

EduBase Guidance

In your application you will be required to find and give accurate information about your school. You should use EduBase, the Department for Education database of educational establishments, to do so. Use this guide to find the information in EduBase.

1. Begin by locating the [EduBase Advanced Search](http://www.education.gov.uk/edubase/search.xhtml) webpage: <http://www.education.gov.uk/edubase/search.xhtml>
2. You will be offered two searching options: You can search for your school by criteria or by identifier.

If you know the Unique Reference Number for your school:

- Select the *To find out a specific establishment fill in its identifier* button.
- In the *URN, LA/Establishment Number, UKPRN* box type your school's URN.
- Click search.

If you do not know the Unique Reference Number for your school:

- Select the *Show me establishments which meet the following criteria* button.
- Enter your school's postcode into *Town, locality or postcode* box.
- Tick all the boxes in the *Type of Establishment group* area.
- Check that all the boxes in the *Open/closed* area are ticked **except the box for Closed**.
- Click Search.

About searching

- ❖ Please be aware that searching for some schools by name, usually schools dedicated to saints, kings and queens, can yield multiple, apparently identical matches. Be sure you check you have found the correct school!
- ❖ EduBase may indicate that your school has closed and reopened. If this occurs please select the establishment name under which *Establishment Status* is 'Open'.

3. We require the following information about your school; it is all present in the *Summary* box on the page dedicated to your school:
 - **Unique Reference Number (URN)** (this is also given in blue in the title line)
 - **School address and postcode**
 - **Local authority (LA)**
 - **Establishment type** (given as *Type* on the application form)
 - **Phase**
 - **Total number of children** (given as *Number of pupils on roll* on the application form)