



Department  
for Education

# School Census 2014

Editing data within COLLECT

January 2014

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## Editing Data

From the 2013 Autumn School Census onwards, the 'edit' facility in COLLECT will be made available for all COLLECT users. This includes **ALL** schools regardless of type – previously the 'edit' functionality was only available to COLLECT users with a role of agent (i.e. LAs) or collector (i.e. DfE).

Directly editing data in COLLECT can sometimes be more appropriate than re-loading a complete new submission, especially when the required amendments are small (e.g. amending a pupil's enrolment status). **However any changes made within COLLECT should always reflect the data within school systems** – i.e. if a change is made to a data item within COLLECT then the same change should also be made to the data within the school MIS. This is important from an audit/inspection viewpoint and will avoid schools manually having to make the same changes every census.

Local Authority maintained schools should consult with their local authority regarding editing of data within COLLECT to agree local responsibilities and/or processes for amending data directly in COLLECT. Audit reports will be available to both schools and LAs in COLLECT to provide an audit trail of any data amendments.

**Please note:** Not all School Census fields are editable. Anything that you cannot change on COLLECT will need updating in the MIS and the file re-running.

**\*Please note: some screen shots refer to 2013 however the process is the same for all 2014 census collections.\***

# COLLECT Screen Functionality

Before viewing the return it is useful to understand some of the basic controls and screen operations.

**Don't use the browser buttons!** When in the data collection, unpredictable behaviour may be experienced if you use the back/forward buttons on your web browser's toolbar.



## Navigation through a return

To navigate through the system, links are provided on all pages either as **Back** or **Drill Up** options; please use these links to navigate between screens when using the system.

Control	Usually located	Action
Back to MyCOLLECT page	All screens within a return except the main page which shows Back to Home page	Returns you to the main page for your user role (Agent, Source etc)
Drill Up	Any data screen within a return apart from the header screen	Returns you to the previous data screen
Return	Report screens, e.g. History and errors	Returns you to the previous screen
Back	Notes screens	Returns you to the previous screen
View All	Data entry screens that have additional linked data, e.g. accesses contract details for a workforce member	Takes you to the sub module level details

## Mode Buttons

Those buttons determine which operation mode the data form on screen is in and which operations are available.



Dark Grey text on sunken button with light border = Active Mode

Black Text on button and highlighted border = Available Mode

Light Grey text on button with light border = Unavailable Mode

## Filter Left Hand Menu

Please avoid using the left hand filter menu to navigate through the return as it does not always display sections of the return in the correct format.

COLLECT Portal

SC13 Autumn

All Errors All Notes Add View Edit Delete Status

SC13 Autumn - Abbey College, Ramsey

		Errors		OK Errors	Return Level Notes
		E	Q		
		0	5	0	

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
School Census Autumn 2013						
Collection	SC	0	0	0		
Term	AUT	0	0	0		
Year	2013	0	0	0		
Reference Date	2013-10-03	0	0	0		
Source Level	S	0	0	0		
LA	873 - CAMBRIDGESHIRE	0	0	0		
Estab	4603	0	0	0		
Software Code	xmlTemplate	0	0	0		
Release	1.00.SC-AUT	0	0	0		
Xversion	2013	0	0	0		
Serial No	1	0	0	0		
Datetime	2013-08-23 11:27:57	0	0	0		
School					<a href="#">View All</a>	
Pupils on Roll					<a href="#">View All</a>	
Pupils No Longer on Roll					<a href="#">View All</a>	

# Accessing the return

- 1) Access COLLECT and the data collection in the usual way and click 'Open Return'.



The return will then be displayed

COLLECT Portal

SC13 Autumn

All Errors All Notes Add View Edit Delete Status

SC13 Autumn - Abbey College, Ramsey

Return Level Errors		Errors		OK Errors	Return Level Notes
E	Q	E	Q		
0	5	0	0	0	

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
School Census Autumn 2013						
Collection	SC	0	0	0		
Term	AUT	0	0	0		
Year	2013	0	0	0		
Reference Date	2013-10-03	0	0	0		
Source Level	S	0	0	0		
LA	873 - CAMBRIDGESHIRE	0	0	0		
Estab	4603	0	0	0		
Software Code	xmTemplate	0	0	0		
Release	1.00.SC-AUT	0	0	0		
Xversion	2013	0	0	0		
Serial No	1	0	0	0		
Datetime	2013-08-23 11:27:57	0	0	0		
School					<a href="#">View All</a>	
Pupils on Roll					<a href="#">View All</a>	
Pupils No Longer on Roll					<a href="#">View All</a>	

- 2) Choose which section of the return you wish to edit using the 'View All' buttons.

School	<a href="#">View All</a>
Pupils on Roll	<a href="#">View All</a>
Pupils No Longer on Roll	<a href="#">View All</a>

# Editing the return level screen

The first screen you see will be the return level screen.

- 1) To edit click on the 'Edit' button to the top of the screen:

The screenshot shows the COLLECT Portal interface for 'SC13 Autumn' at 'Abbey College, Ramsey'. The 'Return Level Errors' table is displayed with columns for Errors (E, Q), OK Errors, and Return Level Notes. The 'View' button in the top right navigation bar is circled in red. The table below shows data for 'School Census Autumn 2013'.

Return Level Errors		Errors		OK Errors	Return Level Notes
E	Q	E	Q		
0	5	0	0	0	

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
School Census Autumn 2013						
Collection	SC	0	0	0		
Term	AUT	0	0	0		
Year	2013	0	0	0		
Reference Date	2013-10-03	0	0	0		
Source Level	S	0	0	0		
LA	873 - CAMBRIDGESHIRE	0	0	0		
Estab	4603	0	0	0		
Software Code	xmlTemplate	0	0	0		
Release	1.00.SC-AUT	0	0	0		
Xversion	2013	0	0	0		
Serial No	1	0	0	0		
Datetime	2013-08-23 11:27:57	0	0	0		
School						<a href="#">View All</a>
Pupils on Roll						<a href="#">View All</a>
Pupils No Longer on Roll						<a href="#">View All</a>

Clicking 'Edit' changes the mode, the screen will refresh and you will now see the fields you are able to edit change to contain black text.

- 2) Overtyping anything you wish to change and clicking on 'View' to save the change.

The screenshot shows the same COLLECT Portal interface, but now in 'Edit' mode. The 'View' button in the top right navigation bar is circled in red. The 'Xversion' field in the 'School Census Autumn 2013' table is also circled in red, showing the value '2013'. A 'View record data' button is visible below the navigation bar.

Return Level Errors		Errors		OK Errors	Return Level Notes
E	Q	E	Q		
0	5	0	0	0	

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
School Census Autumn 2013						
Collection	SC	0	0	0		
Term	AUT	0	0	0		
Year	2013	0	0	0		
Reference Date	2013-10-03	0	0	0		
Source Level	S	0	0	0		
LA	873 - CAMBRIDGESHIRE	0	0	0		
Estab	4603	0	0	0		
Software Code	xmlTemplate	0	0	0		
Release	1.00.SC-AUT	0	0	0		
Xversion	2013	0	0	0		
Serial No	1	0	0	0		
Datetime	2013-08-23 11:27:57	0	0	0		
School						<a href="#">View All</a>
Pupils on Roll						<a href="#">View All</a>
Pupils No Longer on Roll						<a href="#">View All</a>

You will see a scroll icon has appeared in the history column – this denotes that a change has been made on the return.

COLLECT Portal

SC13 Autumn

All Errors All Notes Add View Edit Delete Status

SC13 Autumn - Abbey College, Ramsey

Return Level Errors		Errors		OK Errors	Return Level Notes
		E	Q		
		0	5	0	

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
School Census Autumn 2013						
Collection	SC	0	0	0		
Term	AUT	0	0	0		
Year	2013	0	0	0		
Reference Date	2013-10-03	0	0	0		
Source Level	S	0	0	0		
LA	873 - CAMBRIDGESHIRE	0	0	0		
Estab	4603	0	0	0		
Software Code	xmlTemplate	0	0	0		
Release	1.00 SC-AUT	0	0	0		
Xversion	2013	0	0	0		
Serial No	2	0	0	0		
Datetime	2013-08-23 11:27:57	0	0	0		
School						<a href="#">View All</a>
Pupils on Roll						<a href="#">View All</a>
Pupils No Longer on Roll						<a href="#">View All</a>

Double clicking on the scroll will show the change that has been made, when and by which username

Data Log Page

History Report - SchoolCensus 2013 Autumn [Back](#)

Abbey College, Ramsey  
History report on 29/08/2013 at 11:43:26

Data Serial No

Action	User	Start Date	End Date
Update	Kirsty Bennett		

Action	Old Value	New Value	User	Role	Organisation	Date
Update	1	2	Kirsty Bennett	Source	Department for Education	27/08/2013 13:50:39

# Editing the School Details

1) Use the 'View All' Buttons to navigate to the School section

School	<a href="#">View All</a>
Pupils on Roll	<a href="#">View All</a>
Pupils No Longer on Roll	<a href="#">View All</a>

2) You will be presented with the school details. Click on 'Edit'

COLLECT Portal

School - Characteristics

All Errors All Notes Add View **Edit** Delete Status

Drill Up Error All Notes

School - Characteristics - Abbey College, Ramsey

School Name Test School School Type 49 - Academies Rule Errors 3

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
School Characteristics						
School Name	Test School	0	0	0		
School Phase	SS - Secondary (including CTCs and Academies)	2	1	0		
School Type	49 - Academies	0	0	0		
Maximum Year Group	14 - Year 14	1	0	0		
Minimum Year Group	1 - Year 1	0	0	0		
Intake Type	COMP - Comprehensive	2	1	0		
Governance	CA - Academies	2	1	0		
School Email Address	SCHOOL@SCHOOL.COM	0	0	0		
School Telephone Number	01325 39262	0	0	0		

3) Overtyping the data or using the dropdown options to select updated data and click 'View' to save.

COLLECT Portal

School - Characteristics

All Errors All Notes Add View Edit Delete Status

View record data

School - Characteristics - Abbey College, Ramsey

School Name Test School School Type 49 - Academies Rule Errors 3

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
School Characteristics						
School Name	Test School	0	0	0		
School Phase	SS - Secondary (including CTCs and Academies)	2	1	0		
School Type	49 - Academies	0	0	0		
Maximum Year Group	14 - Year 14	1	0	0		
Minimum Year Group	1 - Year 1	0	0	0		
Intake Type	COMP - Comprehensive	2	1	0		
Governance	CA - Academies	2	1	0		
School Email Address	academy@email.com	0	0	0		
School Telephone Number	01325 39262	0	0	0		

# Updating Class Information

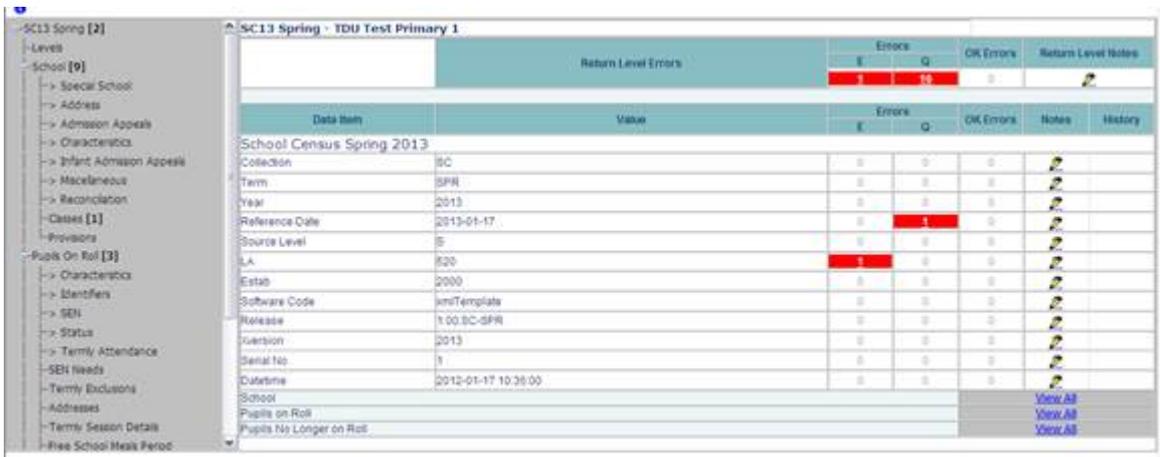
The spring census collects information regarding all classes running at the selected time on census day. The Infant Class guide states that the School Standards and Framework Act limit the size of an infant class during an ordinary teaching session to 30 pupils per teacher.

There are certain exceptions to the limit as specified in the School Census Guide. These exceptions need to be **manually** entered into COLLECT by the LA/school once double checked they are correct. Please follow the steps below to do this.

- 1) Once logged into COLLECT, select the correct school and 'Open Return'



- 2) Click on the School 'View All' link



3) Now click on the Classes 'View All'

Data Item	Value	Errors	OK Errors	Notes	History
School Name	TDU Test	0	0	0	
School Phase	PS - Primary	0	0	0	
School Type	17 - Junior school, 7/8-11	0	0	0	
Maximum Year Group	5 - Year 5	0	0	0	
Minimum Year Group	1 - Year 1	0	0	0	
Intake Type	comp	0	0	0	
Governance	FO - Foundation	0	0	0	
School Email Address	MGM.COM	0	0	0	
School Telephone Number	01325 39262	0	0	0	
Classes					<a href="#">View All</a>

4) Select the class with the illegal size by clicking on it, then click 'Edit'

Class Reference Name	Class Key Stage	Class Year Group	Number of Pupils from the host school in class	Risks Errors
A	1 - Key Stage 1	2 - Year 2	1	0
B	1 - Key Stage 1	1 - Year 1	31	1

Data Item	Value	Errors	OK Errors	Notes	History
Class Reference Name	B	0	0	0	
Number of Teachers in Class	1	0	1	0	
Number of Adult Non Teachers in Class	0	0	0	0	
Class Year Group	1 - Year 1	0	1	0	
Class Type	0 - Not a numeric class	0	0	0	
Class Key Stage	1 - Key Stage 1	0	1	0	
Class Activity	MA - Mathematics or Numeracy	0	0	0	
Number of Pupils from the host school in class	31	0	1	0	
Number of Pupils from other schools in the class	0	0	1	0	
The number of teachers on PPA time		0	1	0	
The number of pupils who are on exception A		0	1	0	
The number of pupils who are on exception B		0	1	0	
The number of pupils who are on exception C		0	1	0	
The number of pupils who are on exception D		0	1	0	
The number of pupils who are on exception E		0	1	0	

5) You need to enter either, an increase in teachers, the amount of teachers on PPA or the amount of pupils admitted under each exception. Then click 'View' to save.

TDU Test, Mowden Hal

Classes - TDU Test Primary 1

Class Reference Name	Class Key Stage	Class Year Group	Number of Pupils from the host school in class	Rule Errors
B	1 - Key Stage 1	1 - Year 1	31	1

Data Item	Value	Errors			Notes	History
		E	Q	OK Errors		
Class Reference Name	B	0	0	0		
Number of Teachers in Class	1	0	1	0		
Number of Adult/Non Teachers in Class	0	0	0	0		
Class Year Group	1 - Year 1	0	1	0		
Class Type	0 - Not a nursery class	0	0	0		
Class Key Stage	1 - Key Stage 1	0	1	0		
Class Activity	MA - Mathematics or Numeracy	0	0	0		
Number of Pupils from the host school in class	31	0	1	0		
Number of Pupils from other schools in the class	0	0	1	0		
The number of teachers on PPA time		0	1	0		
The number of pupils who are on exception A		0	1	0		
The number of pupils who are on exception B		0	1	0		
The number of pupils who are on exception C		0	1	0		
The number of pupils who are on exception D	1	0	1	0		
The number of pupils who are on exception E		0	1	0		
The number of pupils who are on exception F		0	1	0		
The number of pupils who are on exception G		0	1	0		
The number of pupils who are on exception H		0	1	0		

6) The query will now have cleared from the return for that class.

Classes - TDU Test Primary 1

Class Reference Name	Class Key Stage	Class Year Group	Number of Pupils from the host school in class	Rule Errors
B	1 - Key Stage 1	1 - Year 1	31	0

**This needs to be done for all illegal Stage classes in your LA.**

**Please ensure all changes you make are reflected in the schools MIS for future uploads/data collections.**

# Editing a Pupil Record

- 1) Use the 'View All' buttons to navigate to the 'Pupil on Roll' or 'Pupil no Longer on Roll' section of the return

School	<a href="#">View All</a>
Pupils on Roll	<a href="#">View All</a>
Pupils No Longer on Roll	<a href="#">View All</a>

- 2) You will be presented with a list of pupils; you can use the filter bar to search for a particular child using UPN, Surname or Date of Birth.

All Errors										All Notes										Add	View	Edit	Delete	Status							
Pupil On Roll - Identifiers - Abbey College, Ramsey																				Drill Up	Error										
Unique Pupil Number (UPN)										Pupil Surname										Pupil Date of Birth										Reset	Go
UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM																			
V873460314581	TEST	ONE	1999-06-01	C - Current (single registration at this school)	1	0	0	0	0	0	0	0																			
P873468041542	TESY	TWO	1996-05-05	M - Current main (dual registration)	1	0	0	0	0	0	2	0																			

- 3) Once you have the correct pupil record shown you need to select which area of the return you wish to edit by clicking on either the headers.

COLLECT Portal																															
Pupil On Roll - Identifiers																															
All Errors										All Notes										Add	View	Edit	Delete	Status							
Pupil On Roll - Identifiers - Abbey College, Ramsey																				Drill Up	Error										
Unique Pupil Number (UPN)										Pupil Surname										Pupil Date of Birth										Reset	Go
UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM																			
V873460314581	TEST	ONE	1999-06-01	C - Current (single registration at this school)	1	0	0	0	0	0	0	0																			
Pupil On Roll Characteristics				Pupil On Roll Status				Pupil On Roll Termly Attendance				Pupil On Roll Summer Half Term 2 Attendance				Pupil On Roll Annual Attendance															
Data Item				Value				Errors				OK Errors				Notes				History											
Pupil on Roll Identifiers																															
Missing Address								0				0				0															
Unique Pupil Number(UPN)				V873460314581				1				0				0															
Pupil's Former UPN								0				0				0															
ULN								0				0				0															
Pupil Surname				TEST				0				0				0															
Pupil Forename				ONE				0				0				0															
Pupil Middle Names								0				0				0															
Pupil Former Surname								0				0				0															
Pupil Preferred Surname								0				0				0															
Gender of pupil				F - Female				0				0				0															
Pupil Date of Birth				1999-06-01				0				0				0															
Pupil On Roll Termly Exclusions																<a href="#">View All</a>															
Pupil On Roll Post 16 Learning Aims																<a href="#">View All</a>															
Pupil On Roll Addresses																<a href="#">View All</a>															
Transfer Pupil to Off Roll																															

Once you have navigated to the correct area of the pupil record please click 'Edit'.

COLLECT Portal																								
SC13 Autumn																								
All Errors										All Notes										Add	View	Edit	Delete	Status

- Overtyping or using drop down menus to update the information and clicking 'View' to save.

COLLECT Portal

Pupil On Roll - Status

**Pupil On Roll - Status - Abbey College, Ramsey**

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM
V873460314581	TEST	ONE	1999-06-01	C - Current (single registration at this school)	1	0	0	0	0	0	0	0
P873468041542	TESY	TWO	1996-05-05	M - Current main (dual registration)	1	0	0	0	0	0	2	0

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Pupil Enrolment Status	C - Current (single registration at this school)	0	0	0		
Pupil Class Type	C - Current (single registration at this school)	0	0	0		
Pupil Date of Entry	M - Current main (dual registration)	0	0	0		
Pupil Part-Time Indicator	S - Current subsidiary (dual registration)	0	0	0		
Pupil Boarder Indicator	N - Not a boarder	0	0	0		
Pupil's Actual National Curriculum Year Group	9 - Year 9	0	0	0		
Pupil SEN Provision	N - No Special Educational Need	0	0	0		
Not Funded Duplicate						

# Popular Changes

This section shows the most frequent changes made to a return within COLLECT.

## Changing a UPN

- 1) To make the fields in the return open for editing click on the 'Edit' button displayed in the top right hand corner of the screen

COLLECT Portal

Pupil On Roll - Identifiers

All Errors All Notes Add View Edit Delete Status

Pupil On Roll - Identifiers - Abbey College, Ramsey

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM
V873460314581	TEST	ONE	1999-06-01	C - Current (single registration at this school)	1	0	0	0	0	0	0	0
P873468041542	TESY	TWO	1996-05-05	M - Current main (dual registration)	1	0	0	0	0	0	2	0

Pupil On Roll Identifiers

Data Item	Value	E	Q	OK Errors	Notes	History
Missing Address		0	0	0		
Unique Pupil Number(UPN)	V873460314581	1	0	0		
Pupil's Former UPN		0	0	0		
ULN		0	0	0		
Pupil Surname	TEST	0	0	0		
Pupil Forename	ONE	0	0	0		
Pupil Middle Names		0	0	0		
Pupil Former Surname		0	0	0		
Pupil Preferred Surname		0	0	0		
Gender of pupil	F - Female	0	0	0		
Pupil Date of Birth	1999-06-01	0	0	0		

Transfer Pupil to Off Roll

- 2) You will need to overtype the UPN with the updated one. Once done click 'View' to save the change

Pupil On Roll - Identifiers

All Errors All Notes Add View Edit Delete Status

Pupil On Roll - Identifiers - Abbey College, Ramsey

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM
G87346031102A	TEST	ONE	1999-06-01	C - Current (single registration at this school)	1	0	0	0	0	0	0	0
P873468041542	TESY	TWO	1996-05-05	M - Current main (dual registration)	1	0	0	0	0	0	2	0

Pupil on Roll Identifiers

Data Item	Value	E	Q	OK Errors	Notes	History
Missing Address		0	0	0		
Unique Pupil Number(UPN)	G87346031102A	1	0	0		
Pupil's Former UPN		0	0	0		
ULN		0	0	0		
Pupil Surname	TEST	0	0	0		
Pupil Forename	ONE	0	0	0		
Pupil Middle Names		0	0	0		
Pupil Former Surname		0	0	0		
Pupil Preferred Surname		0	0	0		
Gender of pupil	F - Female	0	0	0		
Pupil Date of Birth	1999-06-01	0	0	0		

- 3) You can tell that a change has been made by displaying a scroll in the history column of the return.

Pupil On Roll - Identifiers

All Errors All Notes Add View Edit Delete Status

Drill Up Error

Pupil On Roll - Identifiers - Abbey College, Ramsey

All Notes

Reset Go

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM
G87346031102A	TEST	ONE	1999-06-04	C - Current (single registration at this school)	1	0	0	0	0	0	0	0
P873468041542	TESY	TWO	1996-05-05	M - Current main (dual registration)	1	0	0	0	0	0	2	0

Pupil On Roll Characteristics	Pupil On Roll Status	Pupil On Roll Termly Attendance	Pupil On Roll Summer Half Term 2 Attendance	Pupil On Roll Annual Attendance
Data Item	Value	Errors	Notes	History
		E	Q	OK Errors
Pupil on Roll Identifiers				
Missing Address		0	0	0
Unique Pupil Number(UPN)	G87346031102A	1	0	0
Pupil's Former UPN		0	0	0
ULN		0	0	0
Pupil Surname	TEST	0	0	0
Pupil Forename	ONE	0	0	0
Pupil Middle Names		0	0	0
Pupil Former Surname		0	0	0
Pupil Preferred Surname		0	0	0
Gender of pupil	F - Female	0	0	0
Pupil Date of Birth	1999-06-01	0	0	0
Pupil On Roll Termly Exclusions				View All
Pupil On Roll Post 16 Learning Aims				View All
Pupil On Roll Addresses				View All

- 4) Double clicking on the scroll will show the change that has been made, when and by which username

Data Log Page

History Report - SchoolCensus 2013 Autumn Back

Abbey College, Ramsey

History report on 27/08/2013 at 15:30:22

Data Unique Pupil Number(UPN)

Filter By: Action User Start Date End Date Go Reset

Action	Old Value	New Value	User	Role	Organisation	Date
Update	G873460311024	G87346031102A	Kirsty Bennett	Source	Department for Education	27/08/2013 15:24:30
Update	G873460311020	G873460311024	Kirsty Bennett	Source	Department for Education	27/08/2013 15:24:28
Update	V873460314581	G873460311020	Kirsty Bennett	Source	Department for Education	27/08/2013 15:24:25

## Off rolling a pupil

- 1) Locate the pupil in the same way as above through the pupils on roll 'View All' and filter bar.
- 2) Once found the correct pupil click on the edit button



- 3) You will see a drop down box becomes available at the bottom of the screen, to transfer the pupil off roll change this to 'True'

A screenshot of the 'Pupil On Roll - Identifiers' interface for 'Abbey College, Ramsey'. The interface shows a table of pupils and a detailed view of a specific pupil. At the bottom, there is a section titled 'Transfer Pupil to Off Roll' with a dropdown menu set to 'True'.

UPN	SurnameForename	DOB	Pupil Enrolment Status	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM
G87346031102A	TEST ONE	1999-06-01	C - Current (single registration at this school)	1	0	0	0	0	0	0	0
P873468041542	TESY TWO	1996-05-05	M - Current main (dual registration)	1	0	0	0	0	0	2	0

Data Item	Value	Errors	Q	OK Errors	Notes	History
Missing Address		0	0	0		
Unique Pupil Number(UPN)	G87346031102A	1	0	0		
Pupil's Former UPN		0	0	0		
ULN		0	0	0		
Pupil Surname	TEST	0	0	0		
Pupil Forename	ONE	0	0	0		
Pupil Middle Names		0	0	0		
Pupil Former Surname		0	0	0		
Pupil Preferred Surname		0	0	0		
Gender of pupil	F - Female	0	0	0		
Pupil Date of Birth	1999-06-01	0	0	0		
Pupil On Roll Termly Exclusions					View All	
Pupil On Roll Post 16 Learning Aims					View All	
Pupil On Roll Addresses					View All	

Transfer Pupil to Off Roll:

The record will update overnight and the pupil will show in off roll the next working day.  
 You need to then find the pupil in the 'Pupil no Longer on Roll' section & add their leaving date.



4) Once all address details entered click on 'Save'

The screenshot shows the 'COLLECT Portal' interface. At the top, there's a header 'COLLECT Portal' and a sub-header 'Addresses'. Below that, an 'INFORMATION' bar states 'No matching AddressesOnRoll records found'. A central area contains the text 'Add new record?' and two buttons: 'Save' (circled in red) and 'Cancel'. Below this, a breadcrumb trail shows '> P873468041542,TWO,TESY'. The main content area is titled 'Addresses - Abbey College, Ramsey' and contains a table with columns: UPII, Surname, Forename, DOB, Postcode, Address Line 1, Dwelling (PAON), and Errors. The table is divided into sections: 'Pupil On Roll Address', 'BS7666 Format', 'Dwelling (PAON)', and 'Line Address Format'. Each section has a 'Data Item' column and a 'Value' column. The 'Errors' column has sub-columns for 'E', 'Q', and 'OK Errors', along with 'Notes' and 'History' columns. The 'Pupil On Roll Address' section shows 'Postcode' as 'DL3 9BG'. The 'BS7666 Format' section shows 'Sub-dwelling (SAON)' as 'Mowden Hall'. The 'Dwelling (PAON)' section shows 'Street' as 'Standrop Road' and 'Locality' as 'Darlington'. The 'Line Address Format' section shows 'Address Line 1' through 'Address Line 5'.

5) This will now save the address and clear any 2355Q query.

## Changes to data in Pupil records

### E.g. Language, DOB, Enrol Status

You can change any information about the pupil in the same way as changing UPN.

You need to locate the part of the return with the incorrect information and then click 'edit' to change it, either by overwriting or using a drop down menu of options.

## Deleting a pupil from the return

Sometimes you may need to completely remove a pupil from the return if they have pulled through in error.

The most common occurrence of this is off roll pupils under 4 where we do not collect attendance/exclusion/post 16 data. You will see errors 1925 or 1926 in this case.

On checking the records if you are confident this is the case and the pupil needs removing please follow these steps.

- 1) Locate the pupil on the return please use the UPN search where possible to ensure the correct pupil is selected.
- 2) Double check you have the correct pupil highlighted in blue and the text is in bold and click the 'Delete' button.

**COLLECT Portal**

**Pupils No Longer On Roll - Identifiers**

All Errors   All Notes   Add   View   Edit   **Delete**   Status

---

**Pupils No Longer On Roll - Identifiers - Abbey College, Ramsey**

Drill Up   Error

All Notes

Reset   Go

Unique Pupil Number (UPN)   H873547854112   Pupil Surname   Pupil Date of Birth

UPN	Surname	Forename	DOB	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Click to filter displayed data
H873547854112	TEST	THREE	2000-01-01	1		0	0	0	

Pupil No Longer On Roll Characteristics	Pupil No Longer On Roll Status	Pupil No Longer on Roll Termly Attendance	Pupil No Longer On Roll Summer Half Term 2 Attendance	Pupil No Longer On Roll Annual Attendance
Data Item	Value	Errors		OK Errors
		E	Q	Notes

**Pupil No Longer On Roll Identifiers**

Missing Address		0	0	0	
Unique Pupil Number(UPN)	H873547854112	1	0	0	
Pupil's Former UPN		0	0	0	
ULN		0	0	0	
Pupil Surname	TEST	0	0	0	
Pupil Forename	THREE	0	0	0	
Pupil Middle Names		0	0	0	
Pupil Former Surname		0	0	0	
Gender of pupil	F - Female	0	0	0	
Pupil Date of Birth	2000-01-01	0	0	0	

Pupil No Longer on Roll Termly Exclusions   View All

Pupil No Longer On Roll Post 16 Learning Aims   View All

Pupil No Longer On Roll Addresses   View All

Transfer Pupil To On Roll

You then need to confirm this action or cancel if done in error.

Pupils No Longer On Roll - Identifiers

Confirm deletion ? Yes No

**Pupils No Longer On Roll - Identifiers - Abbey College, Ramsey**

Unique Pupil Number (UPN)  Pupil Surname  Pupil Date of Birth  Reset Go

UPN	Surname	Forname	DOB	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16
H873547854112	TEST	THREE	2000-01-01	1		0	0	0	0	0

Data Item	Value	Pupil No Longer On Roll Summer Half Term 2 Attendance			Notes	History
		E	Q	OK Errors		
<b>Pupil No Longer On Roll Identifiers</b>						
Missing Address		0	0	0		
Unique Pupil Number(UPN)	H873547854112	1	0	0		
Pupil's Former UPN		0	0	0		
ULN		0	0	0		
Pupil Surname	TEST	0	0	0		
Pupil Forename	THREE	0	0	0		
Pupil Middle Names		0	0	0		
Pupil Former Surname		0	0	0		
Gender of pupil	F - Female	0	0	0		
Pupil Date of Birth	2000-01-01	0	0	0		
Pupil No Longer on Roll Termly Exclusions					View All	
Pupil No Longer On Roll Post 16 Learning Aims					View All	
Pupil No Longer On Roll Addresses					View All	
Transfer Pupil To On Roll <input type="text"/>						

Please note – Unlike a change to the return deleting a pupil is irreversible without a re-load of data. Please ensure you have highlighted the correct child before removing.

## Removing a duplicate record

The DfE will run extra checks on your data prior to authorising such as looking at duplicate records i.e. FSM periods or Exclusions. We will contact you regarding these and ask that you update COLLECT to only show one. Using duplicate exclusions as an example please follow the following steps.

- 1) Locate the pupil using the 'View All' buttons and filter bar. Once correct pupil highlighted, click on Pupil on Roll Termly Exclusions 'View All'

**COLLECT Portal**

Pupils No Longer On Roll - Identifiers

All Errors All Notes Add View Edit Delete Status

SC13 Autumn  
Levels  
School [3]  
Characteristics  
Pupil On Roll [2]  
Annual Attendance  
Characteristics  
Identifiers  
Status  
Summer Half Term Attendance  
Termly Attendance  
Termly Exclusions  
Termly Session Details  
Addresses  
AnnualSessionDetails  
Learning Aims [2]  
FSMperiod  
Summer Half Term 2 Session Details  
Pupils No Longer On Roll [1]  
Annual Attendance  
Characteristics  
Identifiers  
Status

Pupils No Longer On Roll - Identifiers - Abbey College, Ramsey

Drill Up Error  
All Notes  
Reset Go

UPN	Surname	Forename	DOB	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16
H873547854112	TEST	THREE	2000-01-01	1	0	0	0	0	0	0

Pupil No Longer On Roll Characteristics Pupil No Longer On Roll Status Pupil No Longer On Roll Termly Attendance Pupil No Longer On Roll Summer Half Term 2 Attendance Pupil No Longer On Roll Annual Attendance

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Pupil No Longer On Roll Identifiers						
Missing Address		0	0	0		
Unique Pupil Number(UPN)	H873547854112	1	0	0		
Pupil's Former UPN		0	0	0		
ULN		0	0	0		
Pupil Surname	TEST	0	0	0		
Pupil Forename	THREE	0	0	0		
Pupil Middle Names		0	0	0		
Pupil Former Surname		0	0	0		
Gender of pupil	F - Female	0	0	0		
Pupil Date of Birth	2000-01-01	0	0	0		
Pupil No Longer on Roll Termly Exclusions						
Pupil No Longer On Roll Post 16 Learning Aims						
Pupil No Longer On Roll Addresses						
Transfer Pupil To On Roll						

View All View All View All

- 2) You will see the exclusions listed here. Please highlight the one you wish to remove by clicking on it and then click the delete button.

**COLLECT Portal**

Termly Exclusions

All Errors All Notes Add View Edit Delete Status

H873547854112,THREE,TEST

SC13 Autumn  
Levels  
School [3]  
Characteristics  
Pupil On Roll [2]  
Annual Attendance  
Characteristics  
Identifiers  
Status  
Summer Half Term Attendance  
Termly Attendance  
Termly Exclusions  
Termly Session Details  
Addresses  
AnnualSessionDetails

Termly Exclusions - Abbey College, Ramsey

Drill Up Error  
All Notes

UPN	Surname	Forename	DOB	Category	Reason	Start Date	Sessions	Errors
H873547854112	TEST	THREE	2000-01-01	FXD - Fixed Period	PP - Physical assault against a pupil	2013-01-30	4	0
H873547854112	TEST	THREE	2000-01-01	FXD - Fixed Period	PP - Physical assault against a pupil	2013-01-30	4	0

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Pupil No Longer On Roll Termly Exclusions						
Exclusion Category	FXD - Fixed Period	0	0	0		
Exclusion Reason	PP - Physical assault against a pupil	0	0	0		
Exclusion Start Date	2013-01-30	0	0	0		
Exclusion actual number of sessions	4	0	0	0		
In Care Indicator	False	0	0	0		
Pupil SEN Provision	N - No Special Educational Need	0	0	0		

- 3) You then need to confirm this action by clicking 'Yes'

**COLLECT Portal**

Termly Exclusions

Confirm deletion ?

Yes No

H873547854112,THREE,TEST

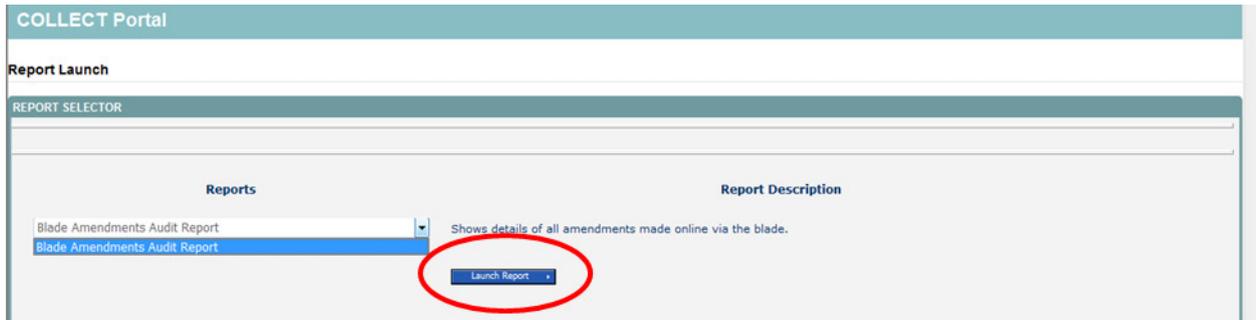
# Reports

A new report has been added to COLLECT which will detail the change history of a school. This report is available to all schools and Local Authority users.

- 1) Click on the Launch Reports button



- 2) Select Blade Amendments Report from the drop down & click 'Launch Reports'

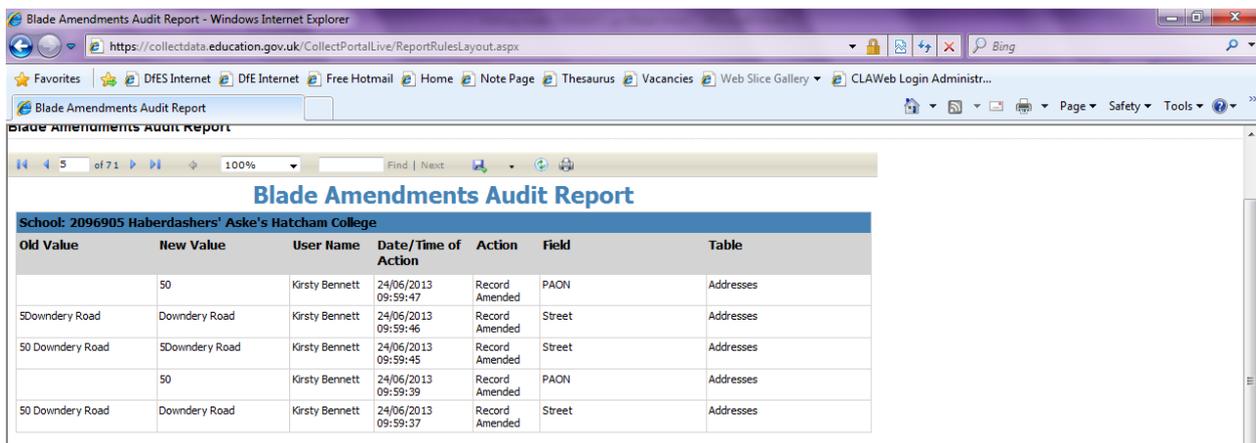


- 3) Click on Launch Report again on the next page to confirm



- 4) Your report will be displayed detailing any change that has been made to the collection.

LAs - You will see a full list of schools where changes have been made.



Please follow the COLLECT user guide to see how to export or print this report.

## Help

If you have any queries or have a change to your contact details please could you complete a [Service Request form](#).



Department  
for Education

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