



CHILD DATA EXPORT





Exporting Children's Records

You can export most of the data from the children's records as a CSV file that you can either open in an office spreadsheet program, or use to import into another management program .

Exported Data

The data contained in the exported CSV file is:

Column 1	Child Legal Last Name	7
Column 2	Child Legal First Name	
Column 3	Child Legal Middle Name	
Column 4	Legal Name Different	Child's Legal and Preferred Names
Column 5	Child Preferred Last Name	
Column 6	Child Preferred First Name	
Column 7	Child Preferred Middle Name	
Column 8	Child Date of Birth	Date and Town of Birth
Column 9	Child Town of Birth	
Column 10	SEN	
Column 11	Ethnicity	SEN status, Ethnicity code, Gender
Column 11 Column 12	Ethnicity Gender	SEN status, Ethnicity code, Gender
Column 11 Column 12 Column 13	Ethnicity Gender DoB Evidence Seen	SEN status, Ethnicity code, Gender
Column 11 Column 12 Column 13 Column 14	Ethnicity Gender DoB Evidence Seen Parental Declaration Returned	SEN status, Ethnicity code, Gender
Column 11 Column 12 Column 13 Column 14	Ethnicity Gender DoB Evidence Seen Parental Declaration Returned Photograph Consent	SEN status, Ethnicity code, Gender Parental Declarations / Evidence Photo Consent Obtained
Column 11 Column 12 Column 13 Column 14 Column 15 Column 16	Ethnicity Gender DoB Evidence Seen Parental Declaration Returned Photograph Consent Alt. Provider 1	SEN status, Ethnicity code, Gender Parental Declarations / Evidence Photo Consent Obtained
Column 11 Column 12 Column 13 Column 14 Column 15 Column 16 Column 17	Ethnicity Gender DoB Evidence Seen Parental Declaration Returned Photograph Consent Alt. Provider 1 Alt. Provider 2	SEN status, Ethnicity code, Gender Parental Declarations / Evidence Photo Consent Obtained Other Free Entitlement Providers
Column 11 Column 12 Column 13 Column 14 Column 15 Column 16 Column 17	Ethnicity Gender DoB Evidence Seen Parental Declaration Returned Photograph Consent Alt. Provider 1 Alt. Provider 2 Alt. Provider 3	SEN status, Ethnicity code, Gender Parental Declarations / Evidence Photo Consent Obtained Other Free Entitlement Providers
Column 11 Column 12 Column 13 Column 14 Column 15 Column 16 Column 17 Column 18	Ethnicity Gender DoB Evidence Seen Parental Declaration Returned Photograph Consent Alt. Provider 1 Alt. Provider 2 Alt. Provider 3 Unique Pupil Number	SEN status, Ethnicity code, Gender Parental Declarations / Evidence Photo Consent Obtained Other Free Entitlement Providers

Export Data Descriptors

The data in the export records is formatted as follows:

Column	Column Title	Notes		
1	Child Legal Last Name	Text - up to 50 characters		
2	Child Legal First Name	Text - up to 50 characters		
3	Child Legal Middle Name	Text - up to 50 characters		
4	Legal Name Different	Y or N		
5	Child Preferred Last Name	Text - up to 50 characters		
6	Child Preferred First Name	Text - up to 50 characters		
7	Child Preferred Middle Name	Text - up to 50 characters		
8	Child Date of Birth	Formatted as 'dd mmm yyyy' (e.g. 29 Feb 2004)		
9	Child Town of Birth	Text - up to 50 characters		
10	SEN	N = No, A = Action, P = Action Plus, S = Statement		
11	Ethnicity	Codes from Early Years Census WBRI to NOBT		
12	Gender	M or F		
13	DoB Evidence Seen	Y or N		
14	Parental Declaration Returned	Y or N		
15	Photograph Consent	Y or N		
16	Alt. Provider 1	Text - up to 50 characters		
17	Alt. Provider 2	Text - up to 50 characters		
18	Alt. Provider 3	Text - up to 50 characters		
19	Unique Pupil Number	Text - up to 50 characters (Current definition uses 13 characters)		
20	Stretched	Child uses the stretched Free Entitlement - Y or N		



Making The Export

The child data is exported from the child details form: Go

Go > Home > Family Details > Children >

Click the 'Export Children' button at the bottom of the Children list.

👯 Save As			×
Save in: 🌗	Export Data	- 🕝 🤌 🛤	•
Name	*	Date modified	ту
	No items match	your search.	
•	III		Þ
File name:	Children Export	-	Save
Save as type:	CSV Files		ancel

You will now need to browse for a folder to use to save your export data. Give the export a meaningful file name and leave the file type as 'CSV Files'. Press 'Save' to continue.

SuperFox will then check the export information for possible issues - missing first and last names, parental declarations, etc. which it will display on a pop-up **Issues Found** form.

Issues Found	
Issue List	
Issue Type	Issue
Text File CSV File CSV File	Setting Address Line 1 has no house/office number Sarah Bella Badger (Sarah Bella Badger 19 March 2003) - Date of Birth Evidence Missing Sarah Bella Badger (Sarah Bella Badger 19 March 2003) - Parental Declaration Not Returned

The issues may be irrelevant to your intended use, but is worth looking through them anyway. You can print the issue list of it is of any concern. Click the OK button at the bottom of the list to complete the export.

Exported Files

The export produces a pair of files, a CSV file and a TXT file that share the same name that you chose for the export. You will find them in the folder you chose to use for the export.

Name	Date modified	Туре	Size	
Children Export.csv	27/06/2012 11:50	CSV File		7 KB
Children Export.txt	27/06/2012 11:50	Text Document		1 KB

Export TXT File

The TXT file from the export pair just contains a few summary details about your setting

(This information cannot be part of the CSV file and if you have exported data from more than one setting the information could be useful.)

Children Export.txt - Notepad	
File Edit Format View Help	
Setting Name: Kidspace Telephone Number: 012345 098765 Ofsted URN: 000000 DFE URN: 000000 Setting Address: Foxholes First School Foxholes Anytown Northumberland AA1 9YY	

Export CSV File

The CSV file is well suited for use in a spreadsheet, where you may want to edit the contents before importing the data into another system.

Children Export.csv - Microsoft								
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		А	В		С			D
1	Child Leg	gal Last Name	Child Legal First	st Name	Child Legal Mi	ddle Name	Legal Nam	ne Different
2	Badger		Sarah		Bella		N	
3	Puma		Jaques				N	
4	Fish		Fiona				N	
5	Squirrel		Clarabel		Sabrina		N	
6	6 Rabbit		Daniel				Ν	
7	Whale		Jack		Walter		Ν	
8	Leopard		Lara		Tara		Ν	
9	Tapir		Tina				N	

End