

Sample Letter to Parents/Guardians for pupils under 16

Dear Parent/Guardian

Re: Unique Learner number to aged 14+ pupils in post-primary schools

The Department of Education has introduced the Unique Learner Number (ULN) in schools for pupils aged 14 and over. I am writing to inform you that your child will shortly be issued with a ULN.

The ULN is a 10-digit reference number that provides a single consistent learning record. This is used alongside a digital Personal Learning Record (dPLR). All learners over the age of 14 will receive, with their ULN, a dPLR. This is a verified online record of an individual's achievement and qualifications that they can access throughout their education and career. It is envisaged that (with the agreement of the individual concerned) dPLRs could be shared with relevant organisations, such as FE and HE institutions, UCAS, the Careers Service and training providers. Further information can be found on the CCEA Regulation website - http://ccea.org.uk/regulation/guidance/unique_learner_number

ULNs will, through time, be used as the means for examination entries and the subsequent issue of results. It is likely that they, along with the dPLR, will also be used as part of the entry process to further and higher education. There are many benefits of using this number, including joining up all achievements the pupil may obtain at school and outside of school, and streamlining enrolment/progression to FE, Training and University.

All learners will receive a ULN and a dPLR. However, learners can decide on whether they share their Personal Learning Record with other relevant educational agencies and bodies. I have enclosed a Privacy Notice with this letter. This provides further details on data sharing.

Yours sincerely

PRINCIPAL