



Building Inspiring Caring

CIRCULAR 2017/18 TL015

To: Parents/Guardians of Yr11  
Cc: Bursar

September 2017

### 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 and a Personal Learning Record (PLR).

The PLR is a record of all external examination results and this can be accessed online. ULNs will be used for the following:

- Making external examination entries such as GCSEs
- Issuing external examination results
- Allowing Schools, Colleges, Universities, Training Organisations, the Careers Service, UCAS and some Government Departments to view individual student's results by accessing a student's PLR
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The ULN and PLR once assigned to a student will remain available throughout their lifetime allowing future examination results to be added. They will also be available (with the agreement of the individual) for future employers and educational establishments to view if and when required throughout their career. This means a record of your child's results will always be available on line and will greatly reduce the risk associated with losing the paper copies of examination results.<sup>8</sup>

Further information can be found on the CCEA Accreditation website  
<http://ccea.org.uk/accreditation/guidance/uniquelearnernumber>

**If you are content for your child's Personal Learner Record to be shared with the bodies listed in the enclosed Privacy Notice, no further action is required.**

**If you are not content for your child's Personal Learner Record to be shared with the bodies listed in the enclosed Privacy Notice you should complete the opt-out section on the Privacy Notice and return it to school. Your child will then not be able to avail of the benefits highlighted above.**

Completed forms must be returned to the school by **Monday 2nd October**

C Jones  
Examinations Officer