



Department
for Education

SEN2 2014

COLLECT guide for local authorities

October 2013

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COLLECT and secure access

Access to COLLECT is now through the department's [Secure Access System](#) (SA), which was implemented on 10 December 2012.

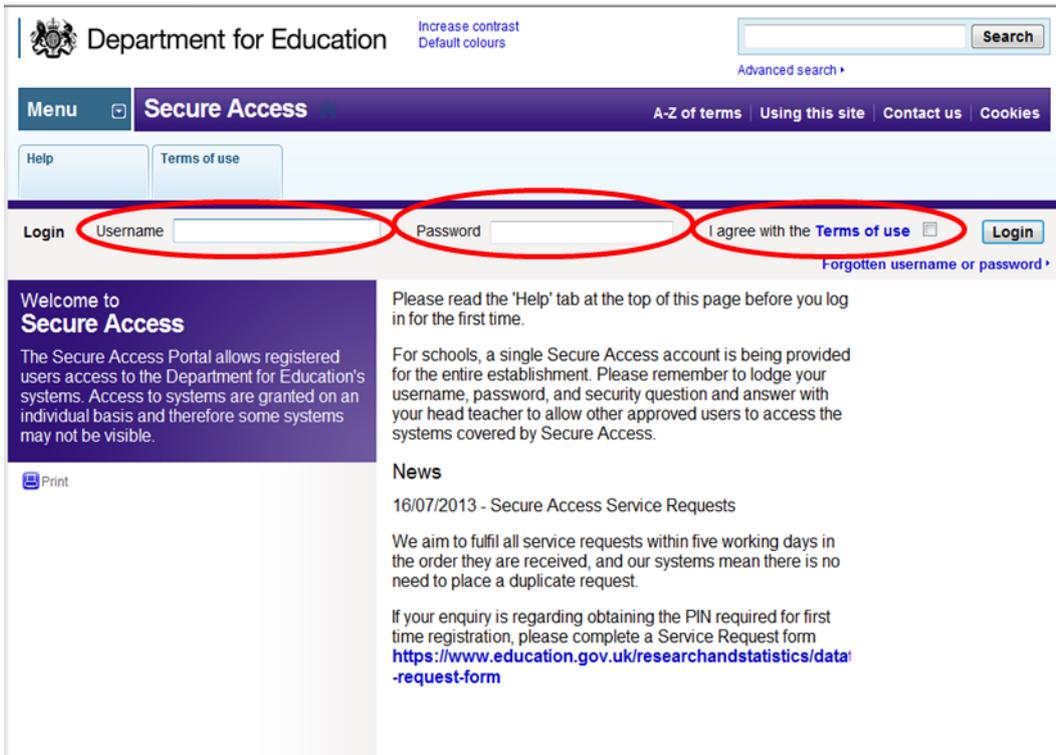
To access secure access existing users will need their login details you retained from the 2013 data collection. If you have forgotten your login details, or are a new user and require access to COLLECT, you will need to contact the Approver within your local authority.

Full secure access guide is published on the [Secure Access Website](#)

Logging in

Insert your username and password and click to agree to the terms of use.

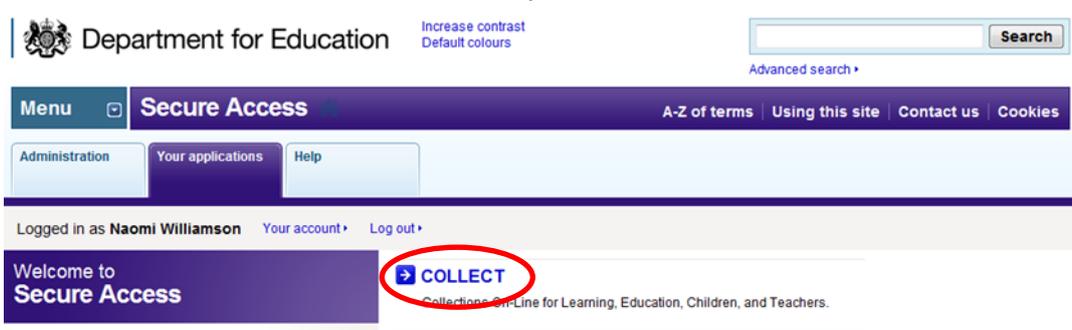
Fig 1



Once successfully logged in you will be presented with the screen below. Select COLLECT.

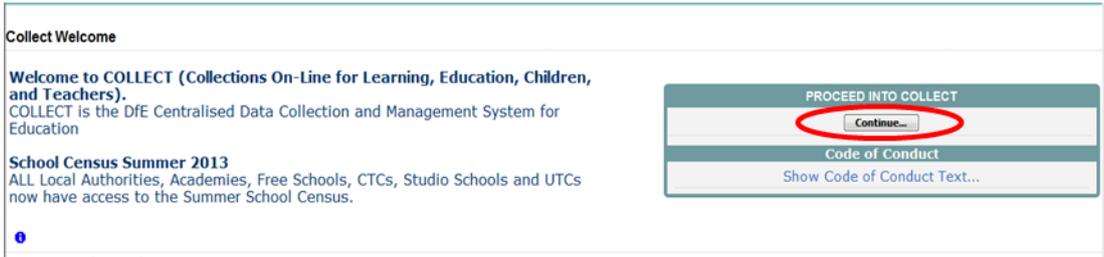
Fig 2

You will be taken into the COLLECT portal



Click the Continue button

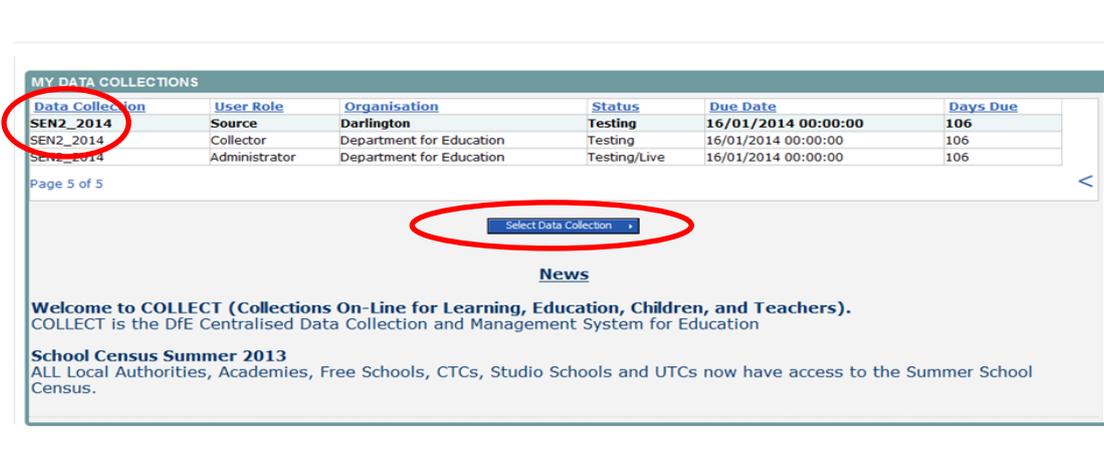
Fig 3



COLLECT portal

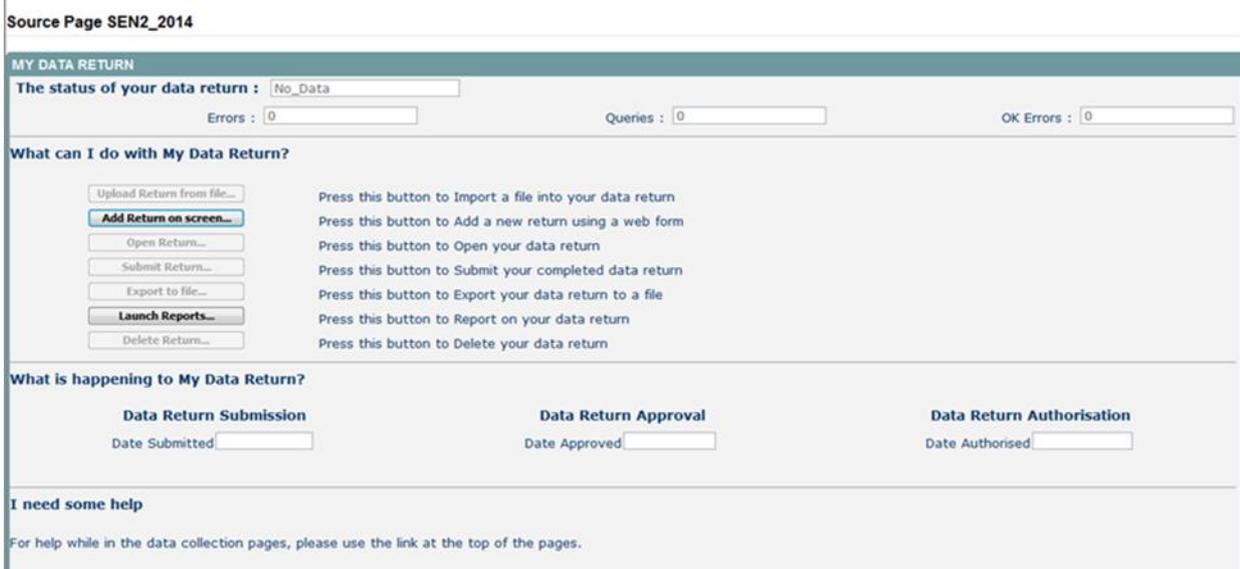
Select the collection by clicking on the collection name to highlight it (if there is only one it will be automatically highlighted) and then click on the 'Select Data Collection' button to open it.

Fig 4



This will take you to the Source page

Fig 5



This screen provides a summary of the latest position of the selected data collection.

Status could be:

| | |
|----------------------|--|
| No Data | Data hasn't been loaded |
| Loaded | Data loaded but not submitted |
| Submitted | Data loaded and submitted |
| Authorised | Data loaded, submitted and authorised by the department |
| Amended by Source | Data amended by local authority |
| Rejected | Data loaded but rejected due to invalid format and or contents |
| Amended by collector | Data amended by the department |

Adding a return

Click on the 'Add Return on screen' button.

Fig 6

Source Page SEN2_2014

MY DATA RETURN

The status of your data return :

Errors : Queries : OK Errors :

What can I do with My Data Return?

| | |
|---|--|
| <input type="button" value="Upload Return from file..."/> | Press this button to Import a file into your data return |
| <input type="button" value="Add Return on screen..."/> | Press this button to Add a new return using a web form |
| <input type="button" value="Open Return..."/> | Press this button to Open your data return |
| <input type="button" value="Submit Return..."/> | Press this button to Submit your completed data return |
| <input type="button" value="Export to file..."/> | Press this button to Export your data return to a file |
| <input type="button" value="Launch Reports..."/> | Press this button to Report on your data return |
| <input type="button" value="Delete Return..."/> | Press this button to Delete your data return |

What is happening to My Data Return?

| | | |
|--|---|--|
| Data Return Submission Date Submitted <input type="text"/> | Data Return Approval Date Approved <input type="text"/> | Data Return Authorisation Date Authorised <input type="text"/> |
|--|---|--|

I need some help

For help while in the data collection pages, please use the link at the top of the pages.

The next screen to appear is the SEN2 web form. You will need to enter the information in each field then click 'Save'.

Fig 7

SEN2

Add new record ?

SEN2 - Barnet

| RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.) | Validation Results | | | Notes |
|---|--------------------|---------|-----------|-------|
| | Errors | Queries | OK Errors | |
| | 0 | 0 | 0 | |

| LA Level Data | Data Item | Value | Part 1 | | Part 2 | | |
|---|-------------------|--------------------------|--------|---|-----------|-------|---------|
| | | | Errors | | OK Errors | Notes | History |
| E | Q | | | | | | |
| Local Authority code | 302 | | 0 | 0 | 0 | | |
| Completion Time - Amount of time(to nearest hour) spent on completing this form | 1 | | 0 | 0 | 0 | | |
| Contact Forename | Mathew | | 0 | 0 | 0 | | |
| Contact Surname | Vaughan | | 0 | 0 | 0 | | |
| Telephone number (including STD code) | 01325 392626 | | 0 | 0 | 0 | | |
| E-mail Address | dsd.helpdesk@educ | Contact telephone number | 0 | 0 | 0 | | |

Once the contact details have been completed and saved you can then move on to enter the data in part 1 of the online form. To navigate to part 1, click on the tab.

Fig 8

SEN2

Add new record ?

SEN2 - Barnet

| RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.) | Validation Results | | | Notes |
|---|--------------------|---------|-----------|-------|
| | Errors | Queries | OK Errors | |
| | 0 | 0 | 0 | |

| LA Level Data | Part 1 | Errors | | Part 2 | | |
|---|--------|--------|---|-----------|-------|---------|
| Data Item | Value | E | Q | OK Errors | Notes | History |
| Local Authority code | | 0 | 0 | 0 | | |
| Completion Time : Amount of time(to nearest hour) spent on completing this form | | 0 | 0 | 0 | | |
| Contact Forename | | 0 | 0 | 0 | | |
| Contact Surname | | 0 | 0 | 0 | | |
| Telephone number (including STD code) | | 0 | 0 | 0 | | |
| E-mail Address | | 0 | 0 | 0 | | |

To continue you will need to click "Edit" then enter your data.

Fig 9

SEN2 - Part 2

SEN2 [56] - Part 2 - Darlington

| LA Data | Part 1 | Part 2 | | | | |
|---|--------|--------|-------|-----------|------|---------|
| Part 2: Assessments and placements by the authority during the 2010 calendar year | Value | Error | Query | Ok Errors | Note | History |
| 2.1 Please state the number of children for whom statements of special educational needs under the Education Act 1996 were made for the first time during the 2010 calendar year. The age breakdown refers to the age as at 31 August 2010 | | | | | | |
| a. Under age 5 | | 2 | 0 | 0 | | |
| b. Aged 5 to 10 | | 2 | 0 | 0 | | |
| c. Aged 11 to 15 | | 2 | 0 | 0 | | |
| d. Aged 16 to 19 | | 2 | 0 | 0 | | |
| e. TOTAL (a + b + c + d) | | 3 | 0 | 0 | | |
| 2.2 Of the children entered in 2.1, please state the number: | | | | | | |
| i On the roll of: (include pupils whose statement is under appeal) | | | | | | |
| a. registered early years education settings | | 2 | 0 | 0 | | |
| b. resourced provision in maintained mainstream schools | | 2 | 0 | 0 | | |
| c. SEN units in maintained mainstream schools | | 2 | 0 | 0 | | |
| d. maintained mainstream schools (include foundation schools) | | 2 | 0 | 0 | | |
| e. maintained special schools (including foundation schools) | | 2 | 0 | 0 | | |
| f. non-maintained special schools | | 2 | 0 | 0 | | |
| g. independent special schools | | 2 | 0 | 0 | | |
| h. other independent schools | | 2 | 0 | 0 | | |
| i. hospital schools (including foundation schools) | | 2 | 0 | 0 | | |
| j. pupil referral units | | 2 | 0 | 0 | | |
| k. academies | | 2 | 0 | 0 | | |
| ii Total of 2.2. i | | 3 | 0 | 0 | | |
| iii Educated other than in school | | | | | | |

Once part 1 has been completed move on to part 2 by clicking the Part 2 tab. As in part 1 you will need to click 'Edit' before entering data into the fields.

Checking data

COLLECT will notify the user of any values outside usual parameters by producing a red box next to that field, users can navigate to an error by clicking 'All Errors'. If there are no errors on your return please proceed to submitting return.

Fig 10

Department for Education
 Back to My COLLECT page | Help
 You are logged in as NWilliamson | Log out

COLLECT Portal

SEN2 - Part 2

All Errors All Notes Add View Edit Delete Status

SEN2 [56]
 -> Part 1
 -> Part 2

SEN2 - Part 2 - Darlington

| Value | Error | Query | Ok Errors | Note | History |
|--|-------|-------|-----------|------|---------|
| 2.1 Please state the number of children for whom statements of special educational needs under the Education Act 1996 were made for the first time during the 2010 calendar year. The age breakdown refers to the age as at 31 August 2010 | | | | | |
| a. Under age 5 | 2 | 0 | 0 | | |
| b. Aged 5 to 10 | 2 | 0 | 0 | | |
| c. Aged 11 to 15 | 2 | 0 | 0 | | |
| d. Aged 16 to 19 | 2 | 0 | 0 | | |
| e. TOTAL (a + b + c +d) | 3 | 0 | 0 | | |
| 2.2 Of the children entered in 2.1, please state the number: | | | | | |
| i. On the roll of: (include pupils whose statement is under appeal) | | | | | |
| a. registered early years education settings | 2 | 0 | 0 | | |
| b. resourced provision in maintained mainstream schools | 2 | 0 | 0 | | |
| c. SEN units in maintained mainstream schools | 2 | 0 | 0 | | |
| d. maintained mainstream schools (include foundation schools) | 2 | 0 | 0 | | |
| e. maintained special schools (including foundation schools) | 2 | 0 | 0 | | |
| f. non-maintained special schools | 2 | 0 | 0 | | |
| g. independent special schools | 2 | 0 | 0 | | |
| h. other independent schools | 2 | 0 | 0 | | |
| i. hospital schools (including foundation schools) | 2 | 0 | 0 | | |
| j. pupil referral units | 2 | 0 | 0 | | |
| k. academies | 2 | 0 | 0 | | |
| ii Total of 2.2.i | 3 | 0 | 0 | | |
| iii Educated other than in school | | | | | |

Fig

Once the user has clicked the 'All Errors' button they will be taken to the error report, shown below. A user can view details of a particular error, by clicking on the 'Details' button.

Fig 11

| Rule No. | Return Level | Error Message | Priority | OK'd | Details | Notes |
|----------|--------------|---|----------|------|---------|-------|
| | | 1.1a Tot05 is mandatory | Errors | | Details | |
| | | 1.1b Tot510 is mandatory | Errors | | Details | |
| | | 1.1c Tot1115 is mandatory | Errors | | Details | |
| | | 1.1d Tot1619 is mandatory | Errors | | Details | |
| | | 1.1e TotAll is mandatory | Errors | | Details | |
| 3058Q | | Please Check: There is a significant change in the number of pupils with statements since the previous year | Queries | | Details | |
| 3050 | | The total number of children with statements must equal the sum of the age breakdown. | Errors | | Details | |
| | | 1.2i a Meyedset is mandatory | Errors | | Details | |
| | | 1.2i b Mrpmain is mandatory | Errors | | Details | |
| | | 1.2i c Msen is mandatory | Errors | | Details | |

Page 1 of 6 Count 58

1 2 3 4 5 6

Errors

Once the user has clicked the 'Details' button they will see the details appear on the right hand side of the screen. The user can then navigate to an error by clicking on the 'Value' of an error, which will take them to the section of the return where that error is occurring.

Fig 12

Barnet
Error report on 13/09/2011 at 15:21
Return

Count 58

| Rule No. | Return Level | Error Message | Priority | OK'd | Notes | Field | Value |
|----------|--------------|---|----------|------|-------------------------|------------|----------------------|
| | | 1.1a Tot05 is mandatory | Errors | | Details | 1.1a Tot05 | NULL |
| | | 1.1b Tot510 is mandatory | Errors | | Details | | |
| | | 1.1c Tot1115 is mandatory | Errors | | Details | | |
| | | 1.1d Tot1619 is mandatory | Errors | | Details | | |
| | | 1.1e TotAll is mandatory | Errors | | Details | | |
| 3058Q | | Please Check: There is a significant change in the number of pupils with statements since the previous year | Queries | | Details | | |
| 3050 | | The total number of children with statements must equal the sum of the age breakdown. | Errors | | Details | | |
| | | 1.2i a Meyedset is mandatory | Errors | | Details | | |
| | | 1.2i b Mrpmain is mandatory | Errors | | Details | | |
| | | 1.2i c Msen is mandatory | Errors | | Details | | |

Page 1 of 6
1 2 3 4 5 6

i

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Adding notes

A user can then amend the data by clicking the edit button or if the data is correct then a user can add notes against data items to provide information as to why the data is outside usual parameters. This is done by selecting the note icon (pencil) on the return screen.

Fig 13

COLLECT Portal

SEN2 - Part 2

All Errors All Notes Add View Edit Delete Status

Edit the record data

SEN2 [56]

SEN2 - Part 2 - Darlington

| LA Data | Part 1 | Part 2 | | | | |
|---|--------|--------|-------|-----------|------|---------|
| Part 2: Assessments and placements by the authority during the 2010 calendar year | | | | | | |
| | Value | Error | Query | Ok Errors | Note | History |
| 2.1 Please state the number of children for whom statements of special educational needs under the Education Act 1996 were made for the first time during the 2010 calendar year. The age breakdown refers to the age as at 31 August 2010 | | | | | | |
| a. Under age 5 | | 2 | 0 | 0 | | |
| b. Aged 5 to 10 | | 2 | 0 | 0 | | |
| c. Aged 11 to 15 | | 2 | 0 | 0 | | |
| d. Aged 16 to 19 | | 2 | 0 | 0 | | |
| e. TOTAL (a + b + c + d) | | 3 | 0 | 0 | | |
| 2.2 Of the children entered in 2.1, please state the number: | | | | | | |
| i On the roll of: (include pupils whose statement is under appeal) | | | | | | |
| a. registered early years education settings | | 2 | 0 | 0 | | |
| b. resourced provision in maintained mainstream schools | | 2 | 0 | 0 | | |
| c. SEN units in maintained mainstream schools | | 2 | 0 | 0 | | |
| d. maintained mainstream schools (include foundation schools) | | 2 | 0 | 0 | | |
| e. maintained special schools (including foundation schools) | | 2 | 0 | 0 | | |
| f. non-maintained special schools | | 2 | 0 | 0 | | |
| g. independent special schools | | 2 | 0 | 0 | | |
| h. other independent schools | | 2 | 0 | 0 | | |
| i. hospital schools (including foundation schools) | | 2 | 0 | 0 | | |
| j. pupil referral units | | 2 | 0 | 0 | | |
| k. academies | | 2 | 0 | 0 | | |
| ii Total of 2.2.i | | | | | | |
| | | 3 | 0 | 0 | | |

Fig

To add a note to an error or query click on 'Add New Note' button and add a valid explanation as to why the error cannot be rectified. Please make sure that any notes are as comprehensive as possible.

Fig 14

Department for Education

Back to MyCOLLECT page

You are logged in as NWilliamson | Log out

COLLECT Portal

Note Page

Notes - SEN2 2011

Data Item: 2.1a New05

| User | Role | Organisation | Native ID | Date and Time |
|------|------|--------------|-----------|---------------|
| | | | | |

Note Detail

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Submitting return

Once you are satisfied with the quality of the data select 'Submit Return'. This indicates to the department that your return is complete.

Fig 15

The screenshot displays a web interface titled "MY DATA RETURN". At the top, it shows the status of the data return as "Loaded_and_Validated". Below this, there are three input fields: "Errors : 57", "Queries : 1", and "OK Errors : 0".

The main section is titled "What can I do with My Data Return?" and contains several buttons with corresponding instructions:

- Upload Return from file...**: Press this button to Import a file into your data return
- Add Return on screen...**: Press this button to Add a new return using a web form
- Open Return...**: Press this button to Open your data return
- Submit Return...**: Press this button to Submit your completed data return (This button is circled in red in the image)
- Export to file...**: Press this button to Export your data return to a file
- Launch Reports...**: Press this button to Report on your data return
- Delete Return...**: Press this button to Delete your data return

Below this section is "What is happening to My Data Return?", which includes three columns for tracking progress:

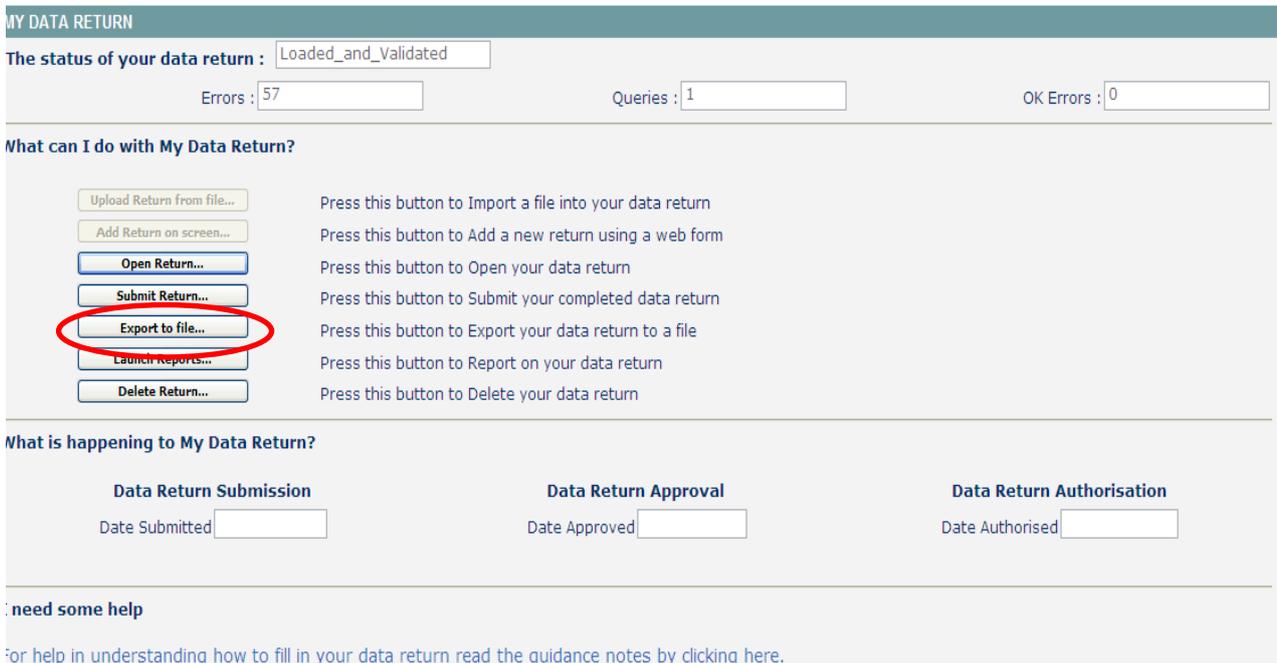
- Data Return Submission**: Date Submitted
- Data Return Approval**: Date Approved
- Data Return Authorisation**: Date Authorised

At the bottom, there is a section titled "I need some help" with a link: "For help in understanding how to fill in your data return read the guidance notes by clicking here."

Exporting data

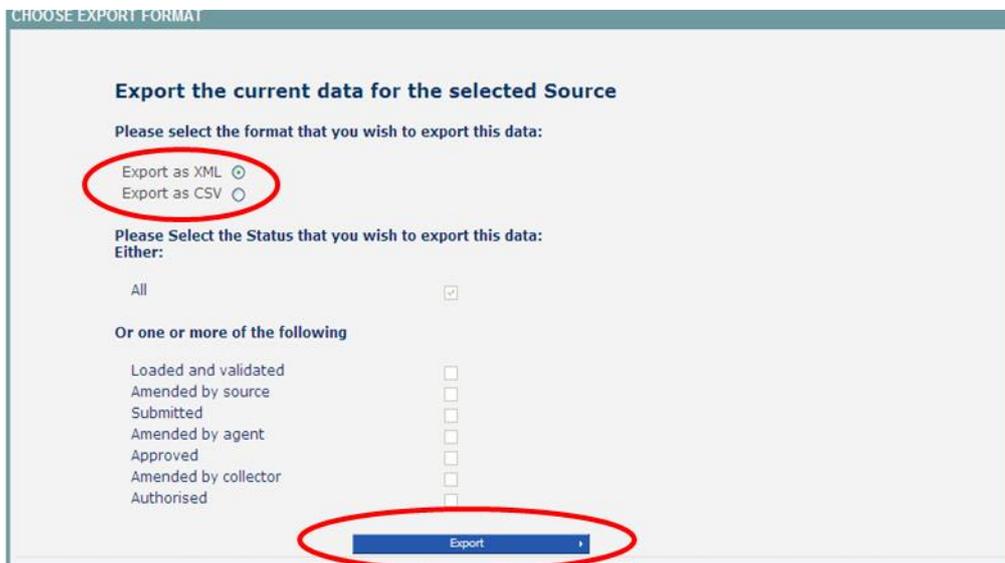
COLLECT provides options to export data returns in CSV or XML format. Exporting data can be performed by clicking on the 'Export to file' button.

Fig 16



Exporting as XML will generate a zip file containing the export XML data. Exporting as CSV generates a zip file containing CSV files that relate to how data is stored within COLLECT. After selecting the format click 'Export'.

Fig 17

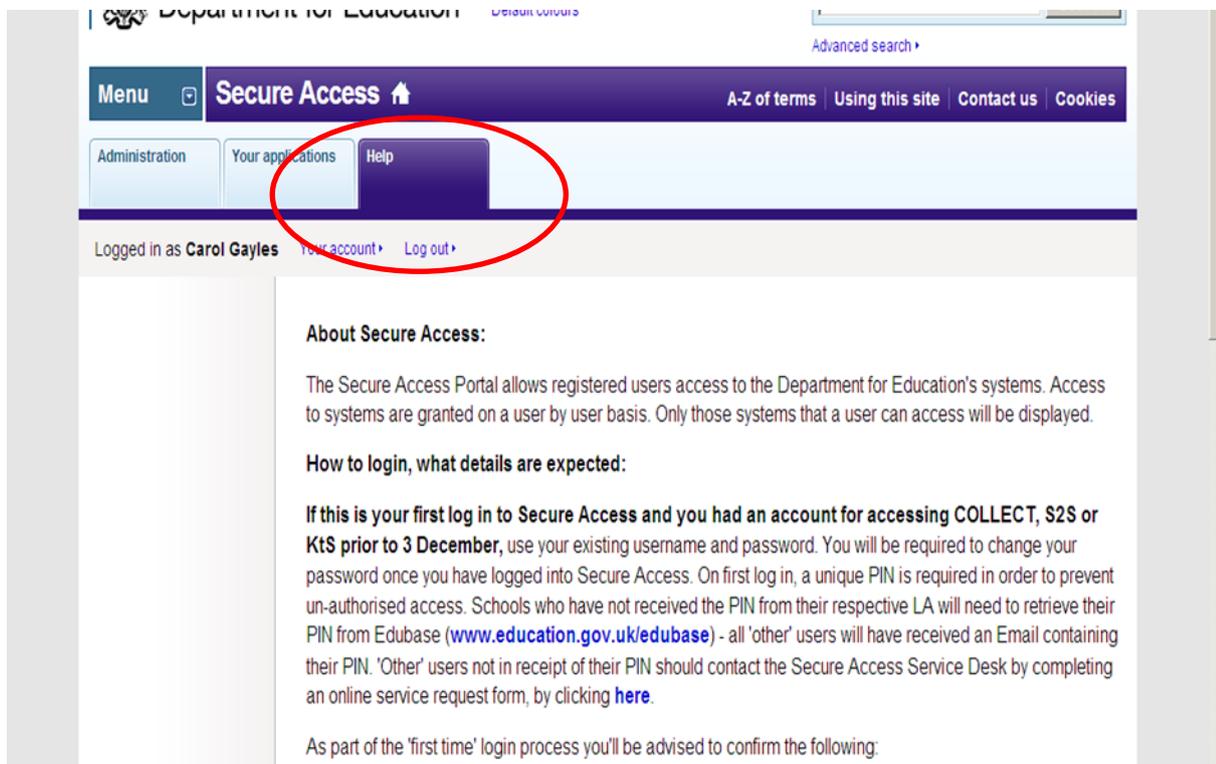


Help

If you have a query regarding COLLECT or SEN2 please submit a [service request form](#) to the EDD helpdesk.

If you have any secure access queries please refer to the 'Help' section on the secure access homepage.

Fig 18



Fig

If you are still unable to resolve your query please submit a [service request](#) to the SA service desk.



Department
for Education

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