**Adoption and Special Guardianship**

**Quarterly Data Collection**

**Guide to the ASG Data Collection**

**April 2024 to March 2025**

(Revised December 2024)

**Contact details:**

For general enquiries please email ASGLB@coram.org.uk.

**Please share this guide**

We would like everyone who collects information for the Adoption and Special Guardianship (ASG) data return to have access to a copy of this guide and the validation rules. This guidance can be downloaded from the Coram [website](https://www.coram.org.uk/the-childrens-and-social-care-secretariat/).

Table of Contents

[Introduction 3](#_Toc184126120)

[Summary of Changes for Q3 2024/25 3](#_Toc184126121)

[1. Legal Duties under the GDPR and DPA 2018 4](#_Toc184126122)

[1.1 Data Protection and Data Sharing 4](#_Toc184126123)

[1.2 Legal Duties under the GDPR and DPA 2018 – Privacy Notices 4](#_Toc184126124)

[1.3 Legal Duties under the GDPR and DPA 2018 – Data Security 4](#_Toc184126125)

[2. Overview of the ASG Data Collection 5](#_Toc184126126)

[2.1 Purpose of the ASG Data Collection 5](#_Toc184126127)

[2.2 Data Collection Timetable 5](#_Toc184126128)

[2.3 Completing the ASG Data Return 6](#_Toc184126129)

[2.4 Validation Checks 6](#_Toc184126130)

[2.5 Submitting Data 7](#_Toc184126131)

[3. Child-Level Adoption Data 8](#_Toc184126132)

[3.1 Section A – Child Characteristics 8](#_Toc184126133)

[3.2 Section B – Key Dates and Outcomes of the Adoption Process 13](#_Toc184126134)

[3.3 Section C – Reversals and Disruptions 16](#_Toc184126135)

[4. Adopter-Level Data 18](#_Toc184126136)

[4.1 Section A – Adopter Characteristics 19](#_Toc184126137)

[4.2 Section B – Key Dates and Outcomes of the Adoption Process 22](#_Toc184126138)

[4.3 Section C – Other Data 25](#_Toc184126139)

[4.4 Section D – Fast-Track Flag and Family Finding Status 26](#_Toc184126140)

[5. Special Guardianship Order (SGO) Aggregate Data 28](#_Toc184126141)

[ANNEX A: URNs for the Child’s Local Authority 31](#_Toc184126142)

[ANNEX B: Adoption Agencies URNs for the Child’s Placement Provider 34](#_Toc184126143)

[FAQs 36](#_Toc184126144)

***To navigate the guidance, hover over the name of the section and Ctrl+Click to jump to that section***

# Introduction

This document gives guidance on the completion and submission of the Adoption and Special Guardianship (ASG) quarterly data collection.

The ASG return should be completed by every local authority (LA), regional adoption agency (RAA), and voluntary adoption agency (VAA) in England on a quarterly basis. This return comprises of:

* **the child-level return** – this should be completed by all LAs, providing child-level adoption data on an ongoing quarterly basis for **the reporting period of 1 April to the end of the quarter** and aggregate-level SGO data on **an individual quarterly basis**;
* **the adopter-level return** – this should be completed by all RAAs, and all VAAs, providing adopter-level data on an ongoing quarterly basis for **the reporting period of 1 April to the end of the quarter**;

**All LAs** must provide child-level adoption data covering every looked after child active in the adoption process at any point within the reporting period, and SGO data on a quarterly basis.

**All RAAs** must provide adopter-level data covering all (prospective) adopters active in the adoption process at any point within the reporting period.

**All VAAs** must provide adopter-level data covering all (prospective) adopters active in the adoption process at any point within the reporting period.

# Summary of Changes for Q3 2024/25

Adopt Buckinghamshire and Cumbria Adoption have been allocated RAA URNs (see ANNEX B). Please use the RAA URN if recording these agencies as the placement provider agency.

A new Placement Provide code has been introduced “PR6” for adopters outside of England. This is automatically calculated in the “HData” sheet and does not impact on the data currently collected and submitted.

We are collecting recruitment data on behalf of Adoption England in order to monitor the numbers of enquiries and registrations of interest prior to adopters starting the approval process. Please complete the table on the “Instructions” tab of the adopter-level data return.

# 1. Legal Duties under the GDPR and DPA 2018

## Data Protection and Data Sharing

Data from which is it possible to identify children and adopters (in any medium, including within a management information system) is personal data.

The General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018 put in place certain safeguards regarding the use of personal data by organisations. Both give rights to those (known as data subjects) about whom data is processed. This includes: the right to know the types of data being held; why it is being held, and; to whom it may be communicated.

For the purposes of data protection legislation, the terms “process”, “processed” or “processing” apply to any activity involving the personal data, such as: collecting; storing; sharing, and; destroying. Please note that this list is not exhaustive.

## 1.2 Legal Duties under the GDPR and DPA 2018 – Privacy Notices

Being transparent and providing accessible information to individuals about how you will use (i.e. process) their personal data is a key element of both the GDPR and the DPA 2018. The most common way to provide such information is through a privacy notice. Please see the Information Commissioner’s Office (ICO) [website](https://ico.org.uk/global/privacy-notice/) for further guidance on privacy notices. For LAs, RAAs and VAAs, this means that you must provide clear and accessible privacy notices that inform children and adopters:

* what data is collected about them;
* for what purposes the data is collected;
* how the data is used (i.e. processed);
* what the lawful basis is for processing;
* for how long the data is retained;
* with whom the data is shared;
* why the data is shared;
* whether we intend to transfer it to another country, and;
* whether we do automated decision-making or profiling.

It is recommended that the privacy notice is made available to data subjects via the internet as well as handed out in paper form or placed on an accessible noticeboard. Privacy notices do not need to be issued on an annual basis as long as new children and adopters are made aware of the notices and they are readily available electronically or in paper format.

## 1.3 Legal Duties under the GDPR and DPA 2018 – Data Security

LAs, RAAs and VAAs have a (legal) duty under the GDPR and the DPA 2018 to ensure that any personal data they process is handled and stored securely. Further information on data security is available from the ICO [website](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/security/).

Where personal data is not properly safeguarded, it could compromise the safety of individuals and damage your reputation. Your responsibility as a data controller extends to those who have access to your data beyond your organisation where they are working on your behalf – e.g. where external IT suppliers can remotely access your information. The “Responsible for Information” [page](https://www.nationalarchives.gov.uk/information-management/training/responsible-for-information-csl-course/#_blank) on the National Archives website provides further guidance and advice. It is vital that all staff with access to personal data understand the importance of:

* protecting personal data;
* being familiar with your security policy, and;
* putting security procedures into practice.

As such, you should provide appropriate initial and refresher training for your staff.

The Department for Education (DfE) is the controller of the ASG data and Coram-i is the processor of the data. The data is shared with third parties as part of our contracted services – e.g. Ofsted and organisations contracted by the DfE to deliver other contracted services. We may also share data within this remit with voluntary and public sector organisations or other interested stakeholders within the adoption and/or special guardianship sectors for research purposes and to inform adoption and/or special guardianship policy; we will also share data with the relevant parties if we are required to do so by law. We cannot accept any liability for any processing conducted by a third party outside our remit.

# 2. Overview of the ASG Data Collection

## 2.1 Purpose of the ASG Data Collection

The primary aim of the ASG data collection is to collect information about children and (prospective) adopters in the adoption process and data on SGOs to enable decision-making at national, regional and local level to be evidence-based and informed by strong intelligence, and for agencies and regional boards to have the information they need to improve performance.

The collection is governed by the following principles:

1. **Sector ownership:** The ASG data collection is governed through a data reference group constituted by a range of data users and providers, and is managed by Coram-i on behalf of the sector.
2. **Relevance:** All items collected should be meaningful in the context of helping inform decision-making at all levels of the system in order to improve outcomes for children. Data items that are not meaningful in this context should not be collected.
3. **Clarity:** The purpose and processes involved in the data collection should be clear and understood by all parties involved in the collection, and the collection should not involve undue burden on agencies.
4. **Accessibility:** Data should be shared with those that need it in a timely way, and presented in a format that is useful and accessible.

## 2.2 Data Collection Timetable

Each quarter’s return is commissioned on the first working day of the following quarter and agencies are given a month to submit their data. As LAs, RAAs and VAAs are asked to provide adoption data covering the **full financial year** (1 April to 31 March) for Q4, an extended submission period is given for Q4 – this allows LAs, RAAs and VAAs extra time to complete the full year’s child- and/or adopter-level return and to cross-reference their data with the SSDA903 return that is completed over the same period.

|  |  |  |  |
| --- | --- | --- | --- |
| **Return** | **Reporting period** | **Commissioning date** | **Submission deadline** |
| Q1 | 1 April to 30 June (i.e. Q1) | 1 July | 31 July |
| Q2 | 1 April to 30 September (i.e. Q1-Q2) | 1 October | 31 October |
| Q3 | 1 April to 31 December (i.e. Q1-Q3) | 2 January | 31 January |
| Q4 | 1 April to 31 March (i.e. Q1-Q4) | 1 April | 30 May |

## 2.3 Completing the ASG Data Return

There are now two templates to use: one for child-level adoption data and SGO data, and one for adopter-level data.

For **child-level adoption data** and **SGO data**, LAs will be securely sent a child-level template tailored specifically for them. This template is designed to help you validate your child-level adoption data and SGO data before submitting it; it also provides you with helpful analysis of your child-level adoption data. There are three data sheets within this template:

* **NData:** Please insert the child-level adoption data you wish to submit for the reporting period on this sheet.
* **HData:** This sheet contains the historic child-level adoption data your agency has previously submitted.
* **SGO:** Please insert the SGO data you wish to submit for the respective quarter(s) on this sheet.

 You should not submit your data until you have:

1. Cleared all the highlighted queries within the “NData” and “SGO” sheets, or completed the comments column to explain why a highlighted query remains.
2. Checked the analysis of your child-level adoption data in the dashboard – the figures shown here are what will be published by the ASG Data Collection Team, but we will ask LAs to review their figures as part of a 2-week quality assurance period before the ASG data is published.

Instructions on how to use the child-level template are provided on the “Instructions” sheet of the template. You should **collate your data separately before pasting it as values** **(please see the FAQ section of this guidance document for instructions on how to do this)** into the child-level template.

For **adopter-level data**, RAAs and VAAs will be sent a link to download the adopter-level template from the “ASG Quarterly Data Collection” [section](https://www.coram.org.uk/the-childrens-and-social-care-secretariat/) of the Coram website.

Please select your agency’s name from the drop-down list on the “Instructions” sheet and enter your email address in the field provided.

Instructions on how to use the adopter-level template are provided on the “Instructions” sheet of the template. You should **collate your data separately before pasting it as values (please see the FAQ section of this guidance document for instructions on how to do this)** into the adopter-level template.

Please do not leave blank rows between rows of data in either template as the validation checks cannot run in this case.

Also, please note that all dates should be recorded in a DD/MM/YYYY format – e.g. 24 January 1986 should be entered as 24/01/1986.

## 2.4 Validation Checks

Please check the data within both templates before submitting your returns.

The validation checks built into the templates are designed to check for: missing data; incorrect data types, and; for unlikely or impossible combinations of information. If any data raises a query, then the data will be highlighted and a comment added to the relevant cell.

These checks are not intended to add undue burden on the data collection; they are merely designed to identify and query data which is likely to be incorrect. In some cases, the validation checks will flag correctly entered data as erroneous. This will usually be because of unusual circumstances in that particular case. **After checking, if the data is found to be accurate, then please do not change your data to fit the template, but rather: leave your data as it is; ignore the relevant error message, and; add a comment to explain the situation – we will then get in touch with you if we require any further details about the case to help us finalise your return.** All other queries should be addressed before you submit your data.

## 2.5 Submitting Data

Please submit your completed return securely (e.g. through Egress Switch) to ASGLB@coram.org.uk. Returns do not need to be password protected but **must be sent via secure email**.

# 3. Child-Level Adoption Data

All LAs are required to provide child-level adoption data on the “NData” sheet of the child-level template.

Each child should be recorded on a single row. Children adopted as part of a sibling group should have one row each.

Within each quarter’s return, child-level adoption data should be recorded for all looked after children at any stage of the adoption process (i.e. from the Agency Decision Maker (ADM) decision that the child should be placed for adoption to the final adoption order (AO)) within the reporting period of 1 April to the end of the quarter, even if there was no change in status during this period.

Children whose adoption journey started (ADM decision that the child should be placed for adoption or FFA/CP match) after or ended (AO or reversal decision) before the reporting period **do not** need to be included on the return. Please also **do not** include non-looked after children such as those who went / are going through non-agency or intercountry adoptions.

Only looked after children who have an ADM decision that they should be placed for adoption (field B2b) (i.e. those children who have adoption as their single plan) and looked after children for whom it has been decided that they will be placed in an early permanence arrangement with a selected family (field B2a) (i.e. those children for whom parallel planning is being undertaken as they are taking part in a fostering for adoption (FFA) or concurrent planning (CP) arrangement) should be included on the return.

In the case of private adoptions, the child should be included on your return if they were in care and the fields that apply should be completed which, at a minimum, should be: the date the child entered care (field B1); the date of the adoption order (field B7), and; the placement type at adoption (field B8 – where the U codes for foster placements can be used if appropriate).

If an ADM decision has been reversed during the current reporting period, then please provide a reversal date (field C1a) and a reason for the reversal (field C1b).

Definitions are as recorded in the guidance for the SSDA903 collection on children looked after by LAs in England, unless otherwise specified.

## 3.1 Section A – Child Characteristics

**A2a Child identifier**

Record your local child identifier for each child. This must be a unique ID and retained from year to year. Do not use non-alphanumeric characters. **This field must be completed for all children.**

**A2b Family identifier**

Record the application identifier for the adoptive family the child is matched or placed with. This is a unique identifier that flags each family unit and should match up with the application identifier (field A3) used in the adopter-level template. Leave this field blank if you do not have a family identifier because the child has not been matched with a family or if you do not know it (e.g. if the child is being placed interagency).

**A3 Gender**

All looked after children must be classified as being male or female. In exceptional circumstances, a LA may be unsure as to which gender should be recorded for a particular child. Where this occurs, gender should be recorded according to the wishes of the child.

Record the gender of the child using the code set below:

|  |  |
| --- | --- |
| **0** | Not known (gender not recorded or unknown for unborn children) |
| **1** | Male |
| **2** | Female |
| **9** | Neither (indeterminate, i.e. unable to be classed as either male or female) |

**A4 Date of birth**

Record the date of birth of the child.

**A5 Ethnic origin**

Ethnicity is collected for all children and is recorded as stated by the primary carer or child. Where the ethnicity has not yet been collected, this should be recorded as information not yet obtained (NOBT). If a child or carer has refused to provide the child’s ethnicity, then this should be recorded as refused (REFU).

Record the ethnicity of the child using one of the DfE main categories listed in the code set below:

|  |  |  |  |
| --- | --- | --- | --- |
| **WBRI** | White – British | **BAFR** | Black African |
| **WIRI** | White – Irish | **BCRB** | Black Caribbean |
| **WIRT** | White – Traveller of Irish Heritage | **BOTH** | Any other Black background |
| **WROM** | White – Gypsy/Roma | **MWAS** | Mixed – White and Asian |
| **WOTH** | Any other White background | **MWBA** | Mixed – White and Black African |
| **ABAN** | Asian – Bangladeshi | **MWBC** | Mixed – White and Black Caribbean |
| **AIND** | Asian – Indian | **MOTH** | Any other mixed background |
| **APKN** | Asian – Pakistani | **OOTH** | Any other ethnic group |
| **AOTH** | Any other Asian background | **REFU** | Refused |
| **CHNE** | Chinese | **NOBT** | Information not yet obtained |

**A6 Is the child classed as being disabled?**

The Disability Discrimination Act (DDA) 2005 defines a disabled person as a person with a “physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities”. The condition must have lasted, or be likely to last, at least 12 months in order to be counted as a disability.

Record if the child is disabled using the code set below:

|  |  |
| --- | --- |
| **0** | If the child has no disability |
| **1** | If the child is classed as being disabled with any of the definitions listed below from the children in need census:* Mobility: Getting about the house and beyond.
* Hand function: Holding and touching.
* Personal care: Eating, washing, going to the toilet, dressing, etc.
* Incontinence: Controlling the passage of urine or faeces.
* Communication: Speaking and/or understanding others.
* Learning/Hearing/Vision: Having special educational needs, etc.
* Behaviour: A condition entailing behavioural difficulties, including attention deficit hyperactivity disorder.
* Consciousness: Seizures.
* Autism or Asperger Syndrome: Diagnosed by a qualified medical practitioner as having classical autism or Asperger syndrome. Do not include children who have merely been identified as having an autistic spectrum disorder by their school. This can be associated with the behaviour and learning categories above.
* Other DDA 2005: One or more of the child’s disabilities under the DDA 2005 does not fall into any of the above categories.
 |

**A7a Is the child a part of a sibling group?**

Using the code set below, record if the child is a part of a sibling group of two or more children who are all being considered for adoption under the care of the same LA, and whose journeys through the adoption process overlap any time between the date the ADM decides a child should be placed for adoption and the date an AO is granted:

|  |  |
| --- | --- |
| **0** | If the child **does not have any siblings** who are being considered for adoption under the care of the same LA and/or whose journeys through the adoption process overlap |
| **1** | If the child **has any siblings** who are being considered for adoption under the care of the same LA and whose journeys through the adoption process overlap |

If the child is being considered for adoption as part of a sibling group, then please ensure you complete fields A7b, A7c and A7d; otherwise, leave fields A7b, A7c and A7d blank.

**A7b Number of children placed, or planned to be placed, for adoption together as a sibling group INCLUDING this child**

If the response to field A7a for this child is “1”, then record the total number of children being considered or placed for adoption together as a group. The total number of children should **include** the child being recorded, so please put “1” for a single child.

**A7c Number of siblings placed, or planned to be placed, for adoption separately from the child**

If the response to field A7a for this child is “1”, then record the total number of siblings being considered or placed for adoption separately from the child being recorded.

**A7d Does A7b and A7c represent the original Agency Decision Maker (ADM) decision for placing these siblings together/apart?**

Using the code set below, record if the original ADM decision required the children to be placed as per the response to fields A7b and A7c:

|  |  |
| --- | --- |
| **0** | If the original plan **is not reflected** in responses to A7b and A7c |
| **1** | If the original plan **is reflected** in your responses to A7b and A7c |

 **Worked Example 2: Sibling Groups**

Let us take the sibling group of 3 from worked example 1:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | A7a | A7b | A7c |  |
| Child A | 1 | 1 | 2 | Child is part of a sibling group but they are being placed as a single child |
| Child B | 1 | 2 | 1 | Child is part of a sibling group to be placed with one other sibling and separately from another sibling |
| Child C | 1 | 2 | 1 | Child is part of a sibling group to be placed with one other sibling and separately from another sibling |

Suppose that child A gets adopted or has their ADM decision reversed in a particular quarter, but that child B and child C remain in the adoption process following this quarter (i.e. are not adopted or have their ADM decisions reversed in the same quarter as child A). Then, since the adoption journeys of child A, child B and child C overlapped at some point, the sibling information for child B and child C should be left as it is (as shown above) in all following quarters’ returns (provided the plan remains for these children to be placed together).

**Worked Example 1: Sibling Groups**

If there is a child A with an adoption plan who has a total of four siblings in care, and at least one of the four siblings is also going through the adoption process and has a journey that **overlaps** with child A’s adoption journey, then record “1” *(Yes)* under field A7a. Please do **not** count:

* any children who were adopted or whose plan changed from adoption before child A’s ADM decision was made (unless they subsequently had the adoption plan re-instated and this overlapped with child A’s adoption journey), even if they appear in the same data return, or;
* any children whose ADM decision was made after this child A’s AO was granted or adoption plan was changed.

Otherwise, record “0” *(No)* under field A7a as we are only interested in siblings whose adoption journeys overlap with child A’s adoption journey.

Suppose that two of the four siblings (child B and child C) are going through the adoption process and have journeys that overlap with child A’s adoption journey but none are to be placed with child A; therefore, child A should have “1” recorded under field A7b (to indicate that child A is to be placed as a single child) and “2” recorded under field A7c (to indicate the number of siblings whose adoption journeys overlap with child A’s adoption journey). Suppose also that these two siblings are to be placed together. In this scenario, the sibling information for these children should be recorded as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | A7a | A7b | A7c |  |
| Child A | 1 | 1 | 2 | Child is part of a sibling group but they are being placed as a single child |
| Child B | 1 | 2 | 1 | Child is part of a sibling group to be placed with one other sibling and separately from another sibling |
| Child C | 1 | 2 | 1 | Child is part of a sibling group to be placed with one other sibling and separately from another sibling |

**Worked Example 3: Sibling Groups**

In a particular quarter, if there is a child D going through the adoption journey who has no siblings being considered for adoption under the care of the same LA and/or whose adoption journeys overlap with child ID’s adoption journey, then the sibling information for this child should be recorded as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | A7a | A7b | A7c | A7d |  |
| Child D | 0 |  |  |  | Child is not part of a sibling group (so fields A7b, A7c and A7d can be left blank) – this **does reflect** child D’s original adoption plan |

In a future quarter, suppose that the ADM decides that a sibling (child E) of child D’s should be placed for adoption under the care of the same LA as child D.

1. If child D has already been adopted or had their ADM decision reversed (i.e. is no longer in the adoption process), then child E is not considered a sibling of child D’s for the purposes of this return as their adoption journeys do not overlap. For this reason, the sibling information for child E should be recorded as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | A7a | A7b | A7c | A7d |  |
| Child E | 0 |  |  |  | Child is not part of a sibling group (so fields A7b, A7c and A7d can be left blank) – this **does reflect** child E’s original adoption plan |

1. If child D is still going through the adoption process (i.e. has not been adopted or has not had their ADM decision reversed), then child D and child E are considered siblings for the purposes of this return as their adoption journeys overlap. Suppose that child D’s adoption plan is changed so that they are now to be placed together with their sibling. In this scenario, the sibling information for child D and child E should be recorded as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | A7a | A7b | A7c | A7d |  |
| Child D | 1 | 2 | 0 | 0 | Child is part of a sibling group to be placed with one other sibling – this **does not reflect** child D’s original adoption plan |
| Child E | 1 | 2 | 0 | 1 | Child is part of a sibling group to be placed with one other sibling – this **does reflect** child E’s original adoption plan |

**A8b Unique reference number (URN) of the placement provider agency**

Record the URN (see ANNEX B) of the agency providing the placement, **not** the DfE code at the time of the placement. If the placement provider is outside of England, please record either the ‘xx’ code the LA if the placement provider is an LA outside of England (see ANNEX A) , or the VAA name if the placement provider is a VAA outside of England (see ANNEX B)

## 3.2 Section B – Key Dates and Outcomes of the Adoption Process

Record all the relevant dates for all looked after children at any stage of the adoption process (i.e. from the ADM decision that the child should be placed for adoption to the final AO) within the reporting period of 1 April to the end of the quarter, even if there was no change in status during this period.

Before a looked after child can be adopted, the LA must first make the decision that adoption is in the child’s best interest. Suitable (prospective) adopter(s) are then found before the child is placed for adoption for at least 10 weeks before the AO is granted and the child ceases to be looked after. It therefore follows that:

* The date the child starts to be looked after in the latest period of care must be before the date the child is placed for adoption.
* The date the ADM decides that the child should be placed for adoption must be before or the same as the date the ADM approves an adoptive match for the child with (prospective) adopter(s).
* The date the ADM approves an adoptive match for the child with (prospective) adopter(s) must be before or the same as the date the child is placed for adoption.

**B1 Date the child enters care**

Record the date the child starts to be looked after in the latest period of care.

**B2a Date of the decision that the child will be placed in a fostering for adoption (FFA) or concurrent planning (CP) placement with a selected family**

Record the date it is decided that the child will be placed **with a selected family** under a FFA or CP arrangement, **not** the date that it is decided to pursue FFA/CP for the child or when it is decided that the child should be placed for adoption.

A child who is in a FFA/CP placement but has not yet had the decision for adoption should still be included in the return.

**B2b Date of the Agency Decision Maker (ADM) decision that the child should be placed for adoption**

Record the date the LA’s ADM formally decides that a child should be placed for adoption.

**Inclusion/recording of FFA/CP placements if the child is returned to their birth family before an ADM decision is made:**

If a child who is in a FFA/CP placement returns to their birth family before an ADM decision is made declaring adoption as the best permanency option for the child, then please still include this child on your return with the date the child is returned to their birth family entered under field C1a. Please note that populating field C1a in this way ensures that the record for this child is treated as closed within our dataset and that this date will **not** be counted in the ADM reversal count that is published.

**B3 Date of placement order (PO) or freeing order (FO)**

Record the date a PO or FO is granted. This is the date when a court grants an order which gives an LA the legal authority to place a child for adoption with any (prospective) adopter(s) who may be chosen by the LA. This can be ascertained from the date when a child’s legal status changes to E1 (PO granted) or D1 (FO granted). This can be left blank for relinquished children.

Note: FOs can no longer be applied for (since 30 December 2005). While the FO is in force, the child retains their looked after status.

**B4 Date the Agency Decision Maker (ADM) approves an adoptive match for the child with the (prospective) adopter(s)**

Record the date the ADM approves an adoptive match for the child with the selected (prospective) adopter(s). This is the date the LA formally decides that the child should be placed for adoption with the particular (prospective) adopter(s), **not** the date that the matching panel recommends a match.

**B5a Date the child is placed in a fostering for adoption (FFA) or concurrent planning (CP) placement**

Record the date the child is placed in a FFA or CP placement. This is the date the child goes to live with the dually approved foster carer(s) who are planning to adopt them.

**B5b Date the child is placed for adoption with the (prospective) adopter(s)**

Record the date the child is placed for adoption with the matched (prospective) adopter(s). This is the date that the child goes to live with the (prospective) adopter(s) who will adopt them.

If the child is placed with their foster carer(s) or is in a FFA/CP placement, then record the date this placement changes from a foster placement to an adoptive placement under this field.

**Worked Example: FFA/CP arrangements (from the perspective of the child):**

Suppose that a child has been placed in a FFA or CP placement. Then:

1. Under field B2a, record the date the child’s match with their FFA/CP family was approved – this may be different to the date the decision was made to pursue FFA/CP for the child, which we do not collect. Please also note that this is different from the date the ADM decides that the child should be placed for adoption since adoption is not the single plan at this point in time.
2. Under field B5a, record the date the child first moved in with their FFA/CP family. Please note that, at this point, the placement is a fostering one not an adoptive one, so fields B4 and B5b should be left blank at this stage.
3. Under field B2b, record the date the ADM decides that an adoption plan is in the child’s best interests.
4. Under field B4, record the date the ADM formally approves the adoptive match of the child with their FFA/CP family. Note that this can happen before the child is granted a PO.
5. Under field B5b, record the date the FFA/CP placement becomes an adoptive one:
6. If the child is granted a PO (or the child is relinquished for adoption) **before** the ADM formally approves the adoptive match (field B4), then the date under field B5b should be the same as the date recorded under field B4 as the child is already living with the family.
7. If the child is granted a PO **after** the ADM formally approves the adoptive match (field B4), then the date under field B5b should be the date the child is granted a PO as the child cannot be placed for adoption without a PO.

**B6 Date the child was originally placed with their foster carer(s) (only if the child is adopted by their foster carer(s))**

If the child is adopted by their foster carer(s) **not** as part of a FFA or CP arrangement, then record the date they were originally placed with the foster carer(s). Leave this field blank if the child **was** in a FFA or CP placement.

**B7 Date of adoption order (AO)**

Record the date the AO is granted. This can be ascertained from the date when a child's episode of care ceases due to E11 (Adopted; application for an AO unopposed) or E12 (Adopted; consent dispensed with by court).

**B8 Placement at adoption**

Record one of the following placement types using the code set below:

|  |  |
| --- | --- |
| **A3** | The child was placed for adoption **with** their current foster carer(s) with parental/guardian consent (under Section 19 of the Adoption and Children Act 2002) or with a FO where parental/guardian consent has been given (under Section 18(1)(a) of the Adoption Act 1976) |
| **A4** | The child was placed for adoption **not with** their current foster carer(s) with parental/guardian consent (under Section 19 of the Adoption and Children Act 2002) or with a FO where parental/guardian consent has been given (under Section 18(1)(a) of the Adoption Act 1976) |
| **A5** | The child was placed for adoption **with** their current foster carer(s) with a PO (under Section 21 of the Adoption and Children Act 2002) or with a FO where parental/guardian consent was dispensed with (under Section 18(1)(b) the Adoption Act 1976) |
| **A6** | The child was placed for adoption **not with** their current foster carer(s) with a PO (under Section 21 of the Adoption and Children Act 2002) or with a FO where parental/guardian consent was dispensed with (under Section 18(1)(b) of the Adoption Act 1976) |
| **If appropriate, then use the U codes below only for a child going through a private adoption** |
| **U1**  | The child was placed in a foster placement with relative(s) or friend(s) who are long-term fostering |
| **U2**  | The child was placed in a foster placement with relative(s) or friend(s) who are also approved adopter(s), i.e. with FFA/CP foster carers |
| **U3** | The child was placed in a foster placement with relative(s) or friend(s) who are not long-term fostering or taking part in a FFA/CP arrangement |
| **U4** | The child was placed in a foster placement with other foster carer(s) who are long-term fostering |
| **U5** | The child was placed in a foster placement with other foster carer(s) who are also approved adopter(s), i.e. with FFA/CP foster carers |
| **U6** | The child was placed in a foster placement with other foster carer(s) who are not long-term fostering or taking part in a FFA/CP arrangement |

**B9 Fostering for adoption (FFA) or concurrent planning (CP) adoption with the same carer(s)?**

Record if the FFA/CP adoption was completed with the same carer(s) using the code set below:

|  |  |  |  |
| --- | --- | --- | --- |
| **0** | No | **1** | Yes |

Leave this field blank if the child was not in a FFA or CP placement.

**Definition of FFA/CP foster carers and foster carers who care for a child who they later decide to adopt:**

In FFA and CP arrangements, a looked after child is placed in a foster placement with the carer(s) who are foster carer(s) and also approved adopter(s) who may go on to adopt the child if the child is not returned to their birth family. The FFA/CP foster carer(s) care for the child whilst the child’s social worker works with and assesses the child’s birth family and makes a recommendation to the court about the child’s future care. If it is then decided that adoption is the best option to secure the child’s future wellbeing, then the child’s foster placement converts into an adoptive placement. The FFA/CP foster carer(s) become the adopters and make an application to the court to formally adopt the child. **For cases that match this definition, please:**

* **complete field B2a;**
* **complete field B5a;**
* **complete field B9 (only if the child has had an AO granted), and;**
* **leave field B6 blank.**

This is different to looked after children who are cared for by foster carer(s) who subsequently go on to adopt them – this is because the foster carer did not originally plan to adopt the child they were caring for. **For cases that match this definition, please:**

* **complete field B6;**
* **leave field B2a blank;**
* **leave field B5a blank, and;**
* **leave field B9 blank.**

## 3.3 Section C – Reversals and Disruptions

**C1a Date of the decision that the child should no longer be placed for adoption**

If applicable, record the date the ADM made the decision that the child should no longer be placed for adoption, i.e. the date of the reversal of the ADM decision.

This decision is taken after a review has been made of the child’s case under Regulation 36 of the Adoption Agencies Regulations 2005. If it is decided that the child should no longer be placed for adoption, then the LA should revise the child’s care plan and, if applicable, apply to the court to revoke the PO. Any care order will be reactivated.

If the ADM decides that a child should be placed for adoption following a previous ADM reversal, then please **do not overwrite** the child’s original record to provide this new information; instead, append “-1” to the end of the child identifier in the child’s original record to indicate that this was their first journey to adoption and then add a separate record for this child using their actual child identifier to show this child’s second journey to adoption.

**C1b Reason why the child should no longer be placed for adoption**

If the ADM decision that the child should be placed for adoption is reversed during the current reporting period, then record the reason for the reversal using the code set below:

|  |  |
| --- | --- |
| **RD1** | The child’s needs changed subsequent to the ADM decision |
| **RD2** | The court did not make a PO |
| **RD3** | No (prospective) adopter(s) can be found |
| **RD4** | Any other reason |

**Recording ADM reversals:**

It is important that children are not shown as waiting to be matched with a PO if the ADM has in fact reversed their decision that the child should be placed for adoption, as this will be overinflating the number of children waiting to be matched with a PO and underinflating the number of ADM reversals.

**C2 Date of the disruption to the adoptive placement (prior to the adoption order (AO))**

If applicable, record the date that the adoptive placement (referred to in field B5b) disrupted prior to being granted an AO.

If the ADM approves a new match for a child with (an)other (prospective) adopter(s) following an adoptive placement disruption, then please **do not overwrite** the child’s original record to provide this new information; instead, leave the child’s original record as it is to show their first journey to adoption and then add a separate record for this child with the same child identifier to show this child’s second journey to adoption. Please note that both adoptive matches and adoptive placements will be counted in the analysis that is published, but the ADM decision count, the PO count and all of the timeliness calculations will only look at the child’s latest journey to adoption.

In the case that an adoptive match breaks down before the child can be formally placed for adoption with the (prospective) adopter(s), please do **not** record this as an adoptive placement disruption; instead, please just remove the adoptive match date entered under field B4.

**C3 Family-finding**

Using the code set below, record the family-finding status for the child:

|  |  |
| --- | --- |
| **1** | Currently family-finding for the child |
| **2** | Not family-finding – PO currently being appealed/revoked |
| **3** | Not family-finding – family found but not yet formally matched at panel |
| **4** | Not family-finding – other reason |

# 4. Adopter-Level Data

All RAAs and VAAs are required to complete the adopter-level template.

Each adopter should be recorded on a single row. Where the adoptive family is a couple, a row should be completed for each adopter; in this case, each adopter will have their own record of adopter characteristics in Section A but the dates for each stage of the adoption process in Section B will be identical. If you currently only collect data at adoptive family level, then this will be accepted but note whether this is a one- or two-person adoptive family in the comments column.

Within each quarter’s return, data should be recorded for all (prospective) adopters at any stage of the adoption process (i.e. from the date an enquiry was received to the final AO) within the reporting period of 1 April to the end of the quarter, even if there was no change in status during this period – **this includes any (prospective) adopters who are still going through the recruitment process but have put the adoption process on hold (i.e. where there is a “2” recorded under field C2b).** Include all (prospective) adopters who have made an application to your agency, even if they are being matched to children from another LA. If adopters are no longer going through the recruitment process (i.e. if their application was refused or they withdrew), then enter the date they left the adoption process (field C2a) and their reason for leaving the adoption process (field C2b). Additionally, if an adopter applies to adopt again in England having already been through the process in England, then use a different application identifier and indicate that this adopter is a repeat adopter (field C1).

Those adopters whose registration of interest (ROI) / application was submitted after the reporting period or those who were granted an AO or withdrew from the process before the reporting period **do not** need to be included on the return. Also, please note that we only require information for (prospective) adopters who have made a successful application, i.e. you **do not** need to include people who have only made enquiries.

Note: An adopter who is being approved by an English adoption agency, but is only intending to adopting a child from somewhere else in the UK or overseas is counted as intercountry, so they would **not** need to be included on the English adoption agency’s adopter-level return. **However**, if an adopter starts out as looking to adopt a child in England, but then adopts a child intercountry they need to be included on the English adoption agency’s adopter-level return, and recorded having completed / left the process. The appropriate intercountry URN of the Child’s LA (A13b) needs to be recorded, together with the matched, placed and adoption order dates where available. If the any of these dates are not available, please record the date the child was placed with the family as the date the adopters left the process and in C2a, record reason 1 in C2b.

**Adopter Recruitment Data**

We are collecting recruitment data on behalf of Adoption England in order to monitor the numbers of enquiries and registrations of interest prior to adopters starting the approval process. Please complete the table on the “Instructions” tab of the adopter-level data return with the numbers of:

* **Website visits:** total number of sessions to your website per quarter, not number of users or new users
* **Website sessions from youcanadopt.co.uk:** the total number of website sessions per quarter from this referral source if known from your Google Analytics
* **Initial enquiries:** total number of people who have enquired about adoption through your online enquiry form per quarter. Please only count the online enquiries for your agency
* **Registrations of interest:** total number of families who complete a formal register of interest to begin the adoption process

## 4.1 Section A – Adopter Characteristics

**A2 Individual adopter identifier**

Record your local adopter identifier for each (prospective) adopter. Each member of an adoptive family needs their own unique adopter identifier. **This field must be completed for all (prospective) adopters.**

**A3 Application identifier**

Record an application identifier for each (prospective) adoptive family. This is a unique identifier that flags each family unit and each time they progress through an assessment. A couple should share one application identifier each time they go through the adoption process. **This field must be completed for all (prospective) adopters.**

If you do not currently collect application identifiers, then please generate one for the purposes of this return. The application identifier should be consistent across multiple returns, where the data represents a single journey to enable us to consolidate your data. If a family starts a subsequent assessment, then a new application identifier should be allocated (a new application identifier can be generated by appending “-X” to the end of the original application identifier to indicate the number of times the family have been assessed, e.g. XXXXX for the first time, XXXXX-2 for the second time, etc.).

**Changing of individual adopter and/or application identifiers:**

If your agency has changed the individual adopter and/or application identifiers of existing adopters as a result of a system change or you have changed the individual adopter and/or application identifiers of adopters transferring to your RAA from an LA, then please send us a look-up that maps the old identifiers to the new identifiers so we can make sure no unnecessary duplicates arise as a result.

**A4 Gender**

Record the gender of each (prospective) adopter using the code set below:

|  |  |
| --- | --- |
| **0** | Not known (gender not recorded) |
| **1** | Male |
| **2** | Female |
| **3** | Non-binary |
| **4** | Transgender Man (Trans Man) |
| **5** | Transgender Woman (Trans Woman) |
| **6** | Other gender identity |
| **7** | Gender identity the same as sex registered at birth but no specific identity given |
| **8** | Gender identity different from sex registered at birth but no specific identity given |
| **9** | Neither (indeterminate, i.e. unable to be classed as either male or female) |

**A5 Date of birth**

Record the date of birth for each (prospective) adopter.

**A6 Religion**

Record the religion for each (prospective) adopter using the code set below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bu** | Buddhist | **Je** | Jewish | **Ot** | Other |
| **Ch** | Christian | **Mu** | Muslim | **Re** | Refused |
| **Hi** | Hindu | **No** | None | **Na** | No information available |

**A7 Sexual orientation**

Record the sexual orientation for each (prospective) adopter using the code set below:

|  |  |  |  |
| --- | --- | --- | --- |
| **He** | Heterosexual | **Pa** | Pansexual |
| **Ga** | Gay | **Po** | Polysexual |
| **Le** | Lesbian | **Ot** | Other |
| **Bi** | Bisexual | **Na** | No information available |
| **Qu** | Queer | **Re** | Refused |

**A8 Ethnic origin**

Record the ethnicity of the (prospective) adopter using one of the DfE main categories listed in the code set below:

|  |  |  |  |
| --- | --- | --- | --- |
| **WBRI** | White – British | **BAFR** | Black African |
| **WIRI** | White – Irish | **BCRB** | Black Caribbean |
| **WIRT** | White – Traveller of Irish Heritage | **BOTH** | Any other Black background |
| **WROM** | White – Gypsy/Roma | **MWAS** | Mixed – White and Asian |
| **WOTH** | Any other White background | **MWBA** | Mixed – White and Black African |
| **ABAN** | Asian – Bangladeshi | **MWBC** | Mixed – White and Black Caribbean |
| **AIND** | Asian – Indian | **MOTH** | Any other mixed background |
| **APKN** | Asian – Pakistani | **OOTH** | Any other ethnic group |
| **AOTH** | Any other Asian background | **REFU** | Refused |
| **CHNE** | Chinese | **NOBT** | Information not yet obtained |

Where the ethnicity has not yet been collected, this should be recorded as information not yet obtained (NOBT), and if a (prospective) adopter has refused to provide their ethnicity, then this should be recorded as refused (REFU).

**A9 Is the (prospective) adopter classed as being disabled?**

The DDA 2005 defines a disabled person as a person with a “physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities”. The condition must have lasted, or be likely to last, at least 12 months in order to be counted as a disability.

Record if the (prospective) adopter is disabled using the code set below:

|  |  |
| --- | --- |
| **0** | If the (prospective) adopter has no disability |
| **1** | If the (prospective) adopter is classed as being disabled  |

**A10 Relationship status**

Record the relationship status for each (prospective) adopter using the code set below:

|  |  |  |  |
| --- | --- | --- | --- |
| **SIN** | Single | **SSP** | Same sex partnership |
| **MAR** | Married  | **OTH** | Other |
| **CIV** | Civil partnership | **REFU** | Refused |
| **CLM** | Male/female partnership  | **NOBT** | Information not yet obtained |

**Adopters who have split up, separated or divorced prior to an AO being granted:**

If two adopters who were approved together as a couple split up, separate or divorce before completing the adoption process (i.e. prior to an AO being granted) and one of these adopters still wishes to pursue adoption, then the adopter remaining in the adoption process should be included on your return as a single adopter (i.e. their relationship status should be changed to “OTH” and their former partner’s record should not be included on your return).

**A11 Is the (prospective) adopter the child(ren)’s foster carer?**

Using the code set below, record if the (prospective) adopter is looking after the child(ren) as part of a foster care arrangement and has decided to adopt them:

|  |  |  |  |
| --- | --- | --- | --- |
| **0** | No | **1** | Yes |

You should not record “1” *(Yes)* under both fields A11 and A12.

**A12 Is the (prospective) adopter taking part in a fostering for adoption (FFA) or concurrent planning (CP) arrangement?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0** | No | 1 | **Yes:** Child Placed | 2 | **Yes:** No Child Placed Yet |

Please complete this field if the (prospective) adopter currently has **either** a child placed with them in a FFA/CP placement **or** a child placed with them in an adoptive placement who was originally placed with them in a FFA/CP placement, **or** it has been decided that the (prospective) adopter will take part in a FFA or CP arrangement but they do not have a child placed with them yet. Once the adopter has a child placed with them, update the field to “1”, Yes: Child Placed.

If the plan changes and the adopter is matched to a new child not under a FFA/CP arrangement, then they are no longer taking part in a FFA/CP arrangement so record “0” *(No)*.

You should not record “1” *(Yes)* under both fields A11 and A12.

**FFA/CP foster carers and. foster carers who care for a child who they later decide to adopt:**

In FFA and CP arrangements, a looked after child is placed in a foster placement with the carer(s) who are foster carer(s) and also approved adopter(s) who may go on to adopt the child if the child is not returned to their birth family. The FFA/CP foster carer(s) care for the child whilst the child’s social worker works with and assesses the child’s birth family and makes a recommendation to the court about the child’s future care. If it is then decided that adoption is the best option to secure the child’s future wellbeing, then the child’s foster placement converts into an adoptive placement. The FFA/CP foster carer(s) become the adopters and make an application to the court to formally adopt the child. **For cases that match this definition, please complete field A12 and leave field A11 blank**

This is different to looked after children who are cared for by foster carer(s) who subsequently go on to adopt them – this is because the foster carer did not originally plan to adopt the child they were caring for. **For cases that match this definition, please complete field A11 and leave field A12 blank.**

**A13b Unique reference number (URN) of the child’s local authority (LA)**

Record the (old- or new-style) Ofsted URN (see ANNEX A) of the LA in which the child is in care, **not** the DfE code – this will **not** be a RAA or VAA.

## 4.2 Section B – Key Dates and Outcomes of the Adoption Process

All dates must follow sequentially.

**B1 Date an enquiry was received**

If available, record the date of the **most recent** enquiry made by the (prospective) adopter(s) to the agency about becoming (an) adopter(s).

Note: This information is only required for (prospective) adopters who make a successful application, as people who have only made enquiries should **not** be included in the return.

**B2 Date Stage 1 started**

Record the date the agency notifies the (prospective) adopter(s) that it has accepted their ROI. Leave this field blank if the (prospective) adopter(s) is fast-tracked.

Note: All adopters should now be going through the 2-stage process. For adopters who went through the old approval process, please complete field B2 as the date their application was submitted and leave field B3 blank.

**B3 Date Stage 1 ended**

Record the date the agency notifies the (prospective) adopter(s) of their decision that they may be suitable to adopt and can progress to Stage 2. Leave this field blank if the (prospective) adopter(s) is fast-tracked.

**B4 Date Stage 2 started**

Record the date the agency receives written notification from the (prospective) adopter(s) that they wish to proceed into assessment. If the (prospective) adopter(s) is fast-tracked, then this will be the date their ROI has been accepted.

**B5 Date Stage 2 ended**

Record the date the agency notifies the (prospective) adopter(s) of the ADM decision.

**B8 Date the (prospective) adopter(s) is matched with the child(ren)**

Record the date the (prospective) adopter(s) is matched with the child(ren). This is the date the LA ADM formally decides that the child(ren) should be placed for adoption with the particular (prospective) adopter(s).

**B9 Date the child(ren) is placed with the (prospective) adopter(s)**

Record the date the child(ren) is placed for adoption with the particular (prospective) adopter(s).

If the child is placed with their foster carer(s) or are in a FFA/CP placement, then record the date this placement changes from a foster placement to an adoptive placement.

**Worked Example: FFA/CP arrangements (from the perspective of the adopter):**

Suppose that an adopter has had a child placed with them as part of a FFA or CP arrangement. Then:

1. Please note that there is no field within the adopter-level template which asks for the date the child starts their FFA/CP placement with the adopter. The FFA/CP placement is not an adoptive placement until the child is granted a PO and the ADM approves the adoptive match of the child with the adopter, so fields B8 and B9 (which require the dates of the adoptive match and adoptive placement respectively) should be left blank until this happens.
2. Under field B8, record the date the ADM formally approves the adoptive match of the child with the adopter. Note that this can happen before the child is granted a PO.
3. Under field B9, record the date the FFA/CP placement becomes an adoptive one:

(a) If the child is granted a PO (or the child is relinquished for adoption) **before** the ADM formally approves the adoptive match (field B8), then the date under field B9 should be the same as the date recorded under field B8 as the child is already living with the adopter.

(b) If the child is granted a PO **after** the ADM formally approves the adoptive match (field B8), then the date under field B9 should be the date the child is granted a PO as the child cannot be placed for adoption without a PO.

**B10 Number of children placed**

This is the total number of children placed for adoption with the approved (prospective) adopter(s) under this particular application. If a couple adopts two (or more) children, then each adopter should have two (or more) children recorded in this cell.

**B11 Date of adoption order (AO)**

Record the date an AO is granted.

**Worked Example 1: Adopter(s) pursuing the adoption of two or more siblings**

Suppose that an adopter is pursuing the adoption of two siblings, but that **at least one of** the adoptive match, the adoptive placement, and/or the AO dates is staggered.

1. If the ADM approves an adoptive match of the adopter with the second child **before** the first child is granted an AO, then the adopter is considered to be pursuing the adoption of both children under the **same** **application**. In this case, only one record for this adopter should be included on your return with the **earliest adoptive match**, **earliest adoptive placement** and **earliest AO dates** recorded under fields B8, B9 and B11 respectively; the number recorded under field B10 should reflect the number of children who are placed in their adoptive placements with the adopter at the end of the quarter.
2. If the ADM approves an adoptive match of the adopter with the second child **after** the first child is granted an AO, then the adopter will need to be **re-approved as a repeat adopter under a different application** – this is because their adopter approval from their original application ended when the AO for the first child was made. In this case, a separate record for this adopter should be added to your return, with their application identifier appended with “-2” to indicate that this is the adopter’s second journey through adoption.

**Worked Example 2: Adopter(s) pursuing the adoption of two or more siblings**

Suppose that an adopter pursues the adoption of two siblings, where one of them is as part of a FFA/CP arrangement. If the adopter pursues the adoption of these two children under the **same application**, then only one record should be included for this adopter with: field A12 flagged to indicate that the adopter took part in a FFA/CP arrangement; the earliest adoptive match date recorded under field B8; the earliest adoptive placement date recorded under field B9, and; the total number of children placed in an adoptive placement recorded as “2” under field B10:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A12 | B8 | B9 | B10 |  |
| 1 | 01/12/2017 | 01/03/2019 | 2 | The adopter has **two** children placed with them in an adoptive placement with one as a result of a FFA/CP arrangement, where the earliest adoptive match date of these two children is 01/12/2017 and the earliest adoptive placement date of these two children is 01/03/2019 |

 **Worked example 3 – adopter(s) pursuing the adoption of two or more siblings:**

If the ADM approves the adoptive match of an adopter with two siblings on 01/12/2017 and these children are then placed for adoption with this adopter on 01/03/2019, then the adoptive match (field B8) and adoptive placement (fields B9 and B10) information for this adopter should be completed as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| B8 | B9 | B10 |  |
| 01/12/2017 | 01/03/2019 | 2 | The adopter has **two** children placed with them in an adoptive placement, where the (earliest) adoptive match date is 01/12/2017 and the (earliest) adoptive placement date is 01/03/2019 |

If only one of these children’s adoptive placement disrupts in a future quarter, then the adoptive match (field B8) and adoptive placement (fields B9 and B10) information for the adopter should be completed as follows from that quarter onwards:

|  |  |  |  |
| --- | --- | --- | --- |
| B8 | B9 | B10 |  |
| 31/03/2019 | 31/03/2019 | 1 | The adopter has **one** child placed with them in an adoptive placement, where 31/03/2019 is the date the adoptive match and the adoptive placement was made for the child still in their adoptive placement |

Note: If the child with the earliest adoptive match and adoptive placement dates disrupts, then amend the dates recorded under fields B8 and B9 to reflect the adoptive match and adoptive placement dates for the child with the earliest **successful** placement.

## 4.3 Section C – Other Data

**C1 Has the (prospective) adopter previously adopted a child in England?**

Using the code set below, record if the (prospective) adopter has previously adopted a child in England:

|  |  |  |  |
| --- | --- | --- | --- |
| **0** | No | **1** | Yes |

**C2a Date of leaving the adoption process**

If applicable, record the date the (prospective) adopter leaves the adoption process. This includes (prospective) adopters who leave during the recruitment process and adopters who withdraw from the adoption process at any point after approval but before the granting of an AO.

If the process is put on hold, then put the start date of the most recent pause.

**C2b Reason for leaving the adoption process**

If the (prospective) adopter leaves the adoption process, then record the reason why they left using the code set below:

|  |  |
| --- | --- |
| **1** | (Prospective) adopter withdrew from the adoption process |
| **2** | The adoption process was put on hold |
| **3** | The application was refused |

**C3 Date of the disruption to the adoptive placement (prior to the adoption order (AO))**

If applicable, record the date the adoptive placement (recorded under field B9) disrupted prior to being granted an AO.

Following an adoptive placement disruption, if the ADM approves a new match for the (prospective) adopter(s) to another child under the same application, then please just overwrite their original record (i.e. remove the original adoptive match (field B8), original adoptive placement (fields B9 and B10) and original disruption information (field C3)) with this new information.

In the case that an adoptive match breaks down before the child can be formally placed for adoption with the (prospective) adopter(s), please do **not** record this as an adoptive placement disruption; instead, please just remove the adoptive match date entered under field B8.

**C4 Date the adoption process resumes**

If the adoption process was put on hold, then please provide the date that the process resumes for the most recent pause. **This field should only be populated if the (prospective) adopter(s) is resuming the adoption process after it was put on hold.**

## 4.4 Section D – Fast-Track Flag and Family Finding Status

**D1 Is the (prospective) adopter being fast-tracked?**

Using the code set below, record if the (prospective) adopter’s assessment is being fast-tracked straight to Stage 2:

|  |  |  |  |
| --- | --- | --- | --- |
| **0** | No | **1** | Yes |

Note: This new data field has been added to help clear queries within your return.

**D2** Using the code set below, record the family-finding status for the adopter:

|  |  |
| --- | --- |
| **1** | Currently family finding for the family |
| **2** | Not family finding – expected to go on hold or withdraw from the process |
| **3** | Not family finding – child found but not yet formally matched at panel  |
| **4** | Not family finding – other reason |

If the (prospective) adopter has a **B8** (Date the (prospective) adopter(s) is matched with the child(ren)), please record the Family Finding code **4** (Not family finding – other reason). Once the (prospective) adopter has a **B9** (Date the child(ren) is placed with the (prospective) adopter(s)), a Family Finding code is not required so please leave blank.

If the (prospective) adopter is the child(ren)’s foster carer and you have recorded **1** (Yes) for **A11**, please record Family Finding code **3** (Not family-finding – child found but not yet formally matched at panel) as the adopter has a child placed with them in a fostering placement.

If the (prospective) adopter taking part in a fostering for adoption (FFA) or concurrent planning (CP) arrangement and you have recorded **1** (Yes) for **A12** please record Family Finding code **3** (Not family-finding – child found but not yet formally matched at panel) as the adopter currently has **either** a child placed with them in a FFA/CP placement **or** a child placed with them in an adoptive placement who was originally placed with them in a FFA/CP placement.

If the (prospective) adopter is currently on hold and has a **B5** (Date Stage 2 ended) date, please record **4** (Not family finding – other reason). If the (prospective) adopter is currently on hold but does not have a **B5** (Date Stage 2 ended) date please leave blank.

# 5. Special Guardianship Order (SGO) Aggregate Data

All LAs are required to complete the SGO data collection template. Information should be recorded at an aggregate-level on an individual quarterly basis for all looked after children for whom a SGO has been granted by the court.

Note: Cells should only be left blank within your return if you are unable to provide the data being requested. Where there has been no SGO granted, please make sure to enter a “0”.

1. **Total number of children**

Record the total number of looked after children who have been granted an SGO by the court. Where multiple applications have been made for the same child, e.g. from different family members, please only include the child once in the count.

Please also provide a breakdown of these children by the following:

1. **Status of special guardian**

Using the following categories, provide a breakdown of the aggregate number of children placed by the status of special guardian:

|  |
| --- |
| Grandparent |
| Other family relative |
| Friend or other existing relationship |
| Former foster carer |
| Other carer |

If a special guardian has the status of either a grandparent, other family relative, or friend or other existing relationship and **were also** the former foster carer, then please record their status as either grandparent, other family relative, or friend or other existing relationship and **not** former foster carer, i.e. please only record the status of a special guardian as former foster carer if they were a foster carer who was not also a grandparent, other family relative, or friend or other existing relationship.

1. **Age of special guardian**

Using the following categories, provide a breakdown of the aggregate number of special guardians by age as at the date the SGO was granted:

|  |
| --- |
| 18 to 19 |
| 20 to 29 |
| 30 to 39 |
| 40 to 49 |
| 50 to 59 |
| 60 and over |
| Unknown |

Where there is more than one special guardian for a child, count the ages for all special guardians.

Where the SGO has been granted in respect of a sibling group, please only record the age ranges of the special guardian once.

1. **Age of child**

Using the following categories, provide a breakdown of the aggregate number of children by age as at the date their SGO was granted:

|  |
| --- |
| Under 1 |
| 1 to 4 |
| 5 to 9 |
| 10 to 15 |
| 16 and over |

1. **Gender**

All looked after children must be classified as being male or female. In exceptional circumstances, a LA may be unsure as to which gender should be recorded for a particular child. Where this occurs, gender should be recorded according to the wishes of the child.

Using the following categories, provide a breakdown of the aggregate number of children by gender:

|  |
| --- |
| Not known (gender not recorded or unknown for unborn children) |
| Male |
| Female |
| Neither (indeterminate, i.e. unable to be classed as either male or female) |

1. **Disability**

The DDA 2005 defines a disabled person as a person with a “physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities”. The condition must have lasted, or be likely to last, at least 12 months in order to be counted as a disability.

Using the following categories, provide a breakdown of the aggregate number of children by disability:

|  |
| --- |
| No |
| Yes |

1. **Ethnicity**

Ethnicity is collected for all children and is recorded as stated by the primary carer or child. Where the ethnicity has not yet been collected, this should be recorded as information “Not obtained”. If a child or carer has refused to provide the child’s ethnicity, then this should be recorded as “Refused”.

Using the following categories, provide a breakdown of the aggregate number of children by ethnicity:

|  |
| --- |
| White |
| Asian or Asian British |
| Black or Black British |
| Mixed |
| Other ethnic group |
| Not obtained |
| Refused |

1. **Sibling group**

For the purposes of this section of the data collection, a child is deemed a part of a sibling group if they are granted an SGO with at least one of their siblings.

Using the following categories, provide a breakdown of the aggregate number of children by size of sibling group:

|  |
| --- |
| No siblings |
| Sibling group of 2 |
| Sibling group of 3 |
| Sibling group of 4 |
| Sibling group of 5 or more |

Please record the total number of children in the sibling groups (the number of children being placed together under the same SGO), **not** the number of groups.

1. **Status**

Using the following categories, provide a breakdown of the aggregate number of children by status:

|  |
| --- |
| Child previously had an ADM adoption decision |
| SGO granted with supervision order |

More information about special guardianship, including regulations and statutory guidance, can be found on the “Special guardianship guidance” [section](https://www.gov.uk/government/publications/special-guardianship-guidance) of the GOV.UK website.  The statutory guidance clearly sets out the responsibilities of LAs in relation to special guardianship applications.

# ANNEX A: URNs for the Child’s Local Authority

| **Local Authority** | **Old-Style Ofsted URNs** | **New-Style Ofsted URNs** |
| --- | --- | --- |
| Barking and Dagenham | SC053472 | 1023087 |
| Barnet | SC054951 | 1023129 |
| Barnsley | SC050108 | 1022968 |
| Bath and North East Somerset | SC050122 | 1022969 |
| Bedford | SC454369 | 1026019 |
| Bexley | SC053480 | 1023088 |
| Bi-Borough | SC050034 | 1022947 |
| Birmingham |  | 1273493 |
| Blackburn with Darwen | SC049186 | 1022922 |
| Blackpool | SC056531 | 1023208 |
| Bolton | SC057273 | 1023268 |
| Bournemouth, Christchurch, Poole |  | 2533843 |
| Bracknell Forest | SC059849 | 1023376 |
| Bradford |  | 2730622 |
| Brent | SC058592 | 1023309 |
| Brighton and Hove | SC050073 | 1022963 |
| Bristol | SC054985 | 1023132 |
| Bromley | SC054048 | 1023102 |
| Buckinghamshire | SC055713 | 1023166 |
| Bury | SC049997 | 1022942 |
| Calderdale | SC050029 | 1022943 |
| Cambridgeshire | SC048977 | 1022900 |
| Camden | SC050033 | 1022946 |
| Central Bedfordshire | SC394407 | 1025048 |
| Cheshire East | SC393773 | 1025028 |
| Cheshire West and Chester | SC393778 | 1025030 |
| City of London | SC059857 | 1023379 |
| Cornwall | SC054995 | 1023134 |
| Coventry | SC055002 | 1023135 |
| Croydon | SC059610 | 1023353 |
| Cumberland |  |  2733364 |
| Darlington | SC067257 | 1024027 |
| Derby | SC059360 | 1023334 |
| Derbyshire | SC059568 | 1023347 |
| Devon | SC050030 | 1022944 |
| Doncaster | SC481450 |  |
| Dorset | SC050031 | 1022945 |
| Dudley | SC055017 | 1023137 |
| Durham | SC055022 | 1023139 |
| Ealing | SC055023 | 1023140 |
| East Riding of Yorkshire | SC056538 | 1023209 |
| East Sussex | SC050780 | 1023009 |
| Enfield | SC055062 | 1023141 |
| Essex | SC055065 | 1023142 |
| Gateshead | SC055067 | 1023143 |
| Gloucestershire | SC055643 | 1023156 |
| Greenwich | SC058590 | 1023308 |
| Hackney | SC055128 | 1023145 |
| Halton | SC049148 | 1022919 |
| Hammersmith and Fulham | SC050069 | 1022962 |
| Hampshire | SC055359 | 1023152 |
| Haringey | SC055355 | 1023150 |
| Harrow | SC059588 | 1023350 |
| Hartlepool | SC055687 | 1023158 |
| Havering | SC055691 | 1023159 |
| Herefordshire | SC057941 | 1023291 |
| Hertfordshire | SC055695 | 1023160 |
| Hillingdon | SC055697 | 1023161 |
| Hounslow | SC055699 | 1023162 |
| Isle of Wight | SC055702 | 1023163 |
| Isles of Scilly | SC067253 | 1024025 |
| Islington | SC055709 | 1023164 |
| Kent | SC055722 | 1023168 |
| Kingston upon Hull | SC056542 | 1023210 |
| Kingston upon Thames | SC056549 | 1023211 |
| Kirklees | SC056554 | 1023212 |
| Knowsley | SC056558 | 1023213 |
| Lambeth | SC056817 | 1023240 |
| Lancashire | SC056564 | 1023214 |
| Leeds | SC056566 | 1023215 |
| Leicester | SC057149 | 1023256 |
| Leicestershire | SC057151 | 1023257 |
| Lewisham | SC056854 | 1023243 |
| Lincolnshire | SC056568 | 1023216 |
| Liverpool | SC056748 | 1023220 |
| Luton | SC056751 | 1023221 |
| Manchester | SC056753 | 1023222 |
| Medway | SC059573 | 1023348 |
| Merton | SC057813 | 1023287 |
| Middlesbrough | SC050035 | 1022948 |
| Milton Keynes | SC058675 | 1023312 |
| Newcastle upon Tyne | SC050036 | 1022949 |
| Newham | SC056754 | 1023223 |
| Norfolk | SC056760 | 1023224 |
| North East Lincolnshire | SC057231 | 1023262 |
| North Lincolnshire | SC050040 | 1022950 |
| North Somerset | SC056766 | 1023226 |
| North Tyneside | SC056767 | 1023227 |
| North Yorkshire | SC056771 | 1023228 |
| Northamptonshire | 2605174 | 2605174 |
| Northumberland | SC050042 | 1022951 |
| Nottingham | SC054186 | 1023108 |
| Nottinghamshire | SC056772 | 1023229 |
| Oldham | SC050044 | 1022953 |
| Oxfordshire | SC056777 | 1023230 |
| Peterborough | SC055738 | 1023170 |
| Plymouth | SC056793 | 1023231 |
| Portsmouth | SC049177 | 1022921 |
| Reading |  | 2509643 |
| Redbridge | SC054181 | 1023107 |
| Redcar and Cleveland | SC054192 | 1023109 |
| Richmond upon Thames | SC056797 | 1023232 |
| Rochdale | SC056804 | 1023233 |
| Rotherham | SC056805 | 1023234 |
| Rutland | SC057145 | 1023255 |
| Salford | SC056806 | 1023235 |
| Sandwell | SC059602 | 1264707 |
| Sefton | SC056808 | 1023236 |
| Sheffield | SC058208 | 1023296 |
| Shropshire | SC057549 | 1023275 |
| Slough |  | 1183499 |
| Solihull | SC056812 | 1023239 |
| Somerset | SC056858 | 1023244 |
| South Gloucestershire | SC056860 | 1023245 |
| South Tyneside | SC050051 | 1022956 |
| Southampton | SC056862 | 1023246 |
| Southend-on-Sea | SC057823 | 1023289 |
| Southwark | SC056870 | 1023247 |
| St Helens | SC056872 | 1023248 |
| Staffordshire | SC054164 | 1023105 |
| Stockport | SC056877 | 1023250 |
| Stockton-on-Tees | SC056876 | 1023249 |
| Stoke-on-Trent | SC059591 | 1023351 |
| Suffolk | SC057814 | 1023288 |
| Sunderland | SC056878 | 1254834 |
| Surrey | SC056851 | 1023242 |
| Sutton | SC054069 | 1023103 |
| Swindon | SC056881 | 1023252 |
| Tameside | SC054157 | 1023104 |
| Telford and Wrekin | SC454367 | 1026017 |
| Thurrock | SC057173 | 1023259 |
| Torbay | SC057174 | 1023260 |
| Tower Hamlets | SC061617 | 1023487 |
| Trafford | SC057183 | 1023261 |
| Wakefield | SC057171 | 1023258 |
| Walsall | SC057237 | 1023264 |
| Waltham Forest | SC055898 | 1023175 |
| Wandsworth | SC058212 | 1023297 |
| Warrington | SC050050 | 1022955 |
| Warwickshire | SC054166 | 1023106 |
| West Berkshire | SC057256 | 1023265 |
| Westmoreland and Furness |  | 2733383 |
| West Sussex | SC050067 | 1022961 |
| Wigan | SC057269 | 1023267 |
| Wiltshire | SC050059 | 1022958 |
| Windsor and Maidenhead | SC057310 | 1023271 |
| Wirral | SC059886 | 1023382 |
| Wokingham | SC050063 | 1022959 |
| Wolverhampton | SC058214 | 1023298 |
| Worcestershire | SC057349 | 1023272 |
| York | SC050064 | 1022960 |
| **LAs outside of England** |  | **ASG-assigned URNs** |
| Isle of Man  |  | xxIOM |
| Northern Ireland |  | xxNIRE |
| Other UK |  | xxOTUK |
| Scotland |  | xxSCOT |
| Wales |  | xxWALE |

# ANNEX B: Adoption Agencies URNs for the Child’s Placement Provider

|  |  |
| --- | --- |
| **Regional Adoption Agencies** | **URNs** |
| Adopt Coast to Coast | RAA31 |
| Adopt East | RAA26 |
| Adopt London East | RAA20 |
| Adopt London North | RAA22 |
| Adopt London South | RAA19 |
| Adopt London West | RAA21 |
| Adopt North East | RAA12 |
| Adopt South | RAA14 |
| Adopt South West | RAA11 |
| Adopt Thames Valley | RAA6 |
| Adoption @ Heart | RAA15 |
| Adoption Central England | RAA8 |
| Adoption Connects | RAA16 |
| Adoption Counts | RAA3 |
| Adoption East Midlands | RAA17 |
| Adoption in Merseyside | RAA9 |
| Adoption Lancashire & Blackpool | RAA24 |
| Adoption Now | RAA5 |
| Adoption Partnership South | RAA28 |
| Adoption South East | RAA23 |
| Adoption Tees Valley | RAA10 |
| Aspire | RAA2 |
| Adopt Birmingham | RAA32 |
| Buckinghamshire Adoption | RAA34 |
| Cambridgeshire and Peterborough Adoption | RAA29 |
| Cumbria Adoption | RAA34 |
| Family Adoption Links | RAA27 |
| One Adoption North and Humber | RAA7 |
| One Adoption South Yorkshire | RAA30 |
| One Adoption West Yorkshire | RAA1 |
| Together for Adoption | RAA4 |
| Together4Children | RAA25 |
| **Voluntary Adoption Agencies** | **Old-Style Ofsted URNs** | **New-Style Ofsted URNs** |
| Adopters for Adoption | SC476482 | 1026531 |
| Adoption Focus | SC394569 | 1025054 |
| Adoption Matters  | SC048349 | 1022870 |
| Adoptionplus | SC384160 | 1024870 |
| ARC Adoption | SC474819 | 1026477 |
| Barnardo's Adoption Midlands and South West | SC051829/SC434885 | 1023043/1025753 |
| Barnardo's London, East & South East | SC051838 | 1023046 |
| Barnardo's Adoption North England | SC051836 | 1023045 |
| Caritas Care | SC048438 | 1022880 |
| CCS Adoption Limited | SC048462 | 1022883 |
| Diagrama Adoption | SC484605 | 1026764 |
| Family Futures | SC462984 | 1026255 |
| Intercountry Adoption Centre | SC386048 | 1024893 |
| Jigsaw Adoption | SC489014 | 1026861 |
| Nugent | SC049079 | 1022911 |
| Parents and Children Together | SC049093 | 1022912 |
| SSAFA | SC049105 | 1022916 |
| Thomas Coram Foundation for Children (delivering Ambitious for Adoption RAA) | SC048496 | 1022887 |
| Yorkshire Adoption Agency | SC049010 | 1022901 |
| **VAA Outside of England** |  |  |
| Barnardo’s Scotland |  | Barnardo’s Scotland |
| Barnardo’s Wales |  | Barnardo’s Wales |
| Family Care Belfast |  | Family Care Belfast |
| Isle of Man Adoption Agencies |  | Isle of Man Adoption Agencies |
| Scottish Adoption |  | Scottish Adoption |
| St Andrew’s Children’s Society |  | St Andrew’s Children’s Society |
| St David’s Children’s Society |  | St David’s Children’s Society |
| St Margaret’s Children’s Society |  | St Margaret’s Children’s Society |
| The Children’s Centre |  | The Children’s Centre |

# FAQs

**There are blank cells in the “NData” tab within my child-level return / “Data” tab within my adopter-level return that are being flagged as errors. Why is this happening, and how can I fix this before I submit my return(s)?**

**Due to a bug in Excel, these blank cells are not being registered as truly blank. We have amended the validation checks now to resolve this issue automatically; however, if you are still experiencing this issue after re-running the validation checks, then please let us know so we can make sure the validation checks are running the way we want them to.**

**In case you need a manual fix to this issue, select the range in which the data sits (i.e. columns A-Z) within the “NData” / “Data” tab and perform the following two find and replaces ensuring to match entire cell contents each time:**

1. **The first find and replace replaces all the blanks with “RandomWord”.**



1. The second find and replace then replaces the cells with “RandomWord” with a true blank.



**There are dates in the “NData” tab within my child-level return / “Data” tab within my adopter-level return that are not being read in properly by Excel (as they are being flagged with error messages that do not reflect the data entered). Why is this happening, and how can I fix this before I submit my return(s)?**

**Firstly, check whether the affected dates are in the correct format (i.e. DD/MM/YYYY) to see if this fixes the problem.** Once all the cells are in the correct format, re-running the **validation checks should automatically resolve this issue; however, if you are still experiencing this issue after re-running the validation checks, then please let us know so we can make sure the validation checks are running the way we want them to.**

**In case you need a manual fix to this issue**, go through and press return on each of the affected cells as this will enable Excel to read the cells in properly.

**I have accidently added a record to the “NData” tab within my child-level return that I now need to remove. I have tried to delete this row from the sheet, but it seems to re-appear every time I run the data checks. Why is this happening, and how can I remove this record before I submit my return?**

**As soon as you add (new) data to the “NData” tab, the following pop-up message appears prompting you to compile your data, which will then automatically run the subsequent data checks too.**



**The following happens during the compile / data checks:**

1. **If a child in the “NData” tab appears in the “HData” tab (i.e. a child was active in the adoption process in the previous reporting period), then this child’s record in the “HData” tab gets overwritten by what has been entered in the “NData” tab as we assume this is the most up-to-date data for this child.**
2. **If a child in the “NData” tab does not appear in the “HData” (i.e. a child started their journey to adoption in current reporting period), then this child’s record gets added to the “HData” tab as it has been entered in the “NData” tab.**
3. **Any child in the “HData” with an open record (i.e. has no AO date or reversal date) who does not appear in the “NData” tab gets added to the bottom of the “NData” tab as a missing child.**

**If you accidently add a record to the “NData” tab, then the compile / data checks will automatically add this record to the “HData” tab as described by bullet point 2 above. So, even if you then delete this record from the “NData” tab, it still exists in the “HData” tab and will appear as a missing child in the following compile as described by bullet point 3 above. To prevent this record from re-appearing every time you run the compile / data checks, you will have to delete this record from the “HData” tab first then the “NData” tab.**

**When I try to re-open my child-level / adopter-level return after populating the “NData” / “Data” tab, I get a pop-up message similar to the one below. Why is this appearing, and how can I fix this before I submit my return?**



Your collated data should be pasted into the templates as values (please see below for instructions on how to do this), otherwise any links appearing in your source files will also get copied over into the template causing pop-ups like the one above to appear.

**I have been advised to collate my data separately before pasting it as values into the template(s), but how would I go about pasting my pre-collated data as values?**

In order to paste as values, right-click on the cell you want to paste into and click the “123” icon in the “Paste Options” section (as highlighted in yellow in the image below).

