Releasing statistics in spreadsheets: Good practice guidance

November 2014
Version 1.0
Guidance purpose

This guidance presents good practice for releasing statistics in spreadsheets. It focuses on data released as part of an Official Statistics publication and has two main parts:

**Part 1** is about how statistics are *displayed*. It looks at information that all users will require - as well as preparing worksheets for both:

   i) presentation purposes
   ii) data re-use

**Part 2** is about how the statistics are *released*. It looks at the open data agenda and how this applies to spreadsheet data released as part of an Official Statistics publication.

Caution: Since there are often many different users for a given set of statistics, it is not always the case that a given presentation format will meet the needs of all users (and potential users). This is discussed throughout in the guidance.
Contents

• Document purpose

• Part 1: How statistics are presented
  a) Information that all users will require
  b) Preparing worksheets for presentation
  c) Preparing worksheets for re-use
  d) Good practice checklist

• Part 2: Releasing data in standardised, open formats
  a) Background
  b) Open data format – a case study

• Annex A: Examples from the GSS

• Annex B: Acknowledgements

Clicking on underlined text in the guidance takes you directly to the relevant link.
Part 1: How statistics are presented

This section looks at good practice in presenting statistics in spreadsheets

Know your audience

The most important consideration when presenting statistics is to think about what information your users will need to make the statistics useful - Code of Practice Principle 1: meeting user needs. Note that different users may have different requirements from the statistics.

Part 1 contents:

a) Information that all users will require:
   - A contents page
   - A guidance page
   - Consistent symbols and codes
   - Clear, concise, informative titles and headings
   - Communication of uncertainty
   - Professional finishing touches

b) Preparing worksheets for presentation (how the statistics appear to the user)

c) Preparing worksheets for re-use (for users focused on re-using the data)

d) A good practice checklist
A contents page

Your dataset should have an accompanying contents page

A contents page will help orientate the user, confirm they have found the right statistics and help them locate the exact figures they require.

A contents page should include:

• Title of the release or data series - including topic, time period and geographical region

• Information about each tab in the spreadsheet (with hyperlinks)

• A link to the wider data series homepage (if available)

• A link to the source publication or bulletin

Providing a link to the publication puts the spreadsheet into the context of supporting documentation and allows the user to find updates. If there are several workbooks in one zipped file, or major changes to the data series, consider a contents page which covers all of them. Also consider whether a cover page would be useful to users (to help frame the release).

Example: House Price Statistics (Office for National Statistics)

This spreadsheet has a succinct and informative contents page.
A notes or guidance page

**Your dataset should have accompanying guidance information**

Users need enough information in the spreadsheet to interpret and use the data. Users often save spreadsheets for later reference (without saving the original web page).

**Notes or guidance should include:**

- **Contact details for responsible statistician and media enquiries**
- **Date of publication and next update**
- **Glossary of essential technical terms and acronyms (or link to)**
- **Link to supporting metadata and methodological documents**

Guidance information should be relevant to the dataset as a whole, rather than individual tables.

**It might be appropriate to combine guidance material and a contents page.**

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**Example: UK Property Transaction Statistics (HM Revenue & Customs)**

The guidance on page 1 is helpful and signposts users to further information.
Symbols and coding

Consistent use of symbols across the GSS is vital for users to make clear and robust comparisons between datasets

The National Statistics Harmonisation Group (NSHG) is responsible for the design, development and maintenance of common statistical frames and definitions for statistics.

Use nationally recognised classifications like geography codes whenever possible. This is mandatory in some cases. Include a guide to symbols and codes used. Help users to understand changes in classifications. For example, the geography code history database helps users to track changes in area codes.

<table>
<thead>
<tr>
<th>Concept</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Break in time series</td>
<td>b</td>
</tr>
<tr>
<td>Confidential</td>
<td>c</td>
</tr>
<tr>
<td>Earliest revision</td>
<td>†</td>
</tr>
<tr>
<td>Estimated</td>
<td>e</td>
</tr>
<tr>
<td>Forecast</td>
<td>f</td>
</tr>
<tr>
<td>Less than half the final digit shown and different from a real zero</td>
<td>~</td>
</tr>
<tr>
<td>Low reliability</td>
<td>u</td>
</tr>
<tr>
<td>Nil</td>
<td>0</td>
</tr>
<tr>
<td>Not applicable</td>
<td>z</td>
</tr>
<tr>
<td>Not available</td>
<td>:</td>
</tr>
<tr>
<td>Not significant</td>
<td>n</td>
</tr>
<tr>
<td>Provisional</td>
<td>p</td>
</tr>
<tr>
<td>Revised</td>
<td>r</td>
</tr>
</tbody>
</table>

Further explanation of these symbols is available in more detailed guidance on the GSS website.
Titles and headings

Does your spreadsheet have informative titles and headings?

Each individual table should have its own title (and subtitle if necessary). Include the following information:

1. A summary of the main subject and breakdown categories
2. The i) time period, ii) regularity of the data, iii) type of data, iv) geographical region covered and iv) units used
3. Any adjustments to the statistics

In addition:

• Titles should be in a larger font than headings
• Consider separating the title from the table with a blank row
• Note and explain if data is provisional or revised
• If different columns have different units, include this as part of the table headings.

KNOW YOUR AUDIENCE: How titles and headings are displayed will affect data re-useability. More information on presenting data for re-use is available here.

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1 The type of data might include counts, rates, percentages, means, confidence intervals.
2 Including if the data has been seasonally adjusted, or presents Full Time Equivalent (FTE) rather than staff headcount.
Communicating uncertainty

Being upfront about uncertainty helps to protect the integrity of statistics

The challenge here is to provide information and explanation that gives assurance and supports understanding of the statistics.

Presenting confidence intervals

<table>
<thead>
<tr>
<th>Estimate</th>
<th>95% C.I. lower limit</th>
<th>95% C.I. upper limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>40.4</td>
<td>40.2</td>
<td>40.6</td>
</tr>
</tbody>
</table>

Best display: Both for presentation & re-use
The intervals are clearly displayed. Using separate cells enables the data to be more easily reused.

Possible displays: If space is an issue
Consider these displays if you have large amounts of data. But, these make it harder for data re-use.

Presenting statistical significance

<table>
<thead>
<tr>
<th>Significance Level</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significant at 0.001 level</td>
<td>***</td>
</tr>
<tr>
<td>Significant at 0.01 level</td>
<td>**</td>
</tr>
<tr>
<td>Significant at 0.05 level</td>
<td>*</td>
</tr>
</tbody>
</table>

Best display: Both for presentation & re-use
Explain whether a change is statistically significant, where possible. Provide a plain English description of statistical significance.

For more information see: **GSS Guidance on Communicating Uncertainty and Change**.

Example: National Survey for Wales (Welsh Government)
This example uses colour coding in reference tables to visually convey the uncertainty in the statistics.

Click here for more information (in Annex A)
Finishing touches

Professional finishing touches reassure users that time and effort have been put into the publication - which aids confidence in the numbers

Ensure the spreadsheet has:

- No formal references to other spreadsheets
- Sensibly named tabs which open in the correct place on the sheet
- A sensible opening page. Usually the contents page, or a page which helps the user locate the information they need quickly
- Column/row widths which allow the whole cell contents to be read
- Wrapped text which doesn’t split mid-word
- Correct spelling and grammar
- Underlying cell values which are unrounded for re-use
- Sensible zoom levels - set to optimise text size against maximising screen content. Ideally set the same on all pages

Think about the print setting for users - so that sheets print neatly onto the fewest A4 pages possible. When spanning more than one side of A4, set the table headings to appear on each sheet.
Formatting for presentation

User need is the top priority when disseminating statistics. For some users, the clarity of presentation is the most important concern

- See GSS guidance on [Effective Graphs and Tables in Official Statistics](#)
- Use ‘freeze panes’ to keep row and column headings visible
- Consider transposing your table: scrolling down is easier than across
- Divide your tables across worksheets to assist reading. For re-use it may be helpful to keep each table together on one sheet
- Summaries such as averages and subtotals help to set the context, but can hamper re-use if embedded in the body of the table
- Adjust row heights and column widths to create space, rather than inserting blank rows or columns, which can hamper re-use
- Hard code formula results to avoid accidental errors in use
- Format numbers as numbers and consider if rounding is appropriate. Rounding assists comparisons and makes numbers easier to remember. But, think about the level of detail your users require

Further reading on the importance of understanding user need:
2. [Office for National Statistics’ work on creating user personas](#)
Formatting for re-use

Some users want to perform their own calculations with the statistics

Providing an output which reconciles the requirement for clarity of presentation with reusable data can be hard. Sometimes it is more appropriate to provide separate outputs. For example:

School applications and offers 2014 (Department for Education)

The information is provided in i) an Excel Spreadsheet (with nice tabular layout) and ii) underlying data for reuse – both as an HTML and a csv file.

In this example, the statistics are presented for re-use so that:

• There are no blank rows or columns in the body of the table
• A separate metadata document is provided
• Geographical codes are presented for each row
• Old and new codes are presented alongside each other
• There are no spaces in column_headings
• Numbers have no presentation formatting

Additional considerations to make data re-use easy:

• Do not merge cells
• Do not hide columns and rows
• Ensure all numeric data is formatted as numeric (not as text)
All users will require ...

A contents page, containing:

- **Title** of the release or data series, with time period and geographical region
- **Information** about each tab in the spreadsheet (with hyperlinks)
- A link to wider data series **homepage** (if available)
- A link to the **publication** itself

A notes or guidance page, containing:

- **Contact details** for responsible statistician and media enquiries
- **Date** of publication and next update
- **Glossary** of essential technical terms and acronyms (or link to)
- A link to **supporting metadata** and **methodological documents**

Clear and concise titles and headings

- Each individual table should have its own **title** (and subtitle if necessary)
- Titles should include a summary of main subject and breakdown categories including the i) time period, ii) regularity of the data, iii) type of data, iv) geographical region covered, iv) units used, v) adjustments made, and vi) status
- Titles should be in a **larger font** than headings
- Consider separating the title from the table with a **blank row**

Consistent symbols and codes

- Use **nationally recognised** classifications and geography codes
- Use **GSS standard symbols**

Communicating uncertainty

- **Confidence intervals** clearly displayed, in separate cells if possible
- **Explain** whether a change is statistically significant (using *), where appropriate and provide a plain English **description** of statistical significance

Formatting for presentation and re-use

**Formatting for presentation**

- Use ‘freeze panes’ to keep row and column headings visible
- Consider **transposing** your table: scrolling down is easier than scrolling across
- **Divide** your tables across worksheets to assist reading.
- Summaries such as **averages and subtotals** help to set the context, but can hamper re-use if embedded in the body of the table
- **Adjust** row heights and column widths to create space, rather than inserting blank rows or columns, which can hamper re-use
- **Hard code** formula results to avoid accidental errors in use
- **Format numbers** as numbers and pay attention to the displayed rounding and precision so users can get a feel for the numbers

**Formatting for easy re-use**

- **No blank rows or columns** in the body of the table and no spaces in column headings
- Do not **merge** cells or **hide** columns or rows
- Provide a separate **metadata** document
- **Geographical codes** presented for each row
- Numbers **formatted** as numbers, with no presentation formatting

**Finishing touches ...**

- Sensibly named tabs which open in the correct place on the sheet
- Column/row widths which allow the whole cell contents to be read
- Wrapped text which doesn’t split mid-word
- Correct spelling and grammar
- Underlying cell values which are un-rounded for re-use
- Sensible zoom levels. Set to optimise text size against maximising screen content - ideally set the same on all pages

This list is not supposed to be prescriptive – the most important consideration is to think about what information your users will need to make the spreadsheet useful. Focus on whether the user can locate and reuse the information easily.
Part 2: Releasing data in open formats

Good practice in choosing file formats for statistics in spreadsheets

Code of Practice for Official Statistics: The Code recognises and focuses on the value of data, particularly concerning accessibility (Principle 8) which requires producers to:

“Release datasets and reference databases, supported by documentation, in formats that are convenient to users”

(Principle 8, practice 6)

This complements Principle 1 - meeting user needs.

Government Open Data White Paper: Released in June 2012, this paper sets out an open data vision: to make it easier for data publishers to release data in standardised, open formats. The paper introduces a ranking scheme from 1 to 5 stars to measure the usability of open data.

The statistical community is considering the implications of adopting open data principles. As illustrated in Part 1, statistics should not be separated from supporting information. Context and caveats are vital to ensure users have enough information to interpret and make effective use of the data.
Part 2: Releasing data in open formats

Summary: When releasing your statistics, the priority is to meet user needs. Consider which of the following is important:

- An accessible, attractive, tabular lay-out in a spreadsheet for presentational purposes?
- A version that is suitable for re-use with minimal editing?
- A 3★ (or better) open data release?

It may be appropriate to provide multiple outputs - as the following GSS example shows:

Example: School applications and offers 2014 (Department for Education)

The information is provided in i) an Excel Spreadsheet (with attractive tabular layout) and ii) underlying data for reuse, in HTML and csv file formats.

July 2014 Cabinet Office Guidance: this sets out the requirement for online government documents to be released in OpenDocument Format (see section 4).

Releasing statistics in OpenDocument Format will help ensure maximum public use of GSS data. The next slide shows how Home Office Statisticians have adopted the .ods spreadsheet format.
Case Study: Home Office statistical releases

Home Office statisticians publish data tables in the XML-based OpenDocument spreadsheet (.ods) format - making these 3★ releases. These spreadsheets are easy to produce. For example, in Excel simply select this format when saving. You can opt to use .ods as your default file format.

Some complex features, such as pivot tables, are not fully supported in .ods files. The Home Office provide additional guidance for Mac users who may experience difficulty with this open format. Compatibility information is available online, but the simplest approach is to check that each table re-opens as expected.

You can open these files in most spreadsheet programs. Unlike csv, the tables retain formatting. The files are also smaller than Excel equivalents.

Applications received for asylum in the United Kingdom, July 2014 (1)

<table>
<thead>
<tr>
<th>Month</th>
<th>Total (including dependants)</th>
<th>of whom main applicants</th>
<th>Total (including dependants)</th>
<th>of whom main applicants</th>
<th>Total (including dependants)</th>
<th>of whom main applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2014 (P)</td>
<td>2,902</td>
<td>2,291</td>
<td>2,946</td>
<td>2,327</td>
<td>211</td>
<td>197</td>
</tr>
</tbody>
</table>

(1) For the figures which include dependants further disaggregations by age, gender and nationality will be available on the EUROSTAT website: http://epp.eurostat.ec.europa.eu/portal/page/portal/statistics/search_database
(2) Excludes applicants who have made a fresh claim in the same reference month.
(3) Includes re-applicants who withdrew a fresh claim.
(P) Provisional figures.

Annex A: Contents Page

A good practice example

Title of the release and release date

Guidance on how to navigate the workbook

Advance notice of future releases

Cross-reference to earlier releases

Hyperlinks to each worksheet

Future release dates are table specific

Link: Publication spreadsheet

Link: Publication home page

The data published in these tables are based on a sub-sample of RNS data. These results will therefore differ from results produced using full sample data. For further information please contact the ONS using the contact details on the previous page.
Annex A: Notes or Guidance Page

A good practice example

Producer and title

HM Revenue and Customs
UK Property Transactions Count - September 2014

1 Commentary and Charts

Guidance on the statistics
This publication presents monthly estimates of the number of residential and non-residential property transactions in the UK and its constituent countries. The figures are based on HMRC’s Stamp Duty Land Tax (SDLT) database, which records the information submitted by property purchasers on the Land Transaction Return. More information about data sources, quality and methodology can be found on page 7.

These statistics are generally used by analysts, academics and policy makers to examine movements and trends in the UK property market. They are best used in conjunction with other monthly housing market indicators, some of which can be found in the “Related Statistics” section on page 7.

[Reviewed 21 October 2014 / Next Review 21 November 2014]

Key messages
The provisional seasonally adjusted UK property transaction count for September 2014 was 97,450 residential and 7,880 non-residential transactions.

Residential transactions
The seasonally adjusted estimate of the number of residential property transactions decreased by 4.8% between August 2014 and September 2014. This month’s figure is 5.0% higher compared to the same month last year. Chart 1A shows the historic time series for residential property transactions.

The pattern since the beginning of 2013/14 has been of a general month-on-month increase in transactions for the seasonally adjusted data until February 2014, then a gradual decrease followed by a flattening out of transaction numbers. August 2014 saw a peak for recent non-seasonally-adjusted transactions, the highest level since November 2007. For September 2014 both seasonal and non-seasonal have dipped compared to last month, but are higher than the same month last year. Please note that the figures for the two most recent months are provisional and therefore subject to revision.

[Reviewed 21 October 2014 / Next Review 21 November 2014]

Period covered

Date of current and future releases

For this release, the details of the responsible statistician are on the cover sheet

Explanation of statistics and source

Further explanation through statistical commentary

Link: Publication spreadsheet  Link: publication home page

Click to return to guidance
Annex A: Communicating uncertainty

A good practice example

3. Robustness of estimates

To ensure that the National Survey estimates quoted in this bulletin are robust, we have calculated the coefficient of variation (CV) for each estimate purposes. Results are colour coded according to the CV for each estimate as follows:

<table>
<thead>
<tr>
<th>Estimate is</th>
<th>0 ≤ CV &lt; 5</th>
<th>5 ≤ CV &lt; 10</th>
<th>10 ≤ CV &lt; 20</th>
<th>CV ≥ 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>precise</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>reasonably</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>acceptable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>not reliable or CV is not available</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>value is suppressed due to small cell size (i.e. ≤ 30 people answered that question)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Confidence intervals

Estimates from the National Survey are subject to a margin of uncertainty. An indication of this uncertainty is given by the confidence interval for each estimate. 95% confidence intervals are presented for each estimate in the attached tables. These were calculated taking the survey design into account. Confidence intervals can also be used to help tell whether there is a real difference between two groups. As a rough guide, if the confidence intervals for the two groups overlap, the estimates are not statistically significantly different.

This approach is not as rigorous as doing a formal statistical test, but it is straightforward, widely used and reasonably robust. See the Quality Report for more information on the use of confidence intervals to identify differences.

Sample size also provides an indicator of likely precision

Table 2: Usual mode of transport used to get to local shops, by gender

<table>
<thead>
<tr>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lower</td>
<td>Upper</td>
</tr>
<tr>
<td>Car</td>
<td>61%</td>
<td>60%</td>
</tr>
<tr>
<td>Lived with</td>
<td>3%</td>
<td>2%</td>
</tr>
<tr>
<td>Community</td>
<td>3%</td>
<td>2%</td>
</tr>
<tr>
<td>Bus</td>
<td>6%</td>
<td>4%</td>
</tr>
<tr>
<td>Train</td>
<td>1%</td>
<td>0%</td>
</tr>
<tr>
<td>Taxi</td>
<td>1%</td>
<td>1%</td>
</tr>
<tr>
<td>Walk</td>
<td>50%</td>
<td>48%</td>
</tr>
<tr>
<td>Bike</td>
<td>4%</td>
<td>3%</td>
</tr>
<tr>
<td>Don’t go</td>
<td>1%</td>
<td>1%</td>
</tr>
<tr>
<td>Other</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Sample size: 14,700

For more information see: GSS guidance on communicating uncertainty and change

Click to return to guidance
Annex A: Presentation versus re-use

A good practice example – spreadsheet focused on clarity of presentation

| Local authority | ENGLAND | Percentage of offers made to applicants
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LA code</td>
<td>Total places available in all secondary schools</td>
<td>First preference</td>
</tr>
<tr>
<td>ENGLAND</td>
<td>600,903</td>
<td>85.2</td>
</tr>
<tr>
<td>NORTH EAST</td>
<td>28,705</td>
<td>92.4</td>
</tr>
<tr>
<td>Darlington</td>
<td>1,227</td>
<td>86.3</td>
</tr>
<tr>
<td>Durham</td>
<td>6,064</td>
<td>96.5</td>
</tr>
<tr>
<td>Gateshead</td>
<td>2,200</td>
<td>87.7</td>
</tr>
<tr>
<td>Hartlepool</td>
<td>1,174</td>
<td>97.0</td>
</tr>
<tr>
<td>Inner London</td>
<td>1,614</td>
<td>79.1</td>
</tr>
<tr>
<td>Middlesbrough</td>
<td>1,214</td>
<td>98.1</td>
</tr>
<tr>
<td>Newcastle upon Tyne</td>
<td>2,307</td>
<td>96.8</td>
</tr>
<tr>
<td>North Tyneside</td>
<td>1,889</td>
<td>98.2</td>
</tr>
<tr>
<td>Northumberland</td>
<td>2,735</td>
<td>93.3</td>
</tr>
<tr>
<td>Redcar and Cleveland</td>
<td>2,121</td>
<td>92.6</td>
</tr>
<tr>
<td>South Tyneside</td>
<td>1,828</td>
<td>88.8</td>
</tr>
<tr>
<td>Stockton-on-Tees</td>
<td>2,345</td>
<td>94.1</td>
</tr>
<tr>
<td>Sunderland</td>
<td>3,200</td>
<td>94.1</td>
</tr>
</tbody>
</table>

Title of the release, including time period
Includes national and regional summaries
Numbers for comparison presented in columns
Use freeze panes to retain title and headings
Formats appropriate for the statistics
Statistics presented as numbers, not formulae

See next slide for the same spreadsheet focused on reusability

Link: Publication spreadsheet
Link: publication home page
Annex A: Presentation versus re-use

A good practice example – spreadsheet focused on reusability

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>Region</td>
<td>School</td>
<td>Year</td>
<td>Application</td>
</tr>
<tr>
<td>England</td>
<td>North East</td>
<td>Secondary</td>
<td>2012</td>
<td>60903</td>
</tr>
<tr>
<td>England</td>
<td>West Midlands</td>
<td>Secondary</td>
<td>2013</td>
<td>85577</td>
</tr>
<tr>
<td>England</td>
<td>East Midlands</td>
<td>Secondary</td>
<td>2014</td>
<td>53389</td>
</tr>
<tr>
<td>England</td>
<td>Yorkshire &amp; Humberside</td>
<td>Secondary</td>
<td>2015</td>
<td>63966</td>
</tr>
<tr>
<td>England</td>
<td>East Midlands</td>
<td>Secondary</td>
<td>2016</td>
<td>65789</td>
</tr>
<tr>
<td>England</td>
<td>London</td>
<td>Secondary</td>
<td>2017</td>
<td>29468</td>
</tr>
<tr>
<td>England</td>
<td>South East</td>
<td>Secondary</td>
<td>2018</td>
<td>57309</td>
</tr>
<tr>
<td>England</td>
<td>South West</td>
<td>Secondary</td>
<td>2019</td>
<td>94865</td>
</tr>
<tr>
<td>England</td>
<td>London</td>
<td>Secondary</td>
<td>2020</td>
<td>56829</td>
</tr>
<tr>
<td>England</td>
<td>Outer London</td>
<td>Secondary</td>
<td>2021</td>
<td>2610</td>
</tr>
<tr>
<td>England</td>
<td>Yorkshire &amp; Humberside</td>
<td>Secondary</td>
<td>2022</td>
<td>4203</td>
</tr>
<tr>
<td>England</td>
<td>Yorkshire &amp; Humberside</td>
<td>Secondary</td>
<td>2023</td>
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See previous slide for the same spreadsheet focused on clarity of presentation

Link: Publication underlying data   Link: publication home page
Annex B: Acknowledgements

• This guidance has been developed by the Good Practice Team in collaboration with GSS statisticians Louisa Ashby and Emily Barnett. The project was initiated when Louisa and Emily were on secondment from the GSS to the factchecking organisation Full Fact¹.

• The Good Practice Team (GPT) would like to thank Louisa and Emily for developing the original content and working with us on this new version.

• The GPT would also like to thank:
  – Bill Oates for technical advice on open data
  – Colleagues in the UK Statistics Authority
  – All GSS statistical producers who provided feedback on draft versions
  – The Full Fact team for helping initiate the project and subsequent input

Contact information
For more information about this guidance, or if you have any questions, please contact the GSS Good Practice Team: goodpracticeteam@statistics.gov.uk or 01633 651593.

¹ The GSS offer secondments to Full Fact (for Senior Statistical Officers & Assistant Statisticians). Further details are available on the GSS website.