letter Start, Feedback Letter End

Search

Filter and sort the pupil grid or your search results:

Year: All | Sex: All | Ethnicity: All | BMI Cat: All | Measured: All | Feedback Generated: All | Non Measure Reason: All

Filter

Items per page: 50 | Sort Column: Last name | Order: Asc

Sort

Child Identifiers | Address Details | Measurement | Pupil Notes | Feedback Details

| First name | Last name | Date of Birth* | Height   | Weight   | Clinical Category (Centile) | Date Measured |
|------------|-----------|----------------|----------|----------|-----------------------------|---------------|
| Andrew     | Addison   | 19/10/2002     | 190.0 cm | 60.00 kg | Healthy (52)                | 03/01/2013 X  |
| Shaun      | Addy      | 19/09/2002     | 140.0 cm | 35.00 kg | Healthy (74)                | 03/01/2013 X  |
| Peter      | Adu       | 08/09/2002     | 160.0 cm | 30.00 kg | Underweight (0)             | 03/01/2013 X  |
| Martin     | Ainsworth | 26/08/2003     | 180.0 cm | 42.00 kg | Underweight (0)             | 02/01/2013 X  |
| Paul       | Aistrop   | 11/07/2009     | cm       | kg       | Not Measured                | X             |

4. In the dialog box, click the dropdown arrow to select a reason for the opt-out.


**Pupil could not be measured**

Please choose a non measurement reason:

Absent

Save Non Measurement Reason | Cancel

5. Click the **Save Non Measurement Reason** button.



You do not need to delete pupils from the system if they have not been measured, for whatever reason. You can leave these records in the system and it will automatically calculate the total number of non-measured children for the different reasons for non-measurement. The LA edited pupil count will not auto-update in any instances where a non-measurement reason code has been applied to a record so please ensure you adjust your pupil counts if any children are not eligible for measurement.

Children considered not eligible for measurement are those who are no longer at school, and those who are not able to be measured due to physical or cognitive impairment. In these cases, decrease the LA edited pupil count for that school by the appropriate amount and if you have left the unmeasured record in place, enter the appropriate non-measurement reason.

## Exporting pupil data files

It is possible, at any time, to export all the data you have entered into the NCMP IT System to offline Excel files which can be used to update your own Child Health Systems and additional analysis you may be undertaking.

Three files are available here. The **Letter generation** file is for use when you would like to produce parental feedback letters to parents. Full details can be found in **#4 Generating Feedback Letters**.

**Data** file is all the information that you initially entered, but with no additional calculations produced by the system.

The **Combined** file presents variables from both datasets which will enable you to carry out your own detailed analysis in one place without the need for additional data linkage. This file also provides BMI centile (PScore) to four decimal places and will enable you to extract this data without having to use the letter generation extract thereby allowing accurate tracking of parental feedback.

Within the **Pupil Data** page:

1. Click on **All pupils for local authority**

[Return to year selection](#)

---

Home | Schools | **Pupil Data** | Monitoring | Submission

---

### Upload pupil lists

Browse file...  >

**Pupil data**

- View / edit pupil data
- Extract data for letter generation or analysis
- Create offline measurement forms

By school

[All pupils for local authority](#)

[Delete all pupils in local authority](#)


2. Export Records: **Data / Combined**

Export Records  
[Letter generation](#) | [Data](#) | [Combined](#)

**Or you can carry out this task by individual school:**

Within the **Pupil Data** page:

3. Click on **By School**
4. Click on the **Pupil Grid** for the chosen school
5. Export Records: **Data / Combined**



Depending on the type of data you would like, you may choose to export the **letter generation** file. A CSV file will be produced even if you are not going to create any letters. Upon producing this file, an envelope symbol will appear beside each record that has been part of this letter generation file.

## Identifying “very thin” and “severely obese” children in the Combined extract

The BMI categories “very thin” and “severely obese” are flagged in the pupil grid but not currently included in the Combined extract.

You can identify these children in the Combined extract using the following steps:

1. Produce a “Combined” extract (see “Exporting pupil data files” section)
2. The BMI centile is provided in column X:

| X                  | Y                   | Z                        | AA |
|--------------------|---------------------|--------------------------|----|
| BMICentile(Pscore) | ClinicalBMICategory | NonMeasurementReasonCode |    |
| 0.4                | underweight         |                          |    |
| 50.4853            | healthy weight      |                          |    |
| 99.6               | very overweight     |                          |    |

3. “Very thin” is defined as a BMI centile of less than or equal to 0.4 and “Severely obese” is defined as a BMI centile of greater than or equal to 99.6.
4. The following formula can be added to the extract in cell AA2 to automatically identify these records:  
`=IF(X2<=0.4, "Very thin", IF(X2>=99.6,"Severely obese", ""))`

| X                  | Y                   | Z                        | AA  |
|--------------------|---------------------|--------------------------|---|
| BMICentile(Pscore) | ClinicalBMICategory | NonMeasurementReasonCode |   |
| 0.4                | underweight         |                          | <code>=IF(X2&lt;=0.4, "Very thin", IF(X2&gt;=99.6,"Severely obese", ""))</code> |
| 50.4853            | healthy weight      |                          |   |
| 99.6               | very overweight     |                          |   |

5. Drag this formula down to the final record in the extract:

| X                  | Y                   | Z                        | AA             |
|--------------------|---------------------|--------------------------|----------------|
| BMICentile(Pscore) | ClinicalBMICategory | NonMeasurementReasonCode |                |
| 0.4                | underweight         |                          | Very thin      |
| 50.4853            | healthy weight      |                          |                |
| 99.6               | very overweight     |                          | Severely obese |

# Information and technology for better health and care

**NCMP IT System guidance**

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**@NHSEngland**

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