LIVING IN NEWHAM

WAVE 3 MAINSTAGE

BOOKING IN, EDITING & CODING INSTRUCTIONS

CONTENTS

EDITING AND CODING

SEQUENCE OF TASKS

Booking in
1. Check posting form against contents of envelope
2. Carry out Document Check
3. Assign next available and appropriate box number to household and place in box
4. If a query needs to be resolved, place in query box and add ID and comment to query list in box.

Coversheet editing and entry
5. Editing and coding Coversheet
6. Data entry Coversheet

Questionnaire editing and coding, despatch
7. Editing and coding other questionnaire documents
8. Entry complete, box and despatch
9. Receipt boxes back from data entry bureau

Queries found at any stage of editing and coding should first be raised with Mike or Catherine. If they cannot be resolved the household should be placed in the Query Box while Mike contacts the interviewer for clarification.

BOOKING IN INSTRUCTIONS

1. Check posting form against contents of envelope. Mark any differences in RED PEN on the posting form. If no posting form included in the envelope make one up according to the contents. If you create the form write on it in RED that it was created at ISER. Place posting form in folder for Mike Merrett.

2. Separate households into:

   Interviewed households
       and
    Non-interviewed households

DOCUMENT CHECK

The aim of these procedures is to ensure that all expected questionnaire documents are physically present and reliably labelled.

Each interviewed **household** should have a Coversheet and a Household Questionnaire.

Each eligible <u>adult</u> within an interviewed household should have either an Individual **and** a Self Completion Questionnaire **or** a Proxy Questionnaire. To assess whether the final household outcomes are correct you will need to check the Individual Interview Outcome at Col 16, page 3 of the Coversheet against the documents received. You will also need to check Col 18, page 3 of the Coversheet for the self-completion questionnaire. The Final Household Outcome is recorded on page 6 of the Coversheet. If any documents are not present, there should be clear reasons for the omission (e.g. individual refusal), if documents are omitted check the coversheet call record for clues to the actual household outcome.   If documents are present but the outcomes have been incorrectly coded, correct the outcome codes as required.

Each eligible youth aged 11 – 15 within an interviewed household should have a Youth Questionnaire. If this is not present, there should be clear reasons for the omission (e.g. youth refusal).

Household ID numbers and Person Numbers must be correct for all questionnaire documents. Check that these have been correctly transferred and are consistent with person numbers on page 2 of the Coversheet and on the Household Grid.

Each **non-interviewed household** should have a Coversheet.

If any documents are missing and there is no explanation, inform Catherine or Mike. The interviewer must be re-contacted to obtain these documents. These cases will be placed in the query box until the problem has been resolved. Complete the query list with details of the household ID, issued interviewer area, and comment (e.g. household questionnaire missing).

Once the document check is complete assign the household the appropriate box number, enter this number in the boxes for the 'Batch code' at the bottom right corner of the coversheet and place in box.

Interviewed households will be assigned box numbers between 001 and 899

Non-interviewed households will be assigned box numbers 900 and over

When a box is full, write the number of households in that box on the label on the side of the box.

EDITING OF COVERSHEET

In carrying out the procedures below you will make corrections using a RED PEN

HOUSEHOLD ID: Check that the household I.D number is correct on all documents for the household. Check that all parts of the household ID number are correctly and clearly entered on new Coversheets created by interviewers.

In some circumstances the interviewer will have created a new Coversheet – a split –off Coversheet. You will be able to identify these as the issued address details will not be pre-printed and the Household No. in the Household ID field will be 1 or more. Note that split-off coversheets should not have a Check No. entered by the interviewer. This will be created at data entry. Neatly cross out any which have been mistakenly entered or leave blank.

ADDRESS STATUS: If a household is at the issued address and no corrections are required '1' should be coded. If corrections have been made to the postcode this should be coded '2' and the new postcode should be entered into the boxes provided (top right hand corner of page 1). Where the postcode is not in the standard 4 + 3 digit format, left justify each part of the postcode in the postcode correction boxes. If any corrections have been made to the address '3' should be coded and corrections entered in the boxes provided. If this is a new address, the appropriate code should be circled and the new address details for codes 1 and 2 entered in the boxes provided. Please ensure there is a code for all households, including household refusals and non-contacts.

HOUSEHOLD STATUS CODE: You must code the Household Status as follows:

All Serial Nos under 50000 will be either code 1 (previous wave household) or 2 (new household at existing address)

All Serial Nos greater than 60000 will be code 3 (new sample address)

Code 4 is for use by Mike Merrett and Catherine Leung only.

All Serial Nos between 50000 and 59999 will be code 5 (Previous wave reissued address)

INTERVIEWER AREA: Check that the Issued Interviewer Area (IIA), Actual Interviewer Area (AIA), Interviewer Number (Intno.) and interviewer Name have all been completed. In most cases the area number will be the same in all three boxes.

In the case of re-issues from another area the Issued Interviewer Area will belong to the first interviewer and a different area number will be entered in the boxes for 'Actual Interviewer Area'.

The last two digits of the Interviewer Number must always be the two digit Issued Interviewer Area number particular to the interviewer's first issued area. In any event the AIA, Intno and Interviewer Name must be the same in order to process payment to the interviewer.

NUMBER OF CALLS: Check that the number of calls entered in boxes for address on label are consistent with the call record. All interview(s) that take place at the 'Issued Address' pre-printed on the label will have the total number of calls recorded in the 'Total no. of personal calls at issued address' boxes. Calls made to a new address must also be recorded in the 'Total number of personal calls at new address' box **Please code personal calls only and not those made by telephone**.

Page 2
Individuals fed forward from last year will have their details pre-printed in columns 2 thru 8 in the issued Household No. '0' coversheet and will have a serial number of < 50000. You will also find some Coversheets with a pre-printed address but no pre-printed details of individuals on page 2. These are new sample addresses (Household Status = 3) being interviewed for the first time this year.

If the Coversheet is a split-off Coversheet it can be one of two things:

a)   one or more members (but not all) from the issued Household No. '0' has moved to a new address so a new household coversheet has been created for them and their details have been copied over from the original coversheet to columns 2 thru 7. These are a partial household move.

b)   all of the members present at wave 1 have moved to a new address and the current residents of the issued address have been recruited into the survey. The interviewer needs to create a split-off Coversheet for these new members at the original address. They should use the issued Household '0' Coversheet for the wave 1 sample members.

If you have all members listed with no details copied over at columns 3 thru 8, you must check the fed forward sample details to establish no original sample members are present.

You can check the fed forward status of a respondent using the read only Access database at   \\lrcsurv0\NHPSDINOut\Wave 3\FFIndCheck.mdb

If any listed members are original sample members, they must have their fed forward details entered at columns 3 thru 8. You may also have a few household members who are rejoining the survey after a year away from the sample. In all cases, sample 'rejoiners' (code 2 at col. 11) should have their details (cols. 3 to 8) entered by the interviewer in the field as though they were pre printed.

Coders must check with Sandra or Mike to ensure that new entrants are not in fact rejoiners. Wherever new entrants could be rejoiners (check call record and other comments for clues), or where rejoiners are evident (code 2 at col. 11) and no data is written into cols. 3 to 8, coders must contact Sandra or Mike for their details.

Any members of households which are completely new to the sample i.e. no original sample members are present will be blank at columns 3 thru 13.

Col 8: PW Interview Language: Interview Language Previous Wave**:** pre-printed for previous wave respondents.

Col 9: Pre-printed HH Members Residency Check: This should be coded for all pre-printed/original sample members. Note that in a split-off household, codes 3 and 4 do not apply.

If this is a whole new household at an issued address (Household Status = 2) OR this is a New Sample Address (Household Status = 3 or 5) this column should be blank.

If this is a whole household non-response code '0' in Col 9 for all pre-printed original sample members.

Col 10: Pre-Printed Name Check: This should be coded for all pre-printed/original sample members.

If this is a whole new household at an issued address (Household Status = 2) OR this is a New Sample Address (Household Status = 3 or 5) this column should be blank.

If this is a whole household non-response this column should be blank.

Col 11: Other Household Members: If this is a whole new household at an issued address (Household Status = 2) OR this is a New Sample Address (Household Status = 3 or 5) this column should be blank.

If this is a whole household non-response this column should be blank.

Page 3

Col 12: Movers In: Any code '1' to '7' must have their name details entered at Col 2. Columns 3 thru 10 are BLANK for these new household members.

If this is a whole new household at an issued address (Household Status = 2) OR this is a New Sample Address (Household Status = 3 or 5) this column should be blank.

If this is a whole household non-response this column should be blank.

Col 13: Movers Out: Must be coded for all original members coded 3 'Moved' at Col 8. This column does not apply for split-off households.

If this is a whole new household at an issued address (Household Status = 2) OR this is a New Sample Address (Household Status = 3) this column should be blank.

If this is a whole household non-response this column should be blank.

Col 14: Current location: Must be coded for ALL those listed in Col 2 including pre-printed sample members, new members, movers and the deceased.

This will be code '0' for all those currently resident in the household. Codes 1 – 5 are for movers only (code 3 at Col 9) and code 6 for the deceased (code 4 at Col 9).

Col 15: Date: Must be coded for all new members, movers and deceased.

If this is a whole new household at an issued address (Household Status = 2) OR this is a New Sample Address (Household Status = 3) the date they moved to this address should be entered.

If Month/Year 'Don't Know' code 98 9998 as appropriate.

Col 16: Individual Outcome: An interview outcome must be coded for all those listed at Column 2 including movers, the deceased and children.

If this is a whole household non-response code 20 or 21 as appropriate.

Col 17: For all those coded 1, 2 or 7 at Col 16 the interview language must be coded

Col 18: Must be coded for all those listed at Col 2, including movers, the deceased and children. Codes 1 and 2 apply to adults with a full interview, code 1 at Col 16, only. All those coded 02 – 10 at Col 16 are a code 3 at Col 18.

Page 4:

Tracking Information
This should be completed for all those with a full individual interview. Check that person numbers have been copied over correctly.

Page 5:

Re-issue details: This information must be completed for any coversheet that is re-issued back into the field. The information must also be punched into the data entry system. **Mike Merrett is responsible for this element of data entry.**

Page 6:

Final Household Outcome
Must be coded for all households, including non-interviewed households.

For interviewed households, check that the household outcome coded is consistent with individual outcomes. Interviewed households will have a final outcome coded at Qu 3. Only if Col 16, page 3 is code 1 for every resident eligible member (i.e. aged 16 or over) should household outcome be code 10 'Every eligible adult member interviewed'. If any codes 2, 3 or 4 at Col 16, page 3 the household outcome is partially co-operating, code 11 or 12 as required.

Non-interviewed households will have an outcome coded at Qu 4. If code 30 or 31 at Qu 4 details of the reason for refusal should be written in. Code the reason using the coding frame in the coding instructions.

Once the Coversheet has been checked and edited it is ready for data entry.

DATA ENTRY SYSTEM

WAVE 3 DATA ENTRY SYSTEM

1. This year's system is very similar to last year.
2. Coversheets will be edited and boxes allocated and closed manually before data entry is done.
3. There are only two kinds of interviews – interviewed and non-interviewed and 800 for query box.
4. More than one person can do the data entry at a time and more than one box can be opened at a time. But only one person can work on one box at a time.
5. Please note that the box numbers this year have only 3 digits, so <900 are for interviewed HHs and >=901 are for non-interviewed HHs. (800 for query box).
6. In the individual's screen this year, you have an option to go back to the main menu and discard any data that you've entered for the current household. The button "Main Menu (Discard Data)" is on the bottom left of the screen. Should you decide to use this button, make sure you write down the FID and give the coversheet to the supervisor.
7. For every 10th household interviewed, you'll be required to complete a back check form. The system will take you to the back check form when you press "save" at the end of the data entry for the HH. You'll need to fill in the relationship to HRP which you can find in Column 2 of the Household Grid (Page 2-3) on the household questionnaire.

The process:
1. Select the kind of interview (interviewed or non-interviewed)
2. Either select an opened box, open a new box if it hasn't already been opened or you can close an opened box at this point.
3. Click on Check Address.

For original HHs
4. Enter the serial number, household number and the check number.
5. Check that the issued address is the same as the one printed on the coversheet you're working on, click the "Issued add confirmed" check box and click on "CS entry" to continue.
6. This system tries to mimic the look of the coversheet and the field you'll need to enter next is highlighted in yellow.
7. For the individuals section, all the information of one individual will need to be entered first before the next one can be entered, this will involve turning the pages on the coversheet and the tracking information on the back of the coversheet comes under the individual section. This information is only required for each interviewed adult. This year, you'll also have to enter any contact details and relationship on the tracking information page.
8. Please note that you can only tick the name query check box if you have entered a name change or a new individual and only at the end of entering that individual.
9. There are also restrictions on the system which tries to minimise errors. So, if you've entered something which the system does not let you, read the error message and check if the editing has been done correctly.

10. At the end of entering each individual, there is a "ok?" drop down box. It's default to "yes", this can be changed to "no" when you want to go back and change any of the fields for the current individual.
11. Pressing TAB or Enter should move you to the next field, when you have got to the end of the last fed forward person, for interviewed households, if you press TAB or Enter at this point, it will go to the PNO of the next person. Enter the PNO of new member if there is any, otherwise, just leave it blank and press TAB Or Enter again, it'll take you to the "Save & Continue" button.

For split-off HHs

10. Enter the serial and household number, the check number will be automatically entered for you and you'll have to enter the check number on all the documents for that HH at this point.
11. Check that the issued address is the same as the one that is written on the issued address box on the coversheet you're working on, click the "Issued add confirmed" button and click on "CS entry" to continue (as for original HHs).
12. There is an extra screen for selecting the feed forward individuals from the original serial number.
13. Select the individuals that are listed on the coversheet, then press "CS Entry".
14. You'll then go to the next screen where you can allocate person numbers to the fed forward selected individuals, they don't necessarily have to be in the same order as they were fed forward. You can also go back to re-select FF individuals at this point if you've found out that you've selected the wrong person. However, once you have allocated the person numbers and clicked "CS Entry", you cannot change the person numbers or re-select anyone after this point.

Closing Boxes

When closing a box, choose whether it is interviewed or non-interviewed. You can then close the relevant boxes. (<900 for interviewed HHs and >= 900 for non-interviewed HHs).

When you close an opened box, the system will ask you to enter the number of HHs in the box. This number should be written on the box before it was closed. The system will then count the number of HHs for this box in the system, if the number you have entered matches the number of HHs in the system, then you can close the box, otherwise, it'll list all the FIDs that are in the system for this box. Go through every HH on the box and check if all of them have been entered to the system. The box will not be closed and you can go back and enter any HHs which are not in the system or if you think the number written on the box is wrong, you can correct it at this point and try to close the box again.

EDITING AND CODING OF QUESTIONNAIRE DOCUMENTS

You will be looking through every page of the household, individual, proxy, self-completion and youth schedules. You will be looking for and checking the following types of occurrences:

- Routing followed correctly.
- Coding for non-standard periods of time
- Checking Don't Knows, Refusals and over-the-field amounts
- Missing rings and/or 'Other specifies'
- Removing unwanted multi codes
- Illegible entries
- Checking entry of amounts
- Coding verbatim responses

The purpose of this visual edit is to provide feedback to interviewers if necessary and to prepare the various questionnaire documents for data entry.

Use a Red pen to do your work. Write your name and the date on the back pages of each individual and proxy questionnaire.

If you have a query, please check with Catherine or Mike to try and resolve it.   If the query is one that needs to go back to the interviewer, flag with a post-it and, when you have finished coding and editing the rest of the questionnaires, place in the query box. AS FAR AS POSSIBLE QUERIES MUST BE RESOLVED AT THE POINT OF EDITING AND NOT LEFT WITHOUT A DECISION.

You will be coding verbatim responses as you go through the questionnaires. Flag with a yellow post-it all questions that require coding of a verbatim response if you are not coding it yourself.

KNOWN ERRORS ON THE LIN WAVE 3 QUESTIONNAIRES

NOTE the following errors on the Individual Questionnaire which interviewers have been told about. If interviewers are not following the correct routing please tell Mike Merrett so he can make sure they correct this on future interviews.

Page 15/ R4
Missing Routing
Code 2: No should route to **R7**

Page 17/ R9
Incorrect Routing
Code 2: No should route to **R11** (not D1 as printed)

Page 23/ D14
Incorrect Routing
Code 2: "No" should route to **D20** (not D30 as printed)

Page 34/ M14
Code 2: "No" should route to **M16** (not M20 as printed)

Page 34/ M17
Incorrect Routing
Code 2: "No" should route to **M19a** (not M20 as printed)

Page 36/ M21
Code 2: "No" should route to **M24** (not M25 as printed)

Page 41/ M48
Additional Interviewer Instruction
If the child is not yet at school please write this at code 6 "Something else".

Page 44/ M57
Interviewer instruction
The checks should be **(M52=1 or M54=1)**

1) CODING OF 'OTHER' TIME PERIODS

Coding will need to be done on items where a non-standard period of time is associated with an amount variable and is coded 'other'.

The number of **weeks** should be calculated as demonstrated:

Multiply number of months x 4.33 and round the result, e.g.,

1 day	= .2 weeks
2 months	= 9 weeks
3 months	= 13 weeks
Quarter	= 13 weeks (applies on Individual Questionnaire only)
4 months	= 17 weeks
year	= 52 weeks

'Other' time periods should be recorded in the three office code boxes as follows. All boxes must have a number entered. If the time period is **less than one week** code the appropriate fraction of a week as follows.

1 day	= .2 of a week	code 0 0 2
2 days	= .4 of a week	code 0 0 4
3 days	= .6 of a week	code 0 0 6
4 days	= .8 of a week	code 0 0 8

If the time period is **1 - 9 weeks** it should be coded as;

1 week	code 0 1 0
1½ weeks	code 0 1 5
2 weeks	code 0 2 0
3 weeks	code 0 3 0 etc.

If the time period is **10 weeks or more** it should be entered as;

10 weeks	code 1 0 0
11 weeks	code 1 1 0
12 weeks	code 1 2 0 etc.

2) MARGINAL COMMENTS

DON'T KNOWS: If Don't know, DK, Can't Say, etc. is written in, some form of **8, 98, 998, 9998,** etc. should be coded, depending on the number of columns available. In most cases a pre-printed '8' code will be available. Check to make sure this is correctly ringed. In cases where a pre-printed code is NOT available, write the appropriate '8' code next to the question and ring it. If an interviewer has accidentally missed asking a question, leave it blank as 98's (don't knows) are reserved for when the respondent says "don't know."

REFUSED: If Refused is written in, some form of **9, 99, 999, 9999**, etc. should be coded, depending on the number of columns available. In most cases a pre-printed '9' code will be available. Check to make sure this is correctly ringed. In cases where a pre-printed code is NOT available, write the appropriate '9' code next to the question and ring it. If an interviewer has accidentally missed asking a question, leave it blank as 99's (refusals) are reserved for when the respondent refuses.

OVER-THE-FIELD: If the value specified by the respondent exceeds the number of boxes, **code 99, 999, 9999**, etc, should be used as appropriate. You will most likely become aware of this situation through interviewers' marginal comments.

3) MISSING RINGS
If data are written in on an 'Other - Specify,' make sure that the corresponding code is also ringed.

Where information which should be present is missing and this results in a blank card please write in 'Please punch this card blank' by the card number.

4) REMOVING UNWANTED MULTI CODES
If an interviewer has coded two or more codes on a question where multi coding is not allowed, use any marginal comments (if present) to decide which code to take. If there are no marginal comments to help, please remove the excess codes in a random manner.

5) ILLEGIBLE ENTRIES
Look for any other types of numeric entries which may be ambiguous for data keyers. Numbers need to be clearly written. Codes need to be clearly circled. If an entry appears a bit unclear, edit it accordingly. If an entry is completely illegible, flag it for consideration by your supervisor by attaching a yellow post it.

Use any relevant marginal comments to help with the correct coding of an item. If you encounter any substantive marginal comments you are unsure how to handle, flag them with a yellow post it for review.

6) ENTRY OF AMOUNTS
Check that all amounts have leading zeros. Check for all amounts questions that **either** an amount or a DK/ref/none code is circled. **They cannot have both.**

7) CODING VERBATIM RESPONSE QUESTIONS
Code all verbatim response questions using the coding frames provided below.

EDITING AND CODING THE HOUSEHOLD QUESTIONAIRE

Front Page :

Time boxes: If not completed by interviewer leave blank.

Check that type of accommodation is coded at question H0c.

HOUSEHOLD GRID

Check that all current household members listed on the Coversheet have been correctly transferred to the Household Grid. Movers and the deceased are NOT current household members.
IT IS ESSENTIAL THAT THEIR COVERSHEET PERSON NUMBER IS RETAINED AND CORRECTLY TRANSFERRED to the Household Grid and to all other individual level documents.

The HRP has to be correct according to the HRP definition.   The **HRP is not necessarily line 01**. This means that the relationship column can easily be corrected. Code the relationship to reference person using the coding frame.

3. SEX: Replace 8's and blanks if this information is known elsewhere.

4. DATE OF BIRTH: Replace 98's and blanks if this information is known elsewhere.

CHECKING THE CONSISTENCY OF SEX AND DATE OF BIRTH

Make sure that **sex and date of birth** in the individual documents **are consistent** with each other and with the information listed for the person in the Household Grid. Replace 98's and blanks in the Household Grid if this information is known elsewhere. If birth dates are **not** consistent between documents and there is a marginal comment explaining which is the correct date, correct as necessary. If birth dates are **not** consistent between documents and there is **no** marginal comment explaining which is the correct date, alert your supervisor.

NB   Date of birth is D11 on the individual questionnaire, back page on the self-completion, and P4 on the proxy questionnaire. If the reason for any inconsistency between documents is not obvious, don't make any changes.

5. DOB Check: Code '1', '2', or '3', as appropriate

6. AGE: Check age is entered for all household members.

7 – 8. If aged under 16 ensure 7 - 8 are coded 0, 00 and 0.

7. MARITAL STATUS: Marital status in the grid is marital status **within the household**. Two divorced people living together as a couple, should be coded as 'living as couple.' Marital status in the individual questionnaire is the person's **legal marital status**. Thus these two items may be inconsistent. Leave marital status as

reported by respondent, with the following exception: Married couples and persons living as a couple must be properly coded as such in the grid.

Still count as married those persons whose spouse is absent (even cases where the spouse is living in another country or an institution.) Count as separated cases where a spouse lives outside the household to allow the other spouse to claim benefits (because they have an agreement to live apart).

8. SPOUSE PARTNER NUMBER: Check spouse/partner number is correct. **Note: It cannot be the respondent's person number.**

9. PAID EMPLOY: Leave as reported, even if this is inconsistent with the individual questionnaire.

10. DISABILITY: code one only. If more than one type of disability coded select the factor affecting degree of disability over general conditions i.e. choose hearing impairment over learning disability. Refer to individual questionnaire disability question (M6). If in doubt seek advice from Catherine or Mike.

11 – 12. MOTHER/FATHER NO: If interviewer has specifically put in '00' for mother or father number but this seems to conflict with what is written in under relationship, do not change the mother/father number columns. These take precedence over the written in relationship and at a later stage will be used to fix relationship. Don't fix relationship. Go with self report. If missing and can easily be reconstructed, do so.

13. MAIN CARER: This should be 00 for all respondents aged 16 or over. Check that the responsible adult has been coded correctly. In most circumstances the responsible adult is the mother of the children. If someone is a step mother, who is married to the child's father, they may still be the responsible adult. However if a couple are cohabiting and the woman is not the child's' natural mother she is not necessarily the responsible adult. In this case (and if there is no mother present at all) the father can be the responsible adult.

MAIN HOUSEHOLD QUESTIONNAIRE

H3   Check H3 is complete.

"Annuity tenures." Where the ownership has definitely passed to the building society then the household should be treated as living 'rent-free.' However, where the occupants retain formal ownership (that is they have possession of the deeds) but have signed an agreement that possession will pass to the building society on their death (or otherwise vacating the premises) then they should be treated as 'owner occupiers' and follow the skips for owned outright. In both cases the annuity received from the building society should be recorded in the Finance section at F1 as 'income from a private pension or annuity.'

H8   If R came to own the property outright because his/her spouse died, code under code 4 "Something else".

H9   For those who bought a house leasehold with a mortgage but later bought the freehold, put in the original amount paid (ie, the leasehold value).

H31   Time period for last rent payment

If H31=7 ('other'), calculate number of **weeks** and enter in columns 34-36
Multiply number of months x 4.33 and round the result. Leave 0's and right
justify for 'tenths' of a week, e.g.,

1 day	= 002 weeks
2 months	= 090 weeks
3 months	= 130 weeks
4 months	= 170 weeks
year	= 520 weeks

H36   Time period rent with no housing benefit deduction

If H36=7 ('other'), calculate number of **weeks** and enter in columns 57-59
Multiply number of months x 4.33 and round the result. Leave 0's at
right for 'tenths' of a week. e.g.,

1 day	= 002 weeks
2 months	= 090 weeks
3 months	= 130 weeks
4 months	= 170 weeks
year	= 520 weeks

H40   Each item must be coded 'yes' or 'no'. The number should be circled instead of
the word 'Yes/No' and only code 'b' if 'a' is 'Yes', cross out any that are not
applicable.

H48   The question refers to Council Tax valuation bands rather than the value of the
respondents house. Renters may not know the band if it is included in their rent.
These should be coded as 'Don't know'. If the household accommodation is not
valued separately such as a granny flat or a bedsit, code '09'.

H54- H55   This question is about ability to pay, regardless of whether the household
wants the item. The answer is 'yes' if it applies to any adult member of the
household. Don't code holidays which do not have to be paid for, such as
staying with relatives.

The number should be circled instead of the word 'Yes/No' and only code H51
if H50 is 'No'. Cross out any that are not applicable.

H58   This is code one only. If more than one place coded strike out and code '4'
'combination of these places'

H61   If stated 'owned by friends' code as '1' if the friend is in the household, otherwise it
should be excluded. If disability living allowance (either care or mobility components
or component not know) pays for the car code as '1'.

INDIVIDUAL QUESTIONNAIRE

The colours used for the three sections of the Individual questionnaire are as follows:

N Section: Green
R Section: Blue
Main body of the questionnaire: White

Front Page: INTERVIEWER CHECK

Ensure that this check has been completed correctly.

Has respondent **EVER** done a full interview before?
(Code 1 'Yes' at Col 6, page 2 Coversheet)

Code 1 'Yes' GO TO R1 (page 15/blue)
Code 2 'No'   ASK N1 (page 2/green)

Ensure that respondent has been correctly routed from Interviewer Check on front page to either section R or section N.

Note that the verbatim responses from D4a, D39, M50a, M50c, E99, E115 Individual Questionnaire, and C8, C10, Youth Questionnaire will need to be listed so that coding frames can be developed.

DEMOGRAPHICS

New Respondents Section

N2   Where lived before Newham

(Frame attached below)

N3   Check N3 is complete, legible and detailed eg, 'London' or 'up the road' is not enough detail. If interviewer has failed to give a town/village and county, notify them. Only send back if county is missing and it can't be unambiguously ascertained which county the town/village is in.

(Use Frame for N2)

N7   Code Reasons for being abroad for more than one year

(Frame attached below)

N8   This is a CODE ALL THAT APPLY question

N14a Other Languages: Spoken Code first two mentions

(Frame attached below)

N14b Other Languages: Read, Code first Two Mentions

(Frame attached below)

N14c Other Languages: Written, Code first two mentions

(Frame attached below)

N24   Code to SOC2000

N33   If more than one is coded, then code most recent only and cross out the rest.

N37   Country qualifications gained (non UK)

(Use coding frame for N2)

N40   Country 'Other' qualifications gained – non-UK

(Use coding frame for N2)

Those interviewed before

R4   **Missing Routing Code 2: No should route to R7**

R5   If more than one is coded, then code most recent only and cross out the rest.

R9   **Incorrect Routing Code 2: No should route to R11 (not D1 as printed)**

Demographics Section

D4   Main reasons for moving

(Frame attached below)

D4a (New Frame required for 'where like to move') List responses.

D7   Replace 98's and blanks, if this information is known elsewhere (CS Col 15).

D10   Other reasons for moving

(Frame attached below)

D11   Replace 98's and blanks, if this information is known elsewhere (HHGrid Col 4).

D13   Check D13 is coded and clearly indicated. If not coded flag with a post-it and send query to the interviewer.

D14 Incorrect Routing Code 2: "No" should route to D20 (not D30 as printed)

D28 Code other childcare

(Frame attached below)

D37 Code what internet used for. Code first **two** mentions

(Frame attached below)

D39 (New Frame required for 'what use email' for) List responses
Code first **two** mentions

D42 Code reasons might not go on to Further Education. Code first **two** mentions

(Frame attached below)

D44 Code who got careers advice from

(Frame attached below)

D45   Code to SOC2000

Health Section

M14 Incorrect Routing Code 2: "No" should route to M16 (not M20 as printed)

M17 Incorrect Routing Code 2: "No" should route to M19a (not M20 as printed)

M21 Incorrect Routing Code 2: "No" should route to M24 (not M25 as printed)

M34.   Do not include medical tests/check-ups here under M24. Put under M36. This may have to be M36 'Other.'

M48   Additional Instruction If the child is not yet at school and the interviewer has written this in at code 6 "Something else", strike out and write in and circle a code 7 for 'Not at school'.

M50a (New Frame required for nature of child's condition) List responses.

M50c (New Frame required for child's condition service provider) List responses

M51   Ensure interviewer check is correctly coded.

M57 Interviewer instruction: The checks should be (M52=1 or M54=1)

M58   For this question 1 week = 7 days

EMPLOYMENT

E1-9 Check these items are complete, clearly indicated and legible. If they are missing or inconsistent, flag with post-it and send query to interviewer.

E2 Some R's (ie the long term disabled) may feel that they have a job to return to even if they haven't worked in years. If R has not worked in the past 6 months, do not count him/her as working.

E6 Ensure this item is legible and detailed enough to be coded. Code to SOC2000. If it cannot be coded, flag with a post-it for possible return to interviewer.

E7 If blank but should be answered code 9990.
Code to SIC 1992.

E14 If R has no normal working hours, interviewers should ask for the average, not circle "not applicable." The average should be written in the box.

E18 For people who have multiple responses code as 5 'Other.'

E20 Where is your Workplace? As for E74

(Frame attached below)

E23 A code between 1 and 7 should be in each box. If not coded, leave blank.

E26 Time period for amount of last gross pay

If E26=6 ('other'), calculate number of **weeks** and enter in columns 60-62
Multiply number of months x 4.33 and round the result. Leave 0's at
right for 'tenths' of a week. e.g.,

1 day	= 002 weeks
2 months	= 090 weeks
3 months	= 130 weeks
Quarter	= 130 weeks
4 months	= 170 weeks
year	= 520 weeks
NB 1 day	= .2 weeks

If time given in hours enter 777 in the office code boxes.

E28   Time period for amount of take-home pay

If E28=6 ('other'), calculate number of **weeks** and enter in columns 70-72
Multiply number of months x 4.33 and round the result.
Leave 0's at right for 'tenths' of a week. e.g.,

        1 day   = 002 weeks
        2 months   = 090 weeks
        3 months   = 130 weeks
        Quarter   = 130 weeks
        4 months   = 170 weeks
        year   = 520 weeks
If time given in hours enter 777 in the office code boxes.

E32   If 'no payslip checked' check code 3 is circled,

E35   Time period for usual take-home pay

If E35=6 ('other'), calculate number of **weeks** and enter in columns 26-28.
Multiply number of months x 4.33 and round the result. Leave 0's at
right for 'tenths' of a week. e.g.,

        1 day   = 002 weeks
        2 months   = 090 weeks
        3 months   = 130 weeks
        Quarter   = 130 weeks
        4 months   = 170 weeks
        year   = 520 weeks
If time given in hours enter 777 in the office code boxes..

E40, 41 and 42 If an amount is entered, a code 1, 2 'exact'/'estimated' should be
        present. If no amount, codes 1, 8 or 9 apply.

E43   Code as '1' if respondent is at top of scale.

E69   Code other time period.

If E35=6 ('other'), calculate number of **weeks** and enter in columns 26-28.
Multiply number of months x 4.33 and round the result. Leave 0's at
right for 'tenths' of a week. e.g.,

        1 day   = 002 weeks
        2 months   = 090 weeks
        3 months   = 130 weeks
        Quarter   = 130 weeks
        4 months   = 170 weeks
        year   = 520 weeks
If time given in hours enter 777 in the office code boxes..

E74   Where is your workplace?
                                                        (Frame attached below)

E77   As for E23

E82   Code difficulties starting up own business. Code first **two** mentions.
                                              (Frame attached below)

E89   Code to SOC2000

E97   Code Problems becoming Self Employed
                                              (Use frame for E82)

E99 (New Frame required for problems finding paid work) List responses.

E101 Code problems taking up paid job
                                              (Frame attached below)

E105 Code to SOC2000

E110 Code to SOC2000

E115 (New Frame required for cash in hand work) List responses.

EMPLOYMENT HISTORY

J1   Check is correctly coded

J2   Start date of current job should be entered here for those in current employment

J4   Start of current spell of non-employment should be entered here for the non-employed

J5   Check is correctly coded for the date entered at either J2 or J4

J6   Instruction should be STATUS CODE (FROM SHOWCARD 40)

J6 to J8b   Check that all relevant questions have been completed. Code all employment spells using SOC2000

J7   **The final date entered at J7 must be <u>before </u>June 1st 2003.**

J9   The number of periods of paid employment recorded in the job grids should be entered here. Check for correctness.

J10 – J12   Check that routing has been correctly followed

J15   Code to SOC2000

J16   Code to SIC1992

VALUES AND OPINIONS

V14   Code things like about living in Newham

(Frame attached below)

V15   Code things dislike about living In Newham

(Frame attached below)

HOUSEHOLD FINANCES

F1   Working Tax Credit and Child Tax Credit are the new credits introduced in April 2003 to replace Working Family Tax Credit and Disabled Person's Tax Credit. These credits can be paid to those in current employment but can also be paid to those who are in receipt of Job Seekers Allowance. Child Benefit remains unchanged and is paid in addition to any Child tax Credit the R may receive. The new credits are received by one person in the household only and cannot be joint receipt. If someone is employed and receiving Working Tax Credit as well as Child Tax Credit these are often paid together in one lump sum.

F2   With the exception of multiple incomes from a single source the number of codes circled and grids filled in must equal the number recorded in F2. If there is no marginal comment stating this assume there is one payment per source only.

F3a   If interviewer has written in the payment name, check to make sure the appropriate code has been used. Make sure that codes circled at F1 (showcards 48 - 51) are consistent with codes entered on grids.

F3b   A code to indicate if an amount is included in a previous grid is included.

F3c   If F3c=5 ('other'), calculate number of weeks and enter for each person cols (27-29) Multiply number of months x 4.33 and round the result. Leave 0's at right for 'tenths' of a week. e.g.,

1 day	= 002 weeks
2 months	= 090 weeks
3 months	= 130 weeks
Quarter	= 130 weeks
4 months	= 170 weeks
Year	= 520 weeks

A one off payment is 666

The number of grids filled in can be more than the number recorded in F2. If there are inconsistencies between household members in terms of how finances are reported, do not change.

F6   **Code 'why better or worse off than a year ago'**
                          (Frame attached below)

F15   If the members of a couple each give the same amount and "joint" is written in the margin split the amount in half and enter this in both questionnaires.

F16   **Code 'what saving for'**
                          (Frame attached below)

F20   The coding frame for this question is **NOT** the same as the one on the household grid, make sure you check the coding frame before coding this question!

(Frame attached below)

F22   Code 'which country'

(Use frame for N2)

F25   If F25=5 (`other'), calculate number of **weeks** and enter for each person in columns 37-39.

Multiply number of months x 4.33 and round the result. Leave 0's at right for 'tenths' of a week. e.g.,

1 day	= 002 weeks
2 months	= 090 weeks
3 months	= 130 weeks
Quarter	= 130 weeks
4 months	= 170 weeks
Year	= 520 weeks

A one off payment is 666

F33   Code first four mentions **'main things would change'**
(Frame attached below)

F34   Code first four mentions **'what like to happen in five years'**
(Frame attached below)

F37   Please make sure that F37 is coded and is consistent with the documents returned.

INTERVIEWER OBSERVATIONS: Check they are completed.

SELF-COMPLETION FORM

11b   Family relationship

(Frame attached below)

11h   If ethnic group is 'mixed' write in code 6 and circle (printed code is missing from final version).

If ethnic group is 'any other' then write in a code 7 and circle (printed code is missing from final version).

12a   Friends job Code to Soc 2000 first three digits**.**
See extra codes attached below

12b   Ignore code box. This item is provided as extra info for 12a

Page 12   **Date of Birth:** Replace blanks, if this information is known elsewhere.
Sex: Replace blanks, if this information is known elsewhere

PROXY QUESTIONNAIRE

Check that the PNOs of proxy **informant** and proxy **subject** are correct.

P2a/b Replace 98's and blanks, if this information is known elsewhere.

P4   Replace 98's and blanks, if this information is known elsewhere.

P5   Ensure this item is complete and clearly indicated.

P37/38 Check these items are complete, clearly indicated and legible. Code to SOC2000

P50/51 Check these items are complete, clearly indicated and legible. Code to SIC1992

YOUTH QUESTIONNAIRE

This questionnaire is for anyone aged 11-15 as of June 1st 2004 living in the household.

Page 2: Check that the sex and date of birth are consistent with the Household Grid.

C3   Code Height

C4   Code weight

C8   **New Frame Required for 'Sport or Exercise' List responses.**

C10   **New Frame Required for 'Code Why No Sports' List responses.**

G7   Code school name

(Frame attached below)

G8a   Code given advice by

(Frame attached below)

G9   Code to SOC2000 (first three digits only)

H6   Code Languages spoken at home or with friends

(Frame attached below)

H7a   Code why not go-on to FE

(Frame attached below)

H8   Code what would change

(Frame attached below)

CODING FRAMES

This manual lists the specifications for:

Items which require 4 digit SOC coding
Items which require 4 digit SIC coding
Items where a coding frame is supplied

Verbatim response questions that need coding frames developed.

Write the serial number and person number on the listings sheet. Write in verbatim response. Flag the question with a yellow post it so it can be coded later

These questions are: **D4a, D39, M50a, M50c, E99, E115 Individual Questionnaire, and C8, C10, Youth Questionnaire**

COVERSHEET

Back page: Reasons for Whole Household Refusal

Competence of respondent(s)
- 01   Too ill
- 02   Too elderly
- 03   R(s) is senile or otherwise incompetent
- 04   R(s) does not speak English
- 05   Stressful family situation (eg bereavement, divorce)

Too busy
- 10   Looking after ill/elderly
- 11   Looking after child(ren)
- 12   R(s) almost never home
- 13   R(s) are temporarily away/absent
- 14   Too busy (not elsewhere specified)

Personal reasons
- 20   Unhappy about confidentiality
- 21   Questions too personal

Attitudes towards survey
- 30   R(s) doesn't want to be bothered
- 31   Nothing has changed since last year
- 32   Survey is too long
- 33   Survey is a waste of time/suspicious of survey/opposed to survey
- 34   Previous bad experience with surveys (in general)
- 35   Have had problems with voucher payment(s) in past

Family pressure
- 40   Other family member(s) oppose participation
- 41   One family member refuses on behalf of all R(s) (no reason specified)

Other
- 94   Address occupied - no contact
- 95   R(s) have moved out-of scope/institutionalised
- 96   Other
- 99   No reason given

Household Questionnaire

Household Grid

2.   Relationship to Reference Person Codes

01 Reference person
02 Lawful spouse (husband/wife)
03 Live-in partner (common-law husband/wife, cohabitee)
        (include same sex partner)
04 Natural child
05 Adopted child
06 Foster child
07 Step-child
08 Partner's child
09 Daughter/son-in-law

10 Natural brother/sister (half brother/sister)
11 Other brother/sister (adopted, step)
12 Brother/sister-in-law
13 Natural parent
14 Other parent (adopted/foster/step)
15 Mother/father-in-law
16 Any grand parent (incl of partner)
17 Any grand child (incl of partner)

18 Any cousin (incl of partner)
19 Any aunt/uncle (incl of partner)
20 Any nephew/niece (incl of partner)
21 Any other relative
22 Employee (e.g. nanny)
23 Lodger/boarder
24 Unrelated sharer
30 Other

INDIVIDUAL QUESTIONNAIRE

Section N (green section)

N2   Where did you live before moving to Newham?

IF IN UK

For England, Wales, and Scotland: CODE TO LOCAL AUTHORITY DISTRICT

1.   Look up place name in appropriate OPCS volume (Census 1981: Index of Place Names, Index of Scottish Place Names).

2.   Get district name. In most cases, there will be a one-to-one correspondence between the given town/county and the district making this an easy step.

a.   If same town/county is listed against more than one district, choose the first district listed, eg New Brinsley, Nottinghamshire is part of two districts (Ashfield and Broxtowe), since Ashfield is listed first, choose Ashfield.

b.   If no district name is listed, check to see whether the description code is a D or LB. The D indicates that the town is a district in and of itself and thus the town name is the district name, eg Bristol. LB indicates that the town is a London borough. Again the town name is the equivalent of the "district name," eg Hammersmith.

c.   If a town/county is listed as a UA (Urban Area) it will not have a district name associated with it. Look for an additional listing which does have a district name, eg Brixworth, Northamptonshire is listed as a UA and as a Pa (parish). The parish is in the district of Daventry. Choose Daventry.

d.   If a town/county is listed as a US (Urban Area Sub-division) ignore this line of data. Look for the same town/county as another listing. The other listing may use a more detailed name, eg Chorleywood is listed as a US in Buckinghamshire, the closest alternative is Chorleywood West (a locality in Buckinghamshire in the district of Chiltern); Broadstairs, Kent is a US, use the listing for Broadstairs and St. Peters, Kent a parish in the district of Thanet.

3.   Once your have the district name, look it up in the alphabetical or county-order lists provided in Appendices A & B.

4.   Use the four-digit code (two numerals, two letters) specified in the Appendices. In cases where only partial information is known, use two numerals followed by two blanks, eg London not otherwise specified = code 01__. In cases where you are also unable to ascertain the correct county, code as 9999.

N2 (cont)   FOR NORTHERN IRELAND AND THE ISLANDS
Code as Follows:

67NI Belfast
68NI Co. Armagh
69NI Co. Antrim
70NI Co. Derry (Londonderry)
71NI Co. Down
72NI Co. Fermanagh
73NI Co. Tyrone
74NI Northern Ireland (not otherwise specified)
75NI Isle of Man
76NI Channel Islands (Alderney, Guernsey, Jersey, and Sark)

NB: Lanark has been renamed Clydesdale. It retains its same code, 6346.

IF NOT IN UK   Code as Follows:

06   Irish Republic (inc. part not stated)/Eire
11   Australia (Christmas Island, Cocos Islands)
12   Canada
13   New Zealand (inc. Cook Island)

NEW COMMONWEALTH

AFRICA

   EASTERN AFRICA
   14   Kenya
   15   Uganda
   16   Tanzania
   17   Malawi
   18   Zambia

   SOUTHERN AFRICA
   19   Zimbabwe
   20   Botswana (Bechuanaland), Lesotho and Swaziland

   WESTERN AFRICA
   21   Gambia
   22   Ghana
   23   Nigeria
   24   Sierra Leone

CARIBBEAN

25   Barbados
26   Jamaica
27   Trinidad and Tobago
28   West Indies associated states

29   West Indies (so stated)
30   Other Caribbean Commonwealth
                Antigua (Br)
                Bahamas
                Barbuda
                Bermuda
                British Virgin Islands
                Cayman Island
                Dominica
                Grenada
                Leeward Island (Br.)
                Monserrat (Br.)
                St. Kitts - Nevis Anguilla (Br.)
                St. Lucia
                St. Vincent
                Turks and Caicos Island (Br.)
                Windward Island (Br.)
31   Belize (British Honduras)
32   Guyana

ASIA

    SOUTH ASIA

    33   Bangladesh
    34   India (inc. Sikkim)
    35   Sri Lanka (Ceylon)

    SOUTH EAST ASIA

    36   Hong Kong
    37   Malaysia (inc. Sarawak)
    38   Singapore

    MEDITERRANEAN

    39   Cyprus
    40   Gibraltor
    41   Malta and Gozo
    42   Seychelles
    43   Mauritius
    44   Other New Commonwealth
                Ascension Island
                Brunei
                Chagos Archipelago
                Ellice Island
                Falkland Islands
                Fiji
                Gilbert Island (Kiribati)

        Gough
        Heard Island
        Keeling Island
        McDonald Islands
        Nauru (Republic of)
        New Hebrides (Br. and Fr., now Vanuatu)
        New Guinea Territory
        Niue
        Norfolk Island
        Papua New Guinea
        Pemba (East African Commonwealth)
        Pitcairin Island (Br.)
        Samoa - Western
        Sabah (N. Borneo, Malaysia)
        St. Helena (Br.)
        Solomon Island
        Tokelau Island (N.Z.)
        Tonga
        Tuvalu
        Tristan de Cunha (Br.)

FOREIGN AFRICA

45   Algeria
46   Morocco (inc. Mellila)
47   Tunisia
48   Libya
49   Egypt (UAR)
50   South Africa, Republic of
51   Other Africa (Foreign)
        Angola (inc. Cabinda)
        Benin (Dehomey)
        Burundi
        Cameroon Republic
        Central African Republic
        Chad
        Comoros
        Congo (Democratic Republic)
        Congolese Republic (Zaire)
        Djibouti (republic of)
        Equitorial Guinea
        Ethiopia (Abyssinia)
        French Territory of the Afars & Issas
        (French Somaliland) (Djibouti)
        Gabon
        Guinea Bissau
        Guinea (Republic)
        Ivory Coast
        Liberia
        Madagascar

Malagasy Republic
Mali
Mozambique
Namibia
Niger
Reunion Island (Fr.)
Rwanda
Portuguese Guinea (now Guinea Bissau)
Senegal
Somali Republic
Sudan
Togo
Upper Volta

AMERICA

| 52 | USA, America (n.e.s.) |
| 53 | Caribbean |

Cuba
Curacao
Haiti
Dominican Republic
Guadaloupe
Martinique (Fr.)
Virgin Islands (USA)

| 54 | Central America |

Costa Rica
El Salvador
Guatemala
Honduras
Mexico
Nicaragua
Panama (inc. Canal Zone)

| 55 | South America |

Argentina
Bolivia
Brazil
Chile
Columbia
Ecuador
Fr. Guiana
Paraguay
Peru
Surinam (inc. Netherlands Guiana)
Uruguay
Venezuela

ASIA

56   Pakistan
57   Burma
58   China (People's Republic of, inc. Republic of Taiwan, Formosa)/China (n.e.s.)
59   Japan
60   Phillipines
61   Vietnam

MIDDLE EAST

62   Iran (Persia)
63   Israel
64   Other Middle Eastern Countries
        Afghanistan
        Bahrain
        Iraq
        Jordan
        Kuwait
        Lebanon
        Oman
        Qatar
        Saudi Arabia
        South Yemen (People's Democratic Rep. of) (Aden)
        Syria
        United Arab Emirates
        Yemen Arab Republic
        Yemen - South (People's Republic)
65   Other Asia (Foreign)
        Bhutan
        Cambodia/Kampuchea
        Indonesia (Timor - East, Portuguese Timor)
        Korea (North/South/not specified)
        Laos
        Macao
        Maldive Island
        Mongolia
        Tibet
        Nepal
        Wake Island (USA)
        Wallis and Futuna Island (Fr.)

EUROPE/EUROPEAN COMMUNITY

66   Belgium
67   Denmark (inc. Greenland)
68   France (inc. Monaco)
69   Italy (inc. Vatican and San Marino)
70   Luxembourg
71   Netherlands
72   Germany, Federal Republic of
73   Germany (not otherwise specified)
74   Albania
75   Bulgaria
76   German Democratic Republic (Germany, E.)
77   Czechoslovakia
78   Hungary
79   Poland
80   Romania
81   Austria
82   Switzerland (inc. Liechtenstein, Campione, Bvsingen)
83   Greece
84   Portugal (inc Azorea - Azores - and Madeira, Cape Verde Island)
85   Spain (inc Balearic Islands and Canary Islands, Ceuta)
86   Finland (incl. Aland Islands)
87   Norway (inc. Svalbard)
88   Sweden
89   Yugoslavia/Kosova/Macedonia/Bosnia/Serbia
90   Other Europe
        Andorra
        Faroe Islands (Denmark)
        Iceland
        Jan Mayen
91 Turkey
92 USSR

REST OF THE WORLD

93   Sao Tome & Principe

        AFRICA
                Johnston Island
                New Caledonia (Fr.)
                French Polynesia
                Guam Island (USA)
        PACIFIC
                Marianas Island (USA)
                Marshall Islands (US Trust)
                Midway Island (USA)

American Samoa (E. Samoa)
Caroline Island (USA)
Guam Island (USA)

94 At sea/in the air
99 Not stated/No reply/Refused

N3   Where born

Use coding frame for N2

N7   Reasons for being abroad for more than one year

CODE FIRST TWO MENTIONS

01 – Visit family and friends/relatives
02 – Look after Family
03 – Education
04 – Work
05 – Move back home/homesick
06 – To get married
07 – Own health problems
08 – Family health problems

20 – Nothing

96 – Other
97 – Missing/Blank
98 – Don't know
99 – Refused

N14 (a, b. c.) Other Languages

European / Eastern & Western European

01.   English

02.   Albanian
03.   Armenian
04.   Austrian

05.   Belarusian
06.   Flemish
07.   Bosnian
08.   Bulgarian

09.   Croatian
10.   Czech

11.   Danish
12.   Dutch

13.   Estonian

14.   Finnish
15.   French

16.   Gaelic
17.   Georgian
18.   German
19.   Greek

20.   Hungarian

21.   Icelandic
22.   Irish
23.   Italian

24.   Latvian
25.   Lithuanian

26.   Macedonian
27.   Maltese

28.   Norwegian

29.   Polish
30.   Portuguese

31.   Romanian
32.   Russian

33.   Serbo-Croatian
34.   Slovak
35.   Slovene
36.   Spanish
37.   Swedish
38.   Swiss

39.   Turkish

40.   Ukrainian

41.   Welsh

42.   Yugoslav

43.   Other European

AFRICAN

50.   Afrikaans
51.   Bambara/Mandingo (West Africa)
52.   Hausa / Igbo (Nigeria)
53.   Kikuyu (Kenya)
54.   Shona (Zimbabwe, Mozambique)
55.   Somali
56.   Swahili
57.   Zulu

58.   Other African

ASIAN

60.   Bengali
61.   Cantonese
62.   Chinese
63.   Gujarati (India & Pakistan)
64.   Hindi
65.   Indonesian
66.   Japanese
67.   Punjabi
68.   Malaysian
69.   Mandarin
70.   Nepali
71.   Tamil
72.   Urdu

73.   Other Asian

MIDDLE EAST

80.   Arabic
81.   Farsi
82.   Hebrew
83.   Iranian
84.   Kurdish
85.   Yiddish

86.   Other Middle Eastern language

OCEANIA

90.   Filipino
91.   Maori
92.   Samoan

95   Sign Language
96   Other nec
98.   Don't know
99.   Refused

N24   Own first job

CODE USING SOC2000 (4 digits)

N37 Country qualifications gained (non UK)

Use coding frame for N2

N40   Country 'Other' qualifications gained – non-UK

Use coding frame for N2

Neighbourhood and Individual Demographics

D4   Main reason would like to move

HOUSING RELATED REASONS

01   Wants larger accommodation (other than reference solely to garden / garage)

02   Wants smaller/cheaper accommodation

03   Wants accommodation of their own / to form their own household (other than wanting to purchase accommodation)

04   To buy somewhere

05   Health reasons (eg house too damp, house not healthy) (other than needing accommodation without stairs)

06   To bungalow / accommodation with no stairs / ground floor flat

07   Wants other specific type of accommodation (eg detached house) (NB Only use this code if no reference to larger, better or smaller/cheaper accommodation)

08   Wants change in other aspects of the property (eg wants a garden, larger garden, garage)

09   Dislikes current house/flat (not elsewhere specified)

10   Wants better accommodation (not elsewhere specified)

AREA RELATED REASONS

11   Dislikes isolation / absence of facilities

12   Wants move **to** a more rural environment

13   Dislike of urban environment/pollution (not elsewhere specified: see 14,15&16)

14   Dislikes traffic (include noise or danger from traffic)

15   Dislikes crime, vandalism, etc. / area unsafe

D4   Main reason would like to move (Continued)

    16   Noise (other than traffic)

    17   Unfriendly area / Dislikes neighbours

    18   Wants to move to specific place (not elsewhere specified)

    19   Dislikes area (not elsewhere specified)

OTHER REASONS

    21   Wants to move for new job / to find work

    22   Wants to move to reduce commuting time

    23   Wants to move because of retirement (NB if retirement is specifically
            mentioned, this code takes precedence over other codes)

    24   Wants to be closer to family/friends

    25   Wants more privacy

    26   Wants a change

    27   Wants to move for child's education

    96   Other
    97   No reason given (written in)
    98   Don't know
    99   Refused / Not available

Note: Code 96 'other' answers must be listed

D4a   (New Frame required for where like to move) List responses.

D10 Other main reasons for moving - Code first **two** mentions

PERSONAL REASONS

31   To marry/move in with partner

32   To separate/divorce/split up from spouse/partner

33   Moved in with family/moved back with family (other than 01)

34   Moved away from family (other than 02)

35   Moved in with friends

36   Moved to be closer to family/friends

EDUCATIONAL/EMPLOYMENT RELATED REASONS

41   Moved to/be closer to/for term-time accommodation/college or university

42   Left education/ended course

43   Job related reason for self; include commuting time (not elsewhere specified)

44   Job related reason for other (include commuting time)

45   Retirement (self or spouse) (NB if retirement is specifically mentioned, this code takes precedence over other codes)

FORCED MOVES

46   Evicted from rented accommodation/repossessed/other forced moves

HOUSING RELATED REASONS

51   Wanted larger accommodation (other than reference solely to garden/garage)

52   Wanted smaller/cheaper accommodation

53   Wanted accommodation of their own/to form their own household/setting up house with partner (other than wanting to purchase accommodation)

54   To buy somewhere

55   Health reasons (eg house too damp, house not healthy) (other than needing accommodation without stairs)

56   To bungalow / accommodation with no stairs / ground floor flat

57   To sheltered accommodation/institution (needed care)

58   Wanted other specific type of accommodation (eg detached house, wanted a garden,larger garden, garage) (NB Only use this code if no reference to larger, better or smaller/cheaper accommodation)

59   Disliked previous house/flat (not elsewhere specified)

60   Wanted better accommodation (not elsewhere specified)

61   Wanted more privacy/previous accommodation overcrowded

62   Wants a change (not elsewhere specified)

63   Council accommodation became available (inc. was given council house/flat; moved from B&B, temp accommodation into permanent accommodation; council gave choice of houses/flats and liked this one best; given priority on council waiting list due to ill health or other circumstances)

64   Just need somewhere to live

65   Financial reasons (inc cheap housing/rent; personal financial reasons)

AREA RELATED REASONS

71   Disliked isolation / absence of facilities

72   Wanted to move **to** a more rural environment

73   Disliked urban environment (not elsewhere specified: see 44,45,46)

74   Disliked traffic (include noise or danger from traffic)

75   Disliked crime, vandalism, etc. / area unsafe

76   Noise (other than traffic)

77   Unfriendly area / Disliked neighbours

78   Wanted to move to specific place

79   Disliked area (not elsewhere specified)

80   Convenience of area general (inc. religious/community reasons)

96   Other (include being nearer to children's school)
97   No reason given (written in)
98   Don't know
99   Refused / Not available

D28   Types of childcare wanted in Newham

CODE FIRST TWO MENTIONS

01   Drop-in centre during day for emergency/occasional use

02   Crèche at workplace

03   Nurseries

04   Childminders – full-time and part-time availability

05   Playgroups

06   Childcare out of 9-5 work hours

07   After school clubs/facilities

08   Safe, good quality childcare facilities

09   Free, minimal charge childcare

10   Pick-up service to collect children in an emergency

11   Regular transport to and from childcare/school

96   Other
98   Don't know
99   Refused

D37 Uses of internet in past three months

CODE FIRST TWO MENTIONS

01   Employment/work

02   Job search

03   On-line banking, bill paying

04   Education, research, school work

05   General information, news, information retrieval

06   Email, communication

07   Chat rooms, chat lines

08   Music, sport, entertainment, playing games, leisure

09   Holiday or flight information, booking

10   Shopping

96   Other (inc. surfing web not elsewhere specified)
98   Don't Know
99   Refused

D39 New frame required. List responses.

D42   What are the main reasons you might NOT go on to further full-time education? (as per BHPS wave 12 D85 and LIN wave 2 D45)

Code first two mentions

01   School level qualifications enough/all that is needed

02   Decided on specific career/job/apprenticeship/other training

03   Wants to work/get a job/earn money

04   Cost of education/too expensive/financial reasons/don't want debt

05   Depends on grades/may fail exams

06   Not academic enough/work too hard/no concentration

07   Just don't want to/Can't be bothered

08   Want to travel

09   Undecided/unsure at the moment

10   Other

97   Blank

98   Don't know

99   Refused

D44 and Youth Questionnaire G8a

Who gave career/future education advice

CODE FIRST MENTION

01   Parents/mother/father

02   Older brothers or sisters

03   Own friends

04   Connexions service

05   School or college advisor

06   Teachers/personal tutor

07   Other family member, relatives, family friends, parents work colleagues etc

96   Other
97   Blank/nothing written in
98   Don't Know
99   Refused

D45   Job wanted in future Code to SOC2000

Health Section

M50a New frame required 'Nature of child's condition. List responses

M50c New frame required 'Service provider for child's condition'. List responses

Employment

E6 - CODE USING SOC2000 (4 digits)

E7 & E110 - CODE TO 1992 SIC (4 digits)

If fine level of distinction can not be made for coding, use next highest level of aggregation. For example, if factory makes adult and childrens' clothing, code as 453. We would need to know whether it was men's and boy's clothing or women's and girls clothing in order to code the 4th digit.

E20 Where is workplace?

1   Beckton
2   Canning Town
3   Custom House
4   East Ham
5   Forest Gate
6   Manor Park
7   North Woolwich
8   Plaistow
9   Silvertown
10 Stratford
11 Upton
12 West Ham
13 Other Newham (NES)

14 Tower Hamlets
15 Hackney
16 Waltham Forest
17 Redbridge
18 Barking
19 Greenwich
20 Lewisham
21 Southwark
22 City
23 Islington
24 Haringay
25 Enfield
26 Havering
27 Other London (NES)

28 Essex
29 Hertfordshire
30 Kent
31 Other outside London

97 – Missing/Blank
98 – Don't know/Pass (N.E.S)
99 – Refused

E74 – Where is your workplace? Use coding frame for E20

E82 Problems starting own business

CODE FIRST TWO MENTIONS

01 – Lack of knowledge/don't know how to go about it.
02 – Finance/no capital/no money
03 – Lack of qualifications/lack of skills
04 – No management experience
05 – Own health Problems
06 – Suitable location/premises difficult to find
07 – Family constraints/looking after children
08 – Language barrier
09 – No use of car

20 – Never thought about it
21 – Nothing/no problems

96 – Other
97 – Missing/Blank
98 – Don't know
99 – Refused

E89 - CODE USING SOC2000 (4 digits)

E97   Problems starting own business
CODE FIRST TWO MENTIONS

Use frame for E82

E99 (New Frame required for problems finding paid work) List responses.

E101 Problems that prevent taking a paid job

CODE FIRST TWO MENTIONS

Family

01 – Looking after children/taking my daughter to school
02 – Looking after family/family commitments

Education

03 – Studying at University/college/school/full-time education
04 – Don't have any qualifications

Health

05 – Physical health/knee injury/asthma/epilepsy
06 – Mental health/depression
07 – On medication
08 – Health (n.e.s)

09 – Language barrier
10 – No work permit
11 – No National Insurance number
12 – Race discrimination
13 – Age discrimination
14 – Lack of childcare facilities

30 – Nothing

96 – Other
97 – Missing/Blank
98 – Don't know
99 – Refused

E110 - CODE TO 1992 SIC (4 digits)

E115 (New frame required for 'What kind of cash in hand work') List responses

Employment History

J8 (spells 1 thru 8) CODE USING SOC2000 (4 digit)

J15 CODE USING SOC2000 (4 digit)

J16   CODE USING SIC1992

Values and Opinions

V14   Main things like about living in Newham
CODE FIRST TWO MENTIONS

Local facilities

01 – (Like/good) Transport/good bus service/close to tube/good transport links.
02 – (Like/good) Shopping facilities (not code 42)
03 – (Like/good) Medical/Health services
04 – (Like/good) Educaion/schools/training facilities
05 – (Like/good) Leisure facilities/entertainment/restaurants/theatre/cinema
06 – Good Council (specifically mentioned)
07 – (Like/good) Libraries
08 – (Like/good) Religious places of worship
15 – (Like/good) Social services
16 – (Like/good) facilities (n.e.s)

Local environment

21 – Clean Streets
22 – No Pollution (traffic or business)
23 – Quiet/ no noise
34 – Developing Area/up and coming/improving
35 – Quite safe/ Not much Crime
36 – New Homes being built/available to rent and buy
37 – Cost of living is less/affordability/cheaper housing

Local Community

41 – (Like) Multi-cultural/diverse/different types of people/mixed ethnic background
42 – (Like) Varied shops/lots of ethnic shops/markets provide multi-cultural food (not code 2)
43 – (Like) Own culture/people from own background/ working class people
44 – (Like) Good Neighbourhood/feel comfortable in area/people are friendly
45 – (Like) Friends/Family in area/ nearby

Employment

61 – Good place to get a job/good area to find a job/good jobs
62 – Accessibility of employment/close to workplace/local jobs available

63 – Convenient (n.e.s)
64 – Always lived here/familiar area
65 – Nothing/Don't like anything about this area/nothing good

96 – Other (n.e.s)
97 – Missing/blank
98 – Don't know
99 - Refused

V15   Main things not liked about living in Newham
CODE FIRST **TWO** MENTIONS

Lack of facilities

01 – (Lack of/poor) Transport
02 – (Lack of/poor) Shopping
03 – (Lack of/poor) Medical/Health services
04 – (Lack of/poor) Education/schools/too little education
05 – (Lack of/poor) Leisure facilities/entertainment/restaurants/theatres/cinema
06 – (Lack of/poor) Council facilities/council officers
09 – (Lack of/poor) Housing/house prices too high/too many flats
10 – (Lack of/poor) Care for the elderly
11 – (Lack of/poor) Child facilities/childcare/nurseries
12 – (Lack of/poor) Youth facilities/ not enough places for kids/ not enough support for teenagers
13 – (Lack of/poor) Parking
14 – (Lack of/poor) Policing
15 – (Lack of/poor) Social services (n.e.s)
16 – (Lack of/poor) Poor facilities (n.e.s)

Local environment

21 – (Lots of/too much) Dirty Streets
22 – (Lots of/too much) Pollution/traffic/business
23 – (Lots of/too much) Noise/traffic noise/business noise/people shouting
24 – (Lots of/too much) Spitting on street
25 – (Lots of/too much) Abandoned Cars
26 – (Lots of/too much) Parks not clean enough
27 – (Lots of/too much) Dumping Rubbish/shops and businesses dumping rubbish on streets
28 – (Lots of/too much) Traffic/Speeding motorists/ congestion
29 – (Lots of/too much) Lack of cleaning facilities/poor rubbish collection
30 – (Lots of/too much) One-way system/bad roads
31 – No telephone in area/telephone booth is too far
32 – Lack of respect for area (n.e.s)
33 – Poor and deprived area (n.e.s)

Local community

41 – (Don't like/too many)Different cultures and religions
46 – (Don't like/too many)Asylum seekers/Refugees
47 – (Don't like/too many)Lack of respect for cultures and races/racism

Crime

51 – Fear of crime/afraid to go out
52 – Vandalism/Graffiti
53 – Robbery/burglary (not car)
54 – Youth Crime/gangs on streets/kids on streets/lack of discipline
55 – Drugs/dealing and taking
56 – Car Theft/cars being broken into
57 – Mugging/attacks/assaults on streets
58 – Racial abuse/harassment
59 – Crime (n.e.s)

65 – Nothing

96 – Other (n.e.s)
97 – Missing/Blank
98 – Don't know
99 – Refused

Household Finances

F3c   Code other time period

F6   Reasons better/worse off. (Code first mention if 2 reasons given and can't decide which is main reason.)

01   Earned income has increased (more pay, new/better job)

02   Benefits have increased (include pensions/child benefit)

03   Investment/asset income increased (higher interest rates/profit on selling shares/property)

04   Less expenses; spending reduced (lower bills, taxes, mortgages etc) prices fallen.

05   Had 'windfall' payment eg. inheritance, gifts, redundancy payments.

11   Earned income decreased (lost job, pay reduced, less hours)

12   Benefits reduced/stopped

13   Investment/asset income decreased (lower interest rates/losses on selling shares/property)

14   More expenses; spending increased; cost of living up/inflation (higher bills, taxes, mortgages etc) prices higher.

15   Unexpected/'one-off' expenditure eg. wedding, moved house.

21   Combination of income down and expenses down

22   Combination of income up and expenses up/inflation

23   Combination of benefits down and expenses up

24   Combination of benefits up and expenses up/inflation

25   Savings down but standard of living the same

26   Good management, thrift

27   No change in income/benefits/expenses (not elsewhere specified)

31   Other reasons for being better off (not elsewhere specified)

32   Other reasons for being worse off (not elsewhere specified)

33   Other reasons neither better **nor** worse off (not elsewhere specified)

96   Other
97   Missing/Blank
98   Don't know
99   Refused

F16   Purpose of saving

CODE FIRST **TWO** MENTIONS

01   Holidays

02   Old age/retirement specifically mentioned (include pension
      schemes/plans

03   Car

04   Child(ren) (include children's education, and if buying shares to invest
      in children's education)

05   Housing/property purchase inc. land purchase

06   Home improvements

07   Household bills (eg TV license, etc.; also include motor maintenance
      such as car/bike insurance, tax, servicing)

08   Special events (eg weddings, burials, Christmas)

09   No particular reason specified (eg just saving for a rainy day, to be
      safe, emergencies, just in case)

10   Shares schemes

11   Own education

12   Grandchild

96   Other (include shares not elsewhere specified)
97   Missing/Blank
98   Don't know
99   Refused / Not available

F20   To whom payments made

CODE PERSONS 1 - 3

01   Parent(s) (if both mentioned eg 'Mum and Dad' code once only)

02   Child (inc step/adopted)

03   Current (separated) spouse

04   Ex-spouse

05   Parents-in-law

06   Other relative

07   Other individual

08   Organisation (but code maintenance payments or alimony paid into
         court or to CSA as 2 - 4 above as apply)

96   Other
97   Missing/Blank

F22   Which Country? use frame for N2

F25   Frequency of transfer
Code 'other' responses

F33   We've asked a lot of questions about finances, employment and health because they are important in people's lives. Thinking about your life now, what are the main things you would like to change if you could?

AND

F34   And thinking of your future, what would you like to have happened in your life in five years from now?

CODE UP TO FOUR MENTIONS FOR EACH OF F33 and F34

Family and Friends

01 – Get married/looking for a wife/partner/be in a long-term relationship/have a relationship
02 – Have Children
03 – Become a Grandparent
04 – See children get married
05 – Be together with family
06 – Visit relatives
07 – Spend more time with family
08 – Better future for children
09 – Provide for my family

Jobs

11 – Get a job/apprenticeship/get a trade/career/return to work
12 – Change job/better job/job closer to home/a proper job
13 – Higher paid job
14 – (More) Job satisfaction
15 – Work less hours
16 – (More) Job security
17 – Start own business
18 – Retire

Leisure

21 – Have more leisure time
22 – Go on holiday
23 – Travel the world

Moving

31 – Move out of Newham/to another borough/another area of London/better area
32 – Move out of London/move out of inner city/to leafy fields
33 – Buy a home/buy a place of my own/first time
34 – New home/buy a new house/bigger house/ better accommodation
35 – Return home (non UK and UK)
36 – Move abroad
37 – Buy a holiday home

38 – Move (n.e.s)

Education

41 – Better education/better schooling/change in the education system/private education
42 – See children do well in school
43 – Finish own education/graduate
44 – Go on to further education/go to college/university

Finance and Lifestyle

51 – Financial security/pay off debts/have some savings/stability
52 – Better standard of living/higher income/more money/better lifestyle
53 – Win lottery/pools/jackpot
54 – Buy a car
55 – Better benefits/social services
56 – Better future (n.e.s)

Health

60 – Health/better/improved health/to be young again/improve mental and physical fitness

Local environment and community

61 – Contribute to local/world community/end racism/do something for humanity/voluntary work
62 – Council to improve services/streets to be cleaned/police on streets/services are poor
63 – Less traffic/congestion
64 – Less crime/vandalism
65 – Quite content/don't want to change anything/nothing

96 – Other (n.e.s)
97 – Missing/Blank
98 – Don't know
99 – Refused

Self Completion

11b   Relationship codes

    01   Partner/husband/wife

    02   Child (natural, adopted, step or foster)

    03   Sibling (brother, sister)

    04   Parent

    05   Grandparent

    06   Grandchild

    07   Aunt/Uncle/Cousin

    08   Other (eg (in-laws)

    09   Friend

If left blank by respondent code 00

12a   Job title of first friend

Code to three digit SOC

The following codes should be used where no current or past occupation is given and the friend is described as e.g. retired, student etc.

    000   Not working (NES)
    001   Looking after home/family
    002   Retired
    003   Unemployed
    004   Full-time student
    005   Long-term sick
    997   Insufficient detail to code occupation
    998   Don't know

PROXY QUESTIONNAIRE

P2b. Use same frame as for relationship in item 2 of the Household Grid

P37 CODE USING SOC2000 (4 digits)

P38 CODE TO 1992 SIC (4 digits)

Youth Questionnaire

G7   School name

Infant, Junior and Primary

10   **Altmore County Infant School**. Altmore Avenue, London E6 2BX
11   **Avenue County Primary School** Meanley Road, London E12 6AR
12   **Brampton County Primary School** Brampton Road, London E6 3LB
13   **Britannia Village County Primary School** Westwood Road, London E16 2AN
14   **Calverton County Primary School** King George Avenue, London E16 3ET
15   **Carpenters County Primary School** Carpenters Road, London, E15 2JQ
16   **Central Park County Primary School** Central Park Road, London E6 3DW
17   **Cleves County Primary School** Arragon Road, London E6 1QP
18   **Colegrave County Primary School** Henniker Road, London, E15 1JY
19   **Curwen County Primary School** Atlas Road, London, E13 0AG
20   **Dersingham County Infant School** Dersingham Avenue, London, E12 5QJ
21   **Drew County Primary School** Drew Road, London, E16 2DL.
22   **Earlham County Primary School** Earlham Grove, London, E7 9AW.
23   **Ellen Wilkinson County Primary School** Tollgate Road, London, E6 4UP
24   **Elmhurst County Primary School** Upton Park Road, London, E7 9PG
25   **Essex County Primary School**. Sheridan Road, London, E12 6QX
26   **Gainsborough County Primary School** Gainsborough Road, London, E15 3AF.
27   **Gallions County Primary School** Warwall, London, E6 6WG
28   **Godwin Junior County Junior School** Cranmer Road, London, E7 0JW
29   **Grange County Infant School** Suffolk Road, London, E13 0HE
30   **Hallsville County Primary School** Radland Road, London, E16 1LN
31   **Hartley County Primary School** Hartley Avenue, London, E6 1NT
32   **Keir Hardie County Primary School** Edwin Street, London, E16 1PZ.
33   **Kensington County Primary School** Kensington Avenue, London, E12 6NN
34   **Lathom County Junior School** Lathom Road, London, E6 2DU.
35   **Manor County Primary School** Richardson Road, London, E15 3BA.
36   **Maryland County Primary School** Gurney Road, London, E15 1SL.
37   **Monega County Primary School** Monega Road, London, E12 6TT.
38   **Nelson County Primary School** Napier Road, London, E6 2SE.
39   **New City County Primary School** New City Road, London, E13 9PY.
40   **North Beckton County Primary School** Harrier Way, London, E6 4XG.
41   **Odessa County Infant School** Wellington Road, London, E7 9BY.
42   **Park County Primary School** Mathews Park Avenue, London, E15 4AE.
43   **Plaistow County Primary** Junction Road, London E13 9DQ
44   **Portway County Primary School** Park Road, London, E15 3QF.
45   **Ravenscroft County Primary School** Carson Road, London, E16 4BD
46   **Ranelagh County Primary School** Corporation Street, London, E15 3DL.

47   **Roman Road County Primary School** Roman Road, London, E6 3SQ
48   **Rosetta County Primary School** Sophia Road, London, E16 3PB
49   **Salisbury County Primary School** Romford Road, London, E12 5AF
50   **Sandringham County Primary School** Sandringham Road, London, E7 8ED.
51   **Scott Wilkie County Primary School** Hoskins Close, London, E16 3HD.
52   **Selwyn County Primary School** Cecil Road, London, E13 0LX.
53   **Shaftesbury County Primary School** Shaftesbury Road, London, E7 8PF.
54   **Sheringham County Junior School** Sheringham Avenue, London, E12 5PB
55   **Sir John Heron County Primary School** School Road, London, E12 5PY.
56   **Southern Road County Primary School** Southern Road, London, E13 3JH
57   **St Antony's R.C. Voluntary Aided Primary School** Upton Avenue, London, E7 9PN
58   **St Edward's R.C. Voluntary Aided Primary School** Green Street, London, E13 9AX
59   **St Francis' R.C. Voluntary Aided Primary School** Maryland Park, London, E15 1HB
60   **St Helen's R.C. Voluntary Aided Primary School** Falcon Street, London, E13 8DD
61   **St James' CofE Voluntary Controlled Junior School** Tower Hamlets Road, London, E7 9DA
62   **St Joachim's R.C. Voluntary Aided Primary School** Shipman Road, London, E16 3DT
63   **St Luke's C of E Voluntary Aided Primary School** Ruscoe Road, London, E16 1JB
64   **St Michael's R.C. Voluntary Aided Primary School** Arthur Road, London, E6 4EF
65   **St Stephen's County Primary School** Whitfield Road, London, E6 1AS
66   **St Winefride's R.C. Voluntary Aided Primary School** Church Road, London, E12 6HB
67   **Star County Primary School** Star Lane, London, E16 4NH.
68   **Storey County Primary School** Woodman Street, London, E16 2LS.
69   **Tollgate County Primary School** Barclay Road, London, E13 8SA.
70   **Upton Cross County Primary School** Churston Avenue, London, E13 0RJ.
71   **Vicarage County Primary School** Vicarage Lane, London, E6 4AD.
72   **West Ham Church Voluntary Controlled Primary School** Portway, London, E15 3QG.
73   **William Davies County Primary School** Stafford Road, London, E7 8NL.
74   **Winsor County Primary School** East Ham Manor Way, London, E6 4NA.
75   **Woodgrange County Infant School** Sebert Road, London, E7 0NJ.

Secondary

76   **Brampton Manor Community School** Roman Road, London, E6 3SQ
77   **Cumberland Community School** Barking Road, London E16 4DD
78   **Eastlea Community School** Hilda Road, London E16 4NP
79   **Forest Gate Community School** Forest Street, London E7 0HR
80   **Kingsford (Woodside) Community School** Kingsford Way, London E6 5JG
81   **Langdon Community School** Sussex Road, London E6 2PS
82   **Lister Community School** St Mary's Road, London E13 9AE
83   **Little Ilford Community School** Browning Road, London E12 6ET
84   **Plashet Community School** Plashet Grove, London E6 1DG
85   **Rokeby Community School** Pitchford Street, London E15 4RZ
86   **Royal Docks Community School** Prince Regents Lane, London E16 3HS
87   **Sarah Bonnell Community School** Deanery Road, London E15 4LP
88   **St Angela's Ursuline Voluntary Aided School** St George's Road, London E7 8HU
89   **St Bonaventure's Voluntary Aided R.C. School** Boleyn Road, London E7 9QB
90   **Stratford Foundation School** Upton Lane, London E7 9PR

Special

91   **Eleanor Smith School** North Street, London, E13 9HN.
92   **John F Kennedy School**. Pitchford Street, London, E15 4RZ.

96 – Other / School not in Newham/not listed as being in Newham
97 – Missing/Blank
98 – Don't know/Pass (N.E.S)
99 – Refused

G8a   Who advice gained from

Use frame for Individual Questionnaire D47

G9   CODE TO SOC2000 (3 digits only)

H6   Other languages spoken

Code first two mentions

Code to frame for Individual Questionnaire N14

H7a   Reasons might not go on to further education (NOTE: This frame is NOT the same as the frame for D45 on the Individual Questionnaire)

Code first two mentions

01 – Want to earn money/Get a job (inc. Less money when you're a student. If going to university after working mentioned CODE 02)

02 – Earn money first then go to university (inc. Work experience/gap year and then go to university.   If 'going to university or college' NOT mentioned CODE 01 (want to earn money/get job)

03 – Want to get an apprenticeship/Waiting to do a modern apprenticeship (apprenticeship explicitly mentioned)

04 – Specific job/career planned (E.G. want to be a carpenter/want to be a model/want to be famous/play professional football/ want to join the RAF/Army/Royal Marines)

05 – No need for more qualifications (inc. Won't teach anything useful/ Already got qualifications/Educated enough already, have grades needed/Had enough of education)

06 – Hard work/ Too much work and hassle

07 – Not capable of work at university (inc. Can't do the work/Won't do very well/Might not get in to college or university)

08 – Hate school/college (inc. Don't like teachers/Can't handle anymore school/ Boring/Quicker leave school the better)

09 – Waste of time / Takes up too much time (time explicitly mentioned)

10 – Wants to/prefers to stay at (parental) home

11 – Want to set up own home/ have a family

12 – Get on with life/Be out in the world/to do different things

13 – Want to go abroad/travel

14 – Can't be bothered / Don't want to/Don't feel like it/ (inc. not wanting to get up early every morning)

15 – Not sure what to do when leave school (inc. Haven't thought about it/Not decided/ Don't know what job I want)

96 – Other
97 – Missing/Blank
98 – Don't know/Pass (N.E.S)
99 – Refused

H8   One thing to change to make life better

CODE FIRST TWO MENTIONS

Self Image and Attributes

01   Appearance / weight

02   Personality/self-confidence/less worries/more social skills etc.

03   Age (include wanting to be older for specific purpose e.g. driving)

04   Academic ability/performance (e.g. want to work harder to get good qualifications; more brains etc.)

05   Health

06   Give up Smoking

07   Sporting ability / fitness

08   More Independence/ freedom (having/being given)

09   Other Changes in self and self attributes (not elsewhere specified)

Relationship of Self and Others

11.   Girl-friend/boy-friend; opposite sex - easier / better / new relationship

12   Other friends / peer-group mentions (NB mentions of bullying code 31)

Family Relationship / Household Change

13   Relationships of self and family members

14   Parental relations (with each other)

15   Living arrangements (who lives with whom)

16   Family relationship problems (include bereavement)

17   Other family problems/changes (health; financial; job etc.)

Material Improvement / Life Style Change

21   Getting Job /Better Job

22   More money for self

23   More money for family

24   Bigger or better accommodation (house/room/garden)

25   New possessions

26   Animal/pet

27   Other life style changes (not elsewhere specified)

School and Community

31   Being bullied (knowing bullies)

32   School circumstances (teacher, class etc.)

33   Leaving school

35   Change area/location - live somewhere else; change existing features

37   Other school/community changes

General Well-Being of People / Planet

41   Less violence/ people happier / less suffering

42   Environmental improvement - less pollution; saving wildlife

47   Other societal world improvements

Other

50   NO CHANGE - everything OK /good now

51   NO CHANGE - NOTHING (no elaboration)

97   Other changes (not elsewhere specified)

98   Don't Know (code only if no substantive response given)

99   No answer - BLANK

Code both if dual citizenship

       (01) 'French'
       (02) 'Belgian'
       (03) 'Dutch'
       (04) 'German (East and West)'
       (05) 'Italian'
       (06) 'British' (UK)
       (07) 'Irish (Republic of / Southern)'
       (08) 'Danish'
       (09) 'Greek'

       (10) 'Portugese'
       (11) 'Spanish'
       (12) 'Luxembourg'
       (14) 'Monaco'
       (15) 'San Marino'

       (24) 'Icelandic'
       (28) 'Norwegian'

       (30) 'Swedish'
       (32) 'Finish'
       (36) 'Swiss'
       (37) 'Liechtenstein'
       (38) 'Austrian'

       (41) 'Faroe Islander'
       (43) 'Andorra'
       (44) 'Gibraltar'
       (45) 'Vatican City State'
       (46) 'Maltese'

       (52) 'Turkish'
       (53) 'Estonian'
       (54) 'Latvian'
       (55) 'Lithuanian'

       (60) 'Polish'
       (61) 'Czech'
       (63) 'Slovak'
       (64) 'Hungarian'
       (66) 'Romanian'
       (68) 'Bulgarian'

       (70) 'Albanian'
       (72) 'Ukrainian'
       (73) 'Belarussian'
       (74) 'Moldavian'
       (75) 'Russian'
       (76) 'Georgian'

(77) 'Armenian'
(78) 'Azerbaijani'
(79) 'Kazakhstani'

(80) 'Turkmenistan'
(81) 'Uzbek'
(82) 'Tadjikistani'
(83) 'Kyrghystani'

(91) 'Slovenian'
(92) 'Croatian'
(93) 'Bosnian'
(94) 'Serbian (formally Yugoslavian)'
(95) 'Kosovar'
(96) 'Macedonian'

(204) 'Moroccon'
(208) 'Algerian'
(212) 'Tunisian'
(216) 'Libyan'
(220) 'Egyptian'
(224) 'Sudanese'

(228) 'Mauritanian'
(232) 'Mali'
(236) 'Burkina Faso'
(240) 'Niger'
(244) 'Chad'
(247) 'Cape Verde'
(248) 'Senegalese'
(252) 'Gambian'
(257) 'Guinea-Bissau'
(260) 'Guinea'
(264) 'Sierra Leone'
(268) 'Liberian'
(272) 'Ivory Coast'
(276) 'Ghanain'
(280) 'Togo'
(284) 'Benin'
(288) 'Nigerian'
(302) 'Cameroon'
(306) 'Central Africa'
(310) 'Equatorial Guinea '
(311) 'Sao Tome and Principe'
(314) 'Gabon'
(318) 'Congolese'
(322) 'Zairean'
(324) 'Rwandan'
(328) 'Burundian'
(329) 'St.Helena'
(330) 'Angolan'

(334) 'Ethiopian'
(338) 'Djibouti'
(342) 'Somalian'
(346) 'Kenyan'
(350) 'Ugandan'
(352) 'Tanzanian'

(355) 'Seychelles'
(357) 'British Indian Ocean Territory'
(366) 'Mozambigue'
(370) 'Madagascan'
(372) 'Reunion'
(373) 'Mauritian'
(375) 'Comorose'
(377) 'Mayotte'
(378) 'Zambian'
(382) 'Zimbabwe'
(386) 'Malawian'
(388) 'South African'
(389) 'Namibian'
(391) 'Botswana'
(393) 'Swaziland'
(395) 'Lesotho'

(400) 'American'
(401) 'Puerto Rican'
(404) 'Canadian'
(406) 'Greenlander'
(408) 'St.Pierre and Miguelon'
(412) 'Mexican'
(413) 'Bermuda'
(416) 'Guatemalan'
(421) 'Belize'
(424) 'Honduras'
(428) 'El Salvador'
(432) 'Nicaraguan'
(436) 'Costa Rican'
(442) 'Panama'
(446) 'Anguilla'
(448) 'Cuban'
(449) 'St.Christopher and Nevis'
(452) 'Haitian'
(453) 'Bahamas'
(454) 'Turks and Caicos Island'
(456) 'Dominican Republic'
(457) Virgin Islands of the US'
(458) 'Guadeloupe'
(459) 'Antigua and Barbuda'
(460) 'Dominica'
(461) 'British Virgin Islands and Montserrat'
(462) 'Martinique'

(463) 'Cayman Island'
(464) 'Jamaican'
(465) 'St Lucian'
(467) 'St Vincent'
(469) 'Barbados'
(472) 'Trinidad and Tobago'
(473) 'Grenada'
(474) 'Aruba'
(478) 'Netherlands Antilles'
(480) 'Colombian'
(484) 'Venezuelan'
(488) 'Guyanese'
(492) 'Surinam'
(496) 'French Guiana'

(500) 'Ecuadorian'
(504) 'Peruvian'
(508) 'Brazilian'
(512) 'Chilean'
(516) 'Bolivian'
(520) 'Paraguay'
(524) 'Uruguay'
(528) 'Argentinian'
(529) 'Falkland Islands'

(600) 'Cypriat'
(604) 'Lebanese'
(608) 'Syrian'
(612) 'Iraqi'
(616) 'Iranian'
(624) 'Israeli'
(628) 'Jordanian'
(632) 'Saudi'
(636) 'Kuwaiti'
(640) 'Bahrain'
(644) 'Qatar'
(647) 'United Arab Emirates'
(649) 'Oman'
(653) 'Yemeni'
(660) 'Afghani
(662) 'Pakistani'
(664) 'Indian'
(666) 'Bangladeshi'
(667) 'Maldives'
(669) 'Sri Lanka'
(672) 'Nepalese'
(675) 'Bhutan'
(676) 'Myanmar'
(680) 'Thai'
(684) 'Laos'
(690) 'Vietnamese'

(696) 'Cambodian (Kampuchean)'

(700) 'Indonesian'
(701) 'Malaysian'
(703) 'Brunei'
(706) 'Singapore'
(708) 'Philippino'
(716) 'Mongolian'
(720) 'Chinese'
(724) 'North Korean'
(728) 'South Korean'
(732) 'Japanese'
(736) 'Taiwanese'
(740) 'Hong Kong'
(743) 'Macao'

(800) 'Australian'
(801) 'Papua New Guinea'
(802) 'Australian Oceania'
(803) 'Nauru'
(804) 'New Zealand'
(806) 'Solomon Island'
(807) 'Tuvalu'
(809) 'New Caledonian'
(810) 'American Oceania'
(811) 'Wallis and Futuna'
(812) 'Kiribati'
(813) 'Pitcairn'
(814) 'New Zealand Oceania'
(815) 'Fiji'
(816) 'Vanuatu'
(817) 'Tonga'
(819) 'Western Samoan'
(822) 'French Polynesian'
(823) 'States of Micronesia'
(824) 'Marshall Island'
(890) 'Polar region'

(900) 'EUROPEAN'
(901) 'European Community'
(902) 'Other European countries'

(910) 'AFRICAN'
(911) 'North African'
(912) 'West African'
(913) 'Central, East and South African'
(921) 'North American'
(922) 'Central and South American'

(930) 'ASIAN'
(931) 'Near and Middle Eastern'
(932) 'Other Asian countries'

(940) 'AUSTRALIAN,OCEANIA'

(990) 'ANY OTHER COUNTRY' /

(997) 'Blank/Not stated'

Major Skips on Living in Newham Wave 3

Routing Question	Questions/Cards skipped	Pages stapled	Cards/questions crossed out
Household Q			
H1B = 1	H2 – H24	6-7	H2 – H8,H21 – H24
H1B = 2	H2 – H67	6-19	H2 – H8,H65–H67
H3 >= 3	H4 – H24	6-7	H4 – H8,H21-H24
H6 = 1	H11 – H39	8-11	H11-H20,H37-H39
H6 = 2	H25-H36	10-11	H25 – H28
Individual Q			
IC front page = 1	N1-N42	2-13	
IC front page = 2	R1-R22	14-19	
M49 = 2	Cards 035 - 040		Cards 035 - 040
M49 = 1	Unused cards in the range 035-040 will also be crossed out		Unused cards in the range 035-040 will also be crossed out
E1 = 1	E83 – E103	68-69	E83-E88, E100–E103
E2 = 1	E83 – E103	68-69	E83-E88, E100–E103
E2 = 2	E3 – E82	46 - 65	E3 – E5, E80-E82
E2 = 3	E3 – E103	46 - 69	E3–E5,E100-E103
E8 = 1	E50 – E78	58 - 63	E76A – E78
E8 = 2	E9 – E49	48 - 57	E9 –E14
E56 >= 2	E57 – E67	60 - 61	
E57 = 1	E63 – E71		E63 – E71
E57 = 2	E58 – E62 E68 – E71		E58 – E62 E68 – E71

J5 = 1	Cards 055 - 062		Cards 055 - 062
J5 = 2	Unused cards in the range 055–062 will also be crossed out		Unused cards in the range 055–062 will also be crossed out
F2 = 'none' or 'refused'	Cards 068 – 079	88-89	Cards 076 - 079
F2 = 1	Cards 069 - 079		Cards 069 - 079
F2 = 2	Cards 070 – 079		Cards 070 – 079
F2 = 3	Cards 071 - 079		Cards 071 - 079
etc			
F19 = 2	Cards 081 - 083		Cards 081 - 083
F19 = 1	Possibly cards 082 and 083		Possibly cards 082 and 083
Proxy Q			
P8 = 1	P14 – P21	6 - 7	P14
P8 = 2	P9 – P13		P9 – P13
P33 >= 2	P37 – P49	14 - 15	P37 – P40 P48 – P49
P34 >= 3	P37 – P49	14 - 15	P37 – P40 P48 – P49

Punching Requirements

On all cards punch:
> Job number (cols 1-5)
> Card number (cols 6-8)
> Wave (col 9)
> Serial number (cols 10-14)
> Household number (col 15)
> Check number (col 16)
> Person number (col 17-18) except on Household questionnaire where it
> should always be 00

This is the same as last year.

Don't Know and Refused responses

It is always possible for a respondent to answer 'Don't know' or 'Refused' even if there aren't explicit codes for them. To facilitate this, it is essential that codes are allowed for them on (almost) all questions.

For single response, single column questions (e.g. N8, N11 etc) DK should be punched as **8** and Refused as **9.** For two column questions (e.g. N12, N13) DK is **98** and Refused is **99.** For 3 columns, use **998** and **999**; for 4 columns (e.g. N6) use **9998** and **9999** etc. If there are two variables where a question may be answered where one is a closed category and one is an open response (e.g. N1) include DK and Refused responses to the closed category variable

Multi-response variables are slightly more complicated. If there is an option which is effectively a single response option (e.g. D9, 'None of the above'), any DK or Refused should be included on that option. If, however, there is no single response option (e.g. R10), any DK or Refused answers should be ignored. DK and Refused will however still be available on any appropriate routing question (e.g R9)

We will, of course, write in and circle any DK and Refused codes which we want you to punch.

Invalid Responses

If you have any invalid responses such as a code out of range (but allowing for the above) or more than one answer to a single response question, please punch an asterix ('*') or some other invalid response rather than leaving the response blank. This makes these answers very easy for us to detect and determine what should be done about them.

If there are any problems with any of this, please let me know