



University of East Anglia

Information Services Directorate

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13 June 2017

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_17-132)

We have now considered your request of 30 May 2017 for the following information:

'I would like to request if you would please send to me a breakdown of your university admissions for 2010-2016 which breaks down the admitted students by as many of the following factors as you have data available for:

- *Ethnicity;*
- *UCAS points;*
- *Age;*
- *Gender;*
- *Post Code or at least broad area of where the students live;*
- *Private school vs public school;*
- *Family income*
- *Country of origin;*
- *Religion;*
- *Whether they stayed in student accommodation in the first year or private accommodation;*
- *What course they applied to;*
- *If the students got in via clearing;*
- *If they received scholarships and/or university grants;'*

We contacted you on 30 May to advise that there would be data protection issues with providing a response that combined the requested data categories. Thank you for confirming by email on 05 June that you would accept the above information in separate tables. However, since our email of 30 May we have established that on this occasion it is not possible to fulfil your request as it currently stands.

We have determined that the cost of finding and assembling some of the requested information will exceed the 'appropriate limit' as defined by section 12 of the Act and the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/3244.

The 'appropriate limit' of £450, which equates to 18 hours' work, can relate to one request in its entirety or to a series of linked requests. If the University cannot locate, retrieve and extract some or all of the requested information within the 18 hours we are not obliged to retrieve any of the requested information.

To arrive at this decision we looked at the time it would take to gather the data for each category, as well as any potential issues we may encounter in terms of missing or poor quality data.

While we are confident that the 18-hour limit would be clearly exceeded, it is difficult to provide an estimate of how long it would take to provide all the requested data. The information is held in different systems by different departments, and would, in at least one case, require manual matching of large datasets to meet your requirements. The time taken would also be dependent on the level of study you were interested in – for example, if you wished to include data for taught and research postgraduate students this would take more time than undergraduate alone.

We have provided the following summary to explain our position and to assist you in formulating a request to which we can respond. If you would like to submit another request based on this information, please do let us know and we would be happy to help.

Data category	Time estimate	Notes
Ethnicity	Up to 7 hours of work for these categories, if requested data relates only to undergraduates. Gathering data will take longer if postgraduate students are included.	We can provide this data in a separate table to avoid data matching leading to identification of students.
Age		See note on 'ethnicity'
Gender		See note on 'ethnicity'
Post Code or at least broad area of where the students live		We can provide this data, but it will be incomplete and quality may be poor. We may also need to withhold full postcode to avoid revealing individual student addresses.
Country of origin		See note on 'ethnicity'
What course they applied to		See note on 'ethnicity'
If the students got in via clearing		We can provide this data, but it would only apply to undergraduates.
UCAS points		Up to 2 hours
Private school vs public school	Up to 2 hours	We do not hold information on whether a school is private or public, and can only provide the last institution a student studied at, where this information is held by UEA.
Family income	16 hours	We can supply data in banding for undergraduate students only, and only for those whose income has been assessed. Data would

Data category	Time estimate	Notes
		be unlikely to include families earning over £25,000 PA.
Religion	Up to 2 hours	We can provide this information but as students do not need to declare their religion, the majority will be 'not known' or 'prefer not to say'. Again, we could not provide this information in combination with other data that may lead to identification of individuals.
Whether they stayed in student accommodation in the first year or private accommodation	Although it would take a relatively short time (30 mins) to export all student accommodation data, we would then need to match approx. 4,000 records per year with student stage data. Even allowing 1 minute per record, this manual process would take over 66 hours for each year.	We could provide student numbers of first years in accommodation for the required date range and then compare to total intake numbers, assuming that the remainder of students were in private accommodation.
If they received scholarships and/or university grants	At least 3 hours for donor-funded scholarships alone. Additional time would be required for non-donor scholarships	See note on 'ethnicity'

Finally, as noted in our earlier email, some data may be available from HESA (<https://www.hesa.ac.uk/>). Under FOIA, UEA has no obligation to provide information that is reasonably accessible by other means.

We are sorry we cannot provide the information you have requested. You do have the right of appeal against this decision. If you wish to appeal, please set out in writing your grounds of appeal and send to me at the address noted in the heading to this letter.

You must appeal our decision within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website: https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Ellen Paterson
Information Policy and Compliance Manager
University of East Anglia