



Department  
for Education

# **Parental responsibility measures: attendance data collection (PRM-A) 2014**

**Instructions for local authorities on how  
to use COLLECT 2014**

**August 2014**

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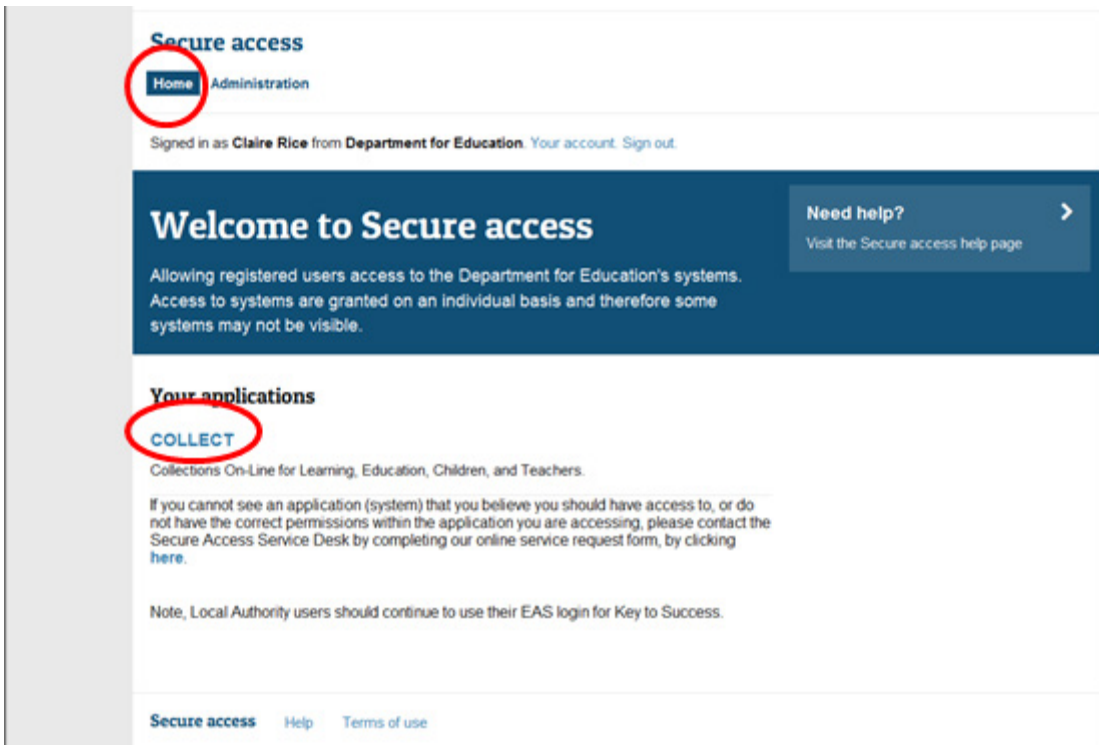
# COLLECT and Secure Access

Access to COLLECT is through the Department's Secure Access System (SA)

The screenshot shows the 'Secure access' login page. At the top, there is a header 'Secure access' and a link for 'Forgotten username or password?'. Below this are input fields for 'Username' and a password field (represented by dots). To the right of the password field is a checkbox labeled 'I agree to the terms of use' and a 'Sign in' button. A large blue banner contains the text 'Welcome to Secure access' and a sub-header 'First time here?' with a right-pointing arrow and the text 'Visit the Secure Access Help page'. Below the banner is a section titled 'Announcements' with three entries: 1) '07/04/2014 S2S Secure Data Transfer - Essential Maintenance' with details about system unavailability on 8th April 2014; 2) '28/03/2014 Secure Access - Scheduled Downtime' with details about unavailability on Friday 4th April 4-6pm; 3) '09/12/2013 School Access to COLLECT, s2s and KTS' with a note about contacting the Approver for school access requests.

Full Secure Access guidance is published on the [Secure Access Website](#).

Once successfully registered, click on to 'Home' and then click on 'COLLECT' to enter COLLECT as below



Once successfully registered, open the 'Your applications' tab to access COLLECT, as above.



Click on 'continue', as above

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

Some screenshots are taken from our test environment. They should not be any different to the screens you use.

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.

Home Page

MY DATA COLLECTIONS

Data Collection	User Role	Organisation	Status	Disc Date	Days Due
ParentalResponsibilityM-A2013	Source	Darlington	Live	31/10/2013 00:00:00	86

<>

[Select Data Collection](#)

[News](#)

## LA (Source Page) Screen

The Source page provides a summary of the latest position with respect to the data collection

Source Page ParentalResponsibilityM-A2013

**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?**

<b>Data Return Submission</b>	<b>Data Return Approval</b>	<b>Data Return Authorisation</b>
Date Submitted <input type="text"/>	Date Approved <input type="text"/>	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.

For further help please contact the help desk on 01325 392626 and select Option 1, or [dsg.helpdesk@education.gsi.gov.uk](mailto:dsg.helpdesk@education.gsi.gov.uk)

## My data return

This area shows the status of the return, the number of errors, queries and OK errors.

Status will be one of the following:

**No Data** – the return has not been added to the system.

**Loaded and Validated** – A data return has been added and validated but not yet submitted.

**Submitted** – the return has been submitted by the LA .

**Amended by Source** - the return has been amended by the LA (source).

**Authorised** – the return has been checked and authorised by the Collector(DfE).

Status is followed by a series of buttons as listed below:

**Add Return on Screen** – allows the source to type the return on screen – this return should be added on screen.

**Open Return**– This option is unavailable until data has been entered and is used to access the data for editing or viewing.

**Submit Return** – This option is unavailable until the data has been entered and is used to submit the data to the DfE – this should only be done when the data is complete and clean. Control then passes to the DfE.

**Export to File** – This is unavailable until the data has been entered and is used to

export the data either as a single XML file or a CSV file.

**Launch Reports** – There are no reports available for this data collection

**Delete Return** – This option is only available when data has been entered and is used to delete the LA data from the system.

## Adding a Return

To add a return, the user must click the 'Add Return on screen' button.

Source Page ParentalResponsibilityM-A2013

MY DATA RETURN

The status of your data return :

Errors :       Queries :       OK Errors :

What can I do with My Data Return?

**Add Return on screen...**      Press this button to Import a file into your data return

Open Return...      Press this button to Add a new return using a web form

Submit Return...      Press this button to Open your data return

Export to file...      Press this button to Submit your completed data return

Launch Reports...      Press this button to Report on your data return

Delete Return...      Press this button to Delete your data return

What is happening to My Data Return?

Data Return Submission      Data Return Approval      Data Return Authorisation

Date Submitted:       Date Approved:       Date Authorised:

I need some help

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

For further help please contact the help desk on 01325 392626 and select Option 1, or [dsg.helpdesk@education.gsi.gov.uk](mailto:dsg.helpdesk@education.gsi.gov.uk)

The next screen to appear is the Parental Responsibility Measures - Attendance return form, as shown.

Parental Responsibility Measures Attendance

Add new record ?      Save      Cancel

Parental Responsibility Measures Attendance - Darlington

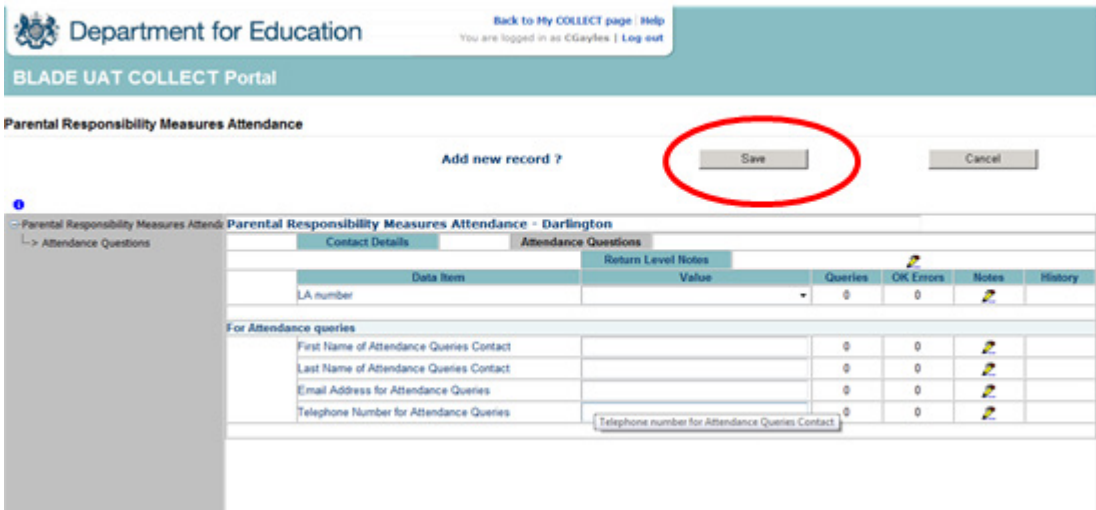
Contact Details      Attendance Questions

Data Item	Return Level Notes	Value	Queries	OK Errors	Notes	History
LA number			0	0		
For Attendance queries						
First Name of Attendance Queries Contact			0	0		
Last Name of Attendance Queries Contact			0	0		
Email Address for Attendance Queries			0	0		
Telephone Number for Attendance Queries			0	0		

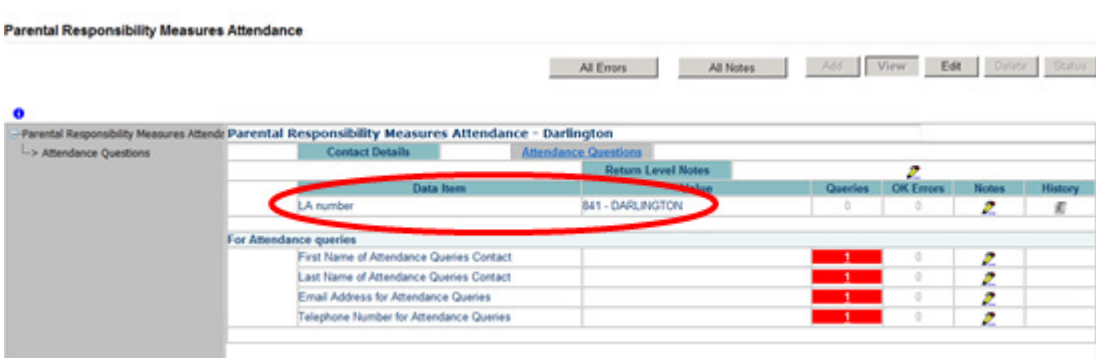
Telephone number for Attendance Queries Contact

First click on 'Save'





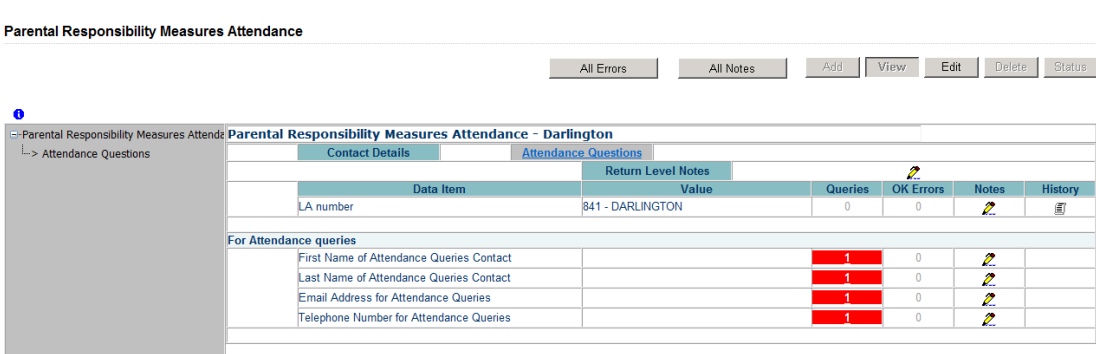
Your LA number and Name will be automatically pre-populated.



## Navigating through the screens

### Contact Details

The first screen of the PRM-A return allows the user to edit their contact details.



Once completed and to navigate to the attendance questions section of the return, click on Attendance Questions.

Parental Responsibility Measures Attendance

All Errors All Notes Add View Edit Delete Status

0

Parental Responsibility Measures Attendance - Darlington

Attendance Questions

Contact Details		Attendance Questions	Return Level Notes			
Data Item	Value	Queries	OK Errors	Notes	History	
LA number	841 - DARLINGTON	0	0			
For Attendance queries						
First Name of Attendance Queries Contact		1	0			
Last Name of Attendance Queries Contact		1	0			
Email Address for Attendance Queries		1	0			
Telephone Number for Attendance Queries		1	0			

## Attendance Questions

The next screen to appear, allows the LA user to input their attendance data.

Parental Responsibility Measures Attendance - Attendance Questions

All Errors All Notes Add View Edit Delete Status

0

Parental Responsibility Measures Attendance - Attendance Questions - Darlington

Attendance Questions

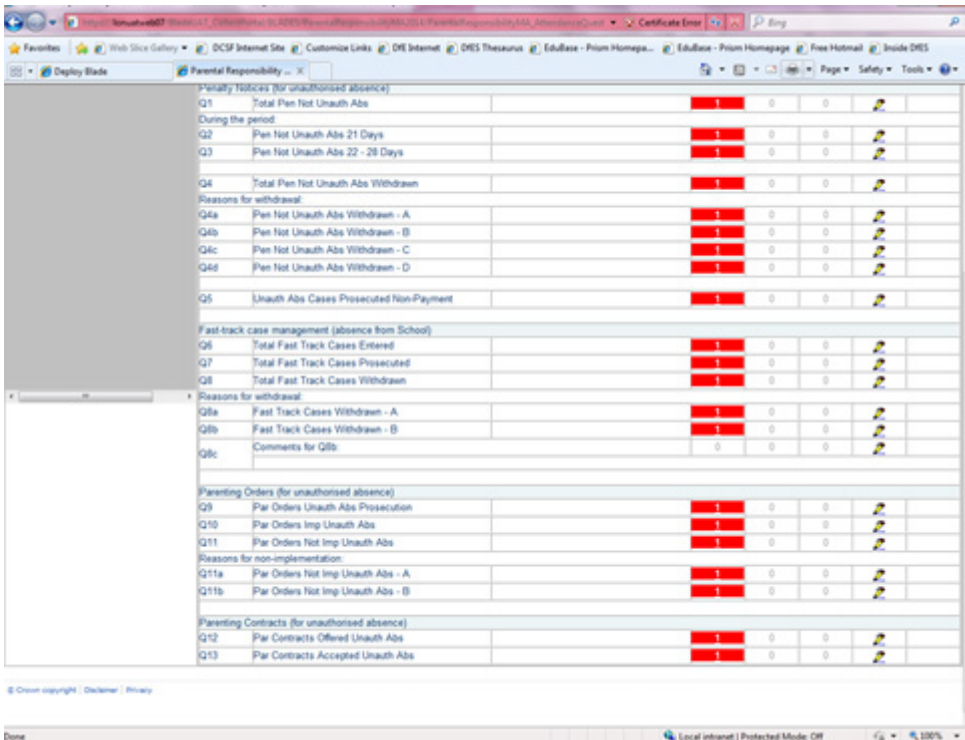
Contact details		Attendance Questions	Value	Errors	Queries	OK Errors	Notes	History
<b>Attendance</b>								
Penalty Notices (for unauthorised absence)								
Q1	Total Pen Not Unauth Abs			1	0	0		
During the period:								
Q2	Pen Not Unauth Abs 28 Days			1	0	0		
Q3	Pen Not Unauth Abs 29 - 42 Days			1	0	0		
Q4	Pen Not Unauth Abs 42 Days			1	0	0		
Q5	Total Pen Not Unauth Abs Withdrawn			1	0	0		
Reasons for withdrawal:								
Q5a	Pen Not Unauth Abs Withdrawn - A			1	0	0		
Q5b	Pen Not Unauth Abs Withdrawn - B			1	0	0		
Q5c	Pen Not Unauth Abs Withdrawn - C			1	0	0		
Q5d	Pen Not Unauth Abs Withdrawn - D			1	0	0		
Q6	Unauth Abs Cases Prosecuted Non-Payment			1	0	0		
Fast-track case management (absence from School)								
Q7	Total Fast Track Cases Entered			1	0	0		
Q8	Total Fast Track Cases Prosecuted			1	0	0		
Q9	Total Fast Track Cases Withdrawn			1	0	0		
Reasons for withdrawal:								
Q9a	Fast Track Cases Withdrawn - A			1	0	0		
Q9b	Fast Track Cases Withdrawn - B			1	0	0		
Q9c	Comments for Q9b:			0	0	0		
Parenting Orders (for unauthorised absence)								
Q10	Par Orders Unauth Abs Prosecution			1	0	0		
Q11	Par Orders Imp Unauth Abs			1	0	0		
Q12	Par Orders Not Imp Unauth Abs			1	0	0		
Reasons for non-implementation:								
Q12a	Par Orders Not Imp Unauth Abs - A			1	0	0		

Done Local intranet | Protected Mode: Off 100%

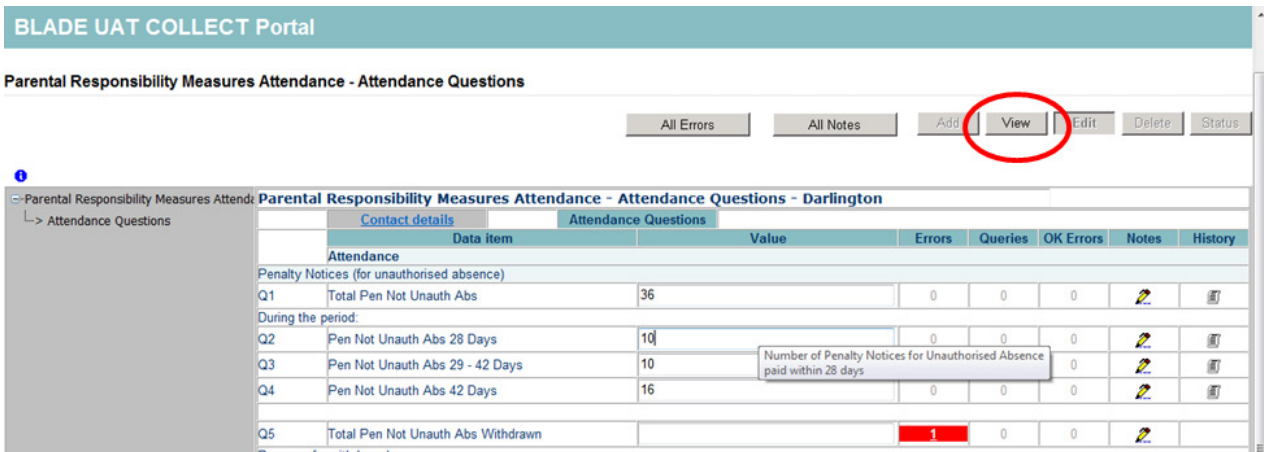
To enter data the user must first click on 'Edit'.

# Editing a return

Clicking on the 'Edit' button, opens the value boxes, allowing the user to add and amend their data next to each questions (Q1 to Q14).



Clicking on view will close the value boxes and save any data that has been added/amended.



# Viewing errors/queries screen

A user can view an error by clicking on the 'All Errors' button on the first page of the return.

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

BLADE UAT COLLECT Portal

Parental Responsibility Measures Attendance

All Errors All Notes Add View Edit Delete Status

Parental Responsibility Measures Attendance - Darlington

Data Item	Value	Queries	OK Errors	Notes	History
LA number	841 - DARLINGTON	0	0		
For Attendance queries					
First Name of Attendance Queries Contact		1	0		
Last Name of Attendance Queries Contact		1	0		
Email Address for Attendance Queries		1	0		
Telephone Number for Attendance Queries		1	0		

A user can also access the error report by clicking in the error field next to each data value.

Parental Responsibility Measures Attendance - Attendance Questions

All Errors All Notes Add View Edit Delete Status

Parental Responsibility Measures Attendance - Attendance Questions - Darlington

Data Item	Value	Errors	Queries	OK Errors	Notes	History
Penalty notices (for unauthorised absence)						
Q1 Total Pen Not Unauth Abs		1	0	0		
During the period:						
Q2 Pen Not Unauth Abs 28 Days		1	0	0		
Q3 Pen Not Unauth Abs 29 - 42 Days		1	0	0		
Q4 Pen Not Unauth Abs 42 Days		1	0	0		
Q5 Total Pen Not Unauth Abs Withdrawn		1	0	0		
Reasons for withdrawal:						
Q5a Pen Not Unauth Abs Withdrawn - A		1	0	0		
Q5b Pen Not Unauth Abs Withdrawn - B		1	0	0		
Q5c Pen Not Unauth Abs Withdrawn - C		1	0	0		
Q5d Pen Not Unauth Abs Withdrawn - D		1	0	0		
Q5 Unauth Abs Cases Prosecuted Non-Payment		1	0	0		
Fast-track case management (absence from School)						
Q7 Total Fast Track Cases Entered		1	0	0		
Q8 Total Fast Track Cases Prosecuted		1	0	0		
Q9 Total Fast Track Cases Withdrawn		1	0	0		
Reasons for withdrawal:						
Q9a Fast Track Cases Withdrawn - A		1	0	0		
Q9b Fast Track Cases Withdrawn - B		1	0	0		
Q9c Comments for Q9b		0	0	0		
Parenting Orders (for unauthorised absence)						
Q10 Par Orders Unauth Abs Prosecution		1	0	0		
Q11 Par Orders Imp Unauth Abs		1	0	0		
Q12 Par Orders Not Imp Unauth Abs		1	0	0		
Reasons for non-implementation:						
Q12a Par Orders Not Imp Unauth Abs - A		1	0	0		

Once a user has clicked on either 'All Errors' or the data field error, they will be taken to the Blade Error Report page.

Department for Education  
Back to MyCOLLECT page | You are logged in as CGayles | Log out

BLADE UAT COLLECT Portal

Blade Error Report - ParentalResponsibilityM-A2013

Darlington Error report on 06/08/2013 at 12:57 Count 22 Return Details

Rule No.	Return Level	Error Message	Priority	OK'd	Notes	Field	Value
PRAB002		The Contact First Name for Attendance queries should not be BLANK	Queries			Attendance Contact First Name	null
PRAB003		The Contact Last Name for Attendance queries should not be BLANK	Queries				
PRAB007		The email address for Attendance queries should not be BLANK	Queries				
PRAB010		The Tel No for Attendance queries should not be BLANK	Queries				
PRABQ05		Q5 Penalty Notices withdrawn during the period must be greater than or equal to zero.	Errors				
PRABQ05a		Q5a Attendance penalty notices for Unauthorised Absence withdrawn - Reason A must be greater than or equal to zero	Errors				
PRABQ05b		Q5b Number of penalty notices for Unauthorised Absence withdrawn - Reason B must be greater than or equal to zero	Errors				
PRABQ05c		Q5c Number of penalty notices for Unauthorised Absence withdrawn - Reason C must be greater than or equal to zero	Errors				
PRABQ05d		Q5d Number of penalty notices for Unauthorised Absence withdrawn - Reason D must be greater than or equal to zero	Errors				
PRABQ06		Q6 Number of cases prosecuted following non-payment must be greater than or equal to zero.	Errors				

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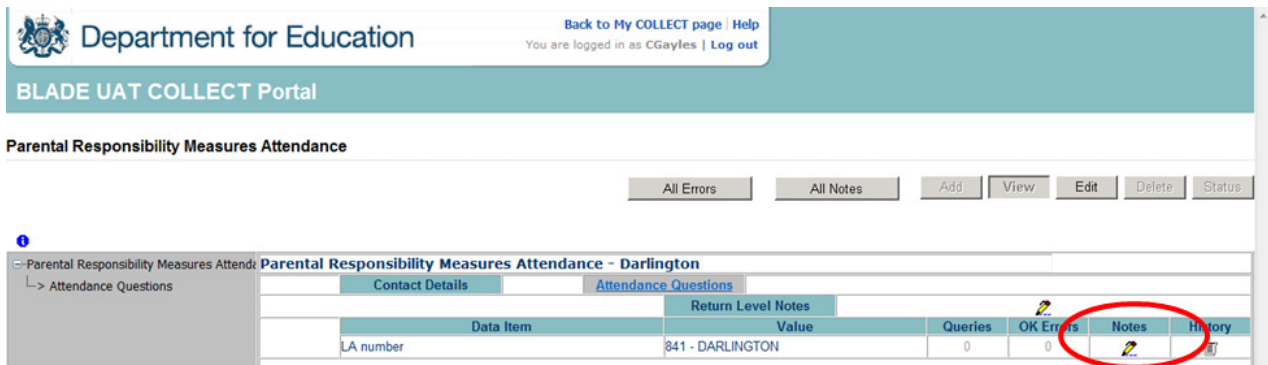
Once the user has clicked the 'Details' button they will see the details appear on the right hand side of the screen, as shown below.

The user can then navigate to an error by clicking the 'Value' of an error on the right hand side of the screen (which is 'null' in this case).

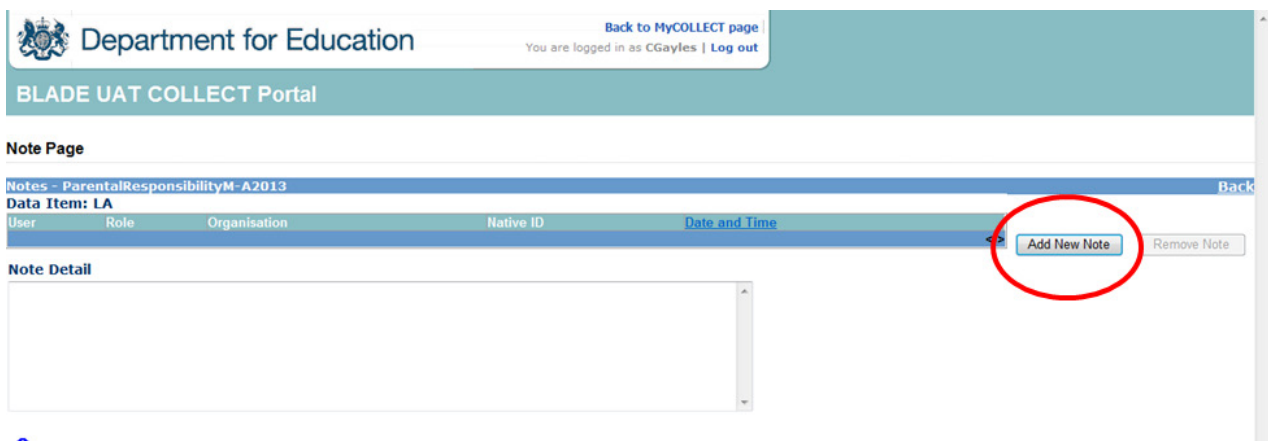
Once the user has clicked this 'Value', they will be taken to the Section where that error is occurring and allow an amendment to be made.

# Adding return level notes

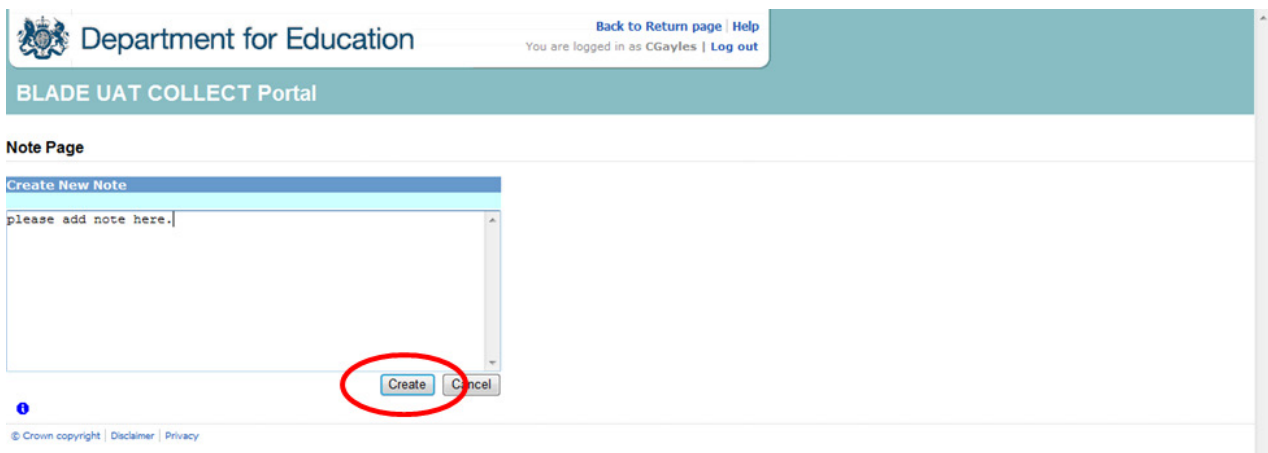
There is a pencil icon located next to the LA number section. To add a note relating to an outstanding query, please click on the pencil.



You will then be presented with the Note Page screen below:



The user will need to click on 'Add New Note' to enable them to type in the note detail box.



Once a note has been added, click on Create. This will then save that note against the return. The pencil icon will then change to a notepad icon, which indicates a note has been added.

The screenshot shows the Department for Education BLADE UAT COLLECT Portal. The page title is "Parental Responsibility Measures Attendance". There are buttons for "All Errors", "All Notes", "Add", "View", "Edit", "Delete", and "Status". The main content area shows a table for "Parental Responsibility Measures Attendance - Darlington". The table has columns for "Data Item", "Return Level Notes", "Value", "Queries", "OK Error", "Notes", and "History". A red circle highlights the "Notes" column, which contains a notepad icon. The "Data Item" is "LA number" and the "Return Level Notes" is "841 - DARLINGTON".

Data Item	Return Level Notes	Value	Queries	OK Error	Notes	History
LA number	841 - DARLINGTON		0	0		

**Please Note:** All errors must be resolved. Return level notes added against outstanding queries will be reviewed by the department on submission of the return by the local authority.



# Submitting a return

Once the LA user is happy for their return to be submitted for DfE access the procedure is very straightforward. First return to the 'Source Page' by clicking on 'Back to my COLLECT page' located at the top of the form.

Department for Education  
BLADE UAT COLLECT Portal

Parental Responsibility Measures Attendance

Back to My COLLECT page | Help  
You are logged in as CGayles | Log out

All Errors All Notes Add View Edit Delete Status

Parental Responsibility Measures Attendance - Darlington

Contact Details	Attendance Questions				
LA number	841 - DARLINGTON				
Return Level Notes					
Data Item	Value	Queries	OK Errors	Notes	History
First Name of Attendance Queries Contact		1	0		
Last Name of Attendance Queries Contact		1	0		
Email Address for Attendance Queries		1	0		
Telephone Number for Attendance Queries		1	0		

Then select Submit Return.

Department for Education  
BLADE UAT COLLECT Portal

Source Page ParentalResponsibilityM-A2013

MY DATA RETURN

The status of your data return : Amended\_by\_source

Errors : 18 Queries : 4 OK Errors : 0

What can I do with My Data Return?

- Upload Return from file...
- Add Return on screen...
- Open Return...**
- Submit Return...**
- Export to file...
- Launch Reports...
- Delete Return...

What is happening to My Data Return?

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



# Deleting a return

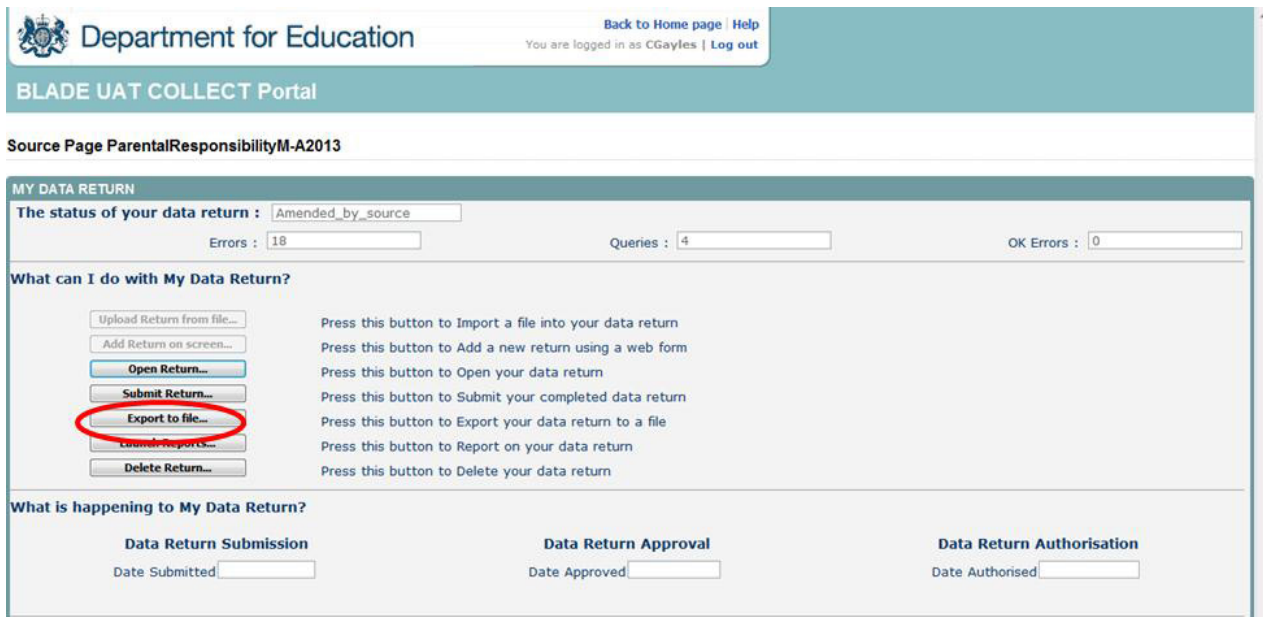
If a LA User wants to delete a full return, they can do so by clicking 'Delete Return'.

The screenshot shows the 'MY DATA RETURN' interface in the BLADE UAT COLLECT Portal. At the top, it says 'Department for Education' and 'You are logged in as CGayles | Log out'. Below that is the 'BLADE UAT COLLECT Portal' header. The main content area is titled 'Source Page ParentalResponsibilityM-A2013' and 'MY DATA RETURN'. It displays 'The status of your data return : Amended\_by\_source' and statistics: 'Errors : 18', 'Queries : 4', and 'OK Errors : 0'. A section titled 'What can I do with My Data Return?' lists several actions: 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...', 'Export to file...', 'Launch Reports...', and 'Delete Return...'. The 'Delete Return...' button is circled in red. Below this, a section titled 'What is happening to my Data Return?' shows three columns: 'Data Return Submission' (Date Submitted: [input]), 'Data Return Approval' (Date Approved: [input]), and 'Data Return Authorisation' (Date Authorised: [input]).

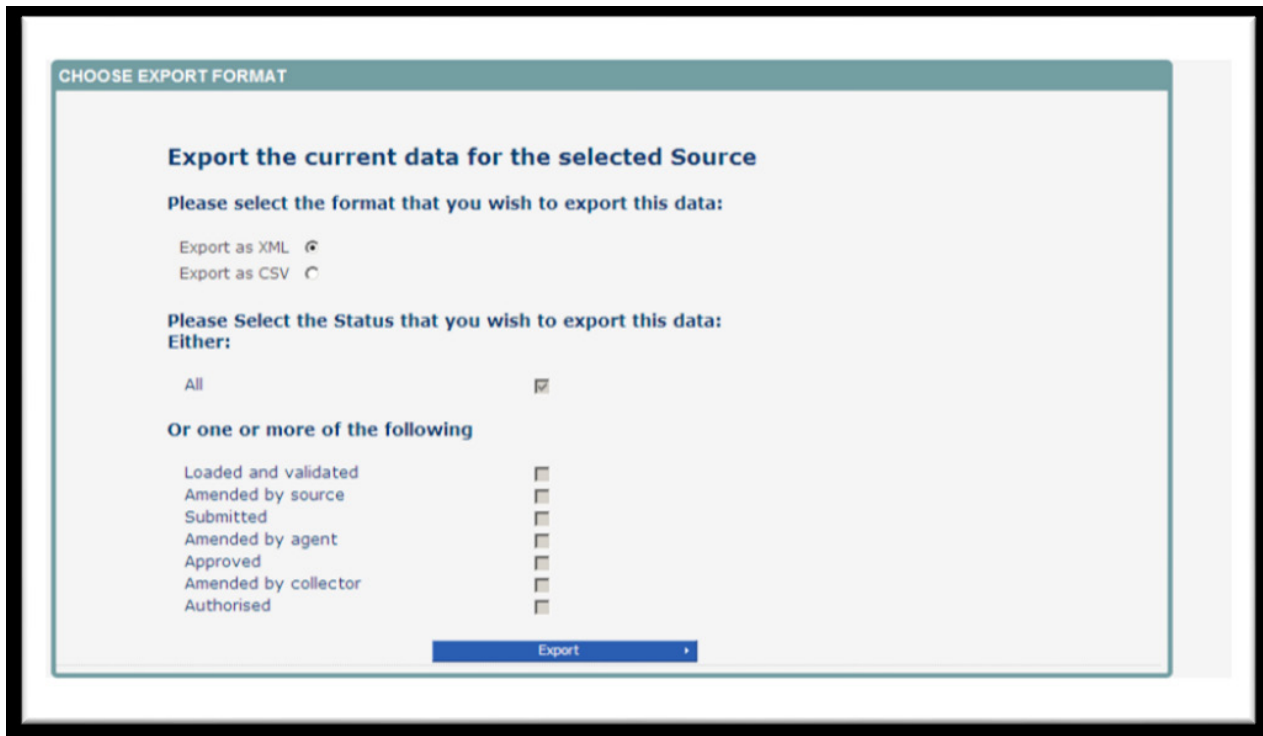
The status of the data return will revert back to 'No Data' and the LA user will need to click on 'Add return on screen' to re-enter their data.

# Exporting a return

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



Once the user has clicked 'Export to File' button, they will be taken to the Export Report Format.



Select the format of exported data that you require and when prompted you can either save the file to a specific location, or can open the file for viewing.

## 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 my collect 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. assessments	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

# Left Hand Menu

The screenshot shows a web browser window displaying the Department for Education BLADE UAT COLLECT Portal. The page title is "Parental Responsibility Measures Attendance". The left hand menu is highlighted with a red oval and contains the following items:

- Parental Responsibility Measures
- Attendance Questions

The main content area displays "Parental Responsibility Measures Attendance - Darlington" with tabs for "Contact Details" and "Attendance Questions". Below this is a table with the following data:

Data Item	Value	Queries	OK	Errors	Notes	History
LA number	841 - DARLINGTON	0	0	0		

Below the table is a section titled "For Attendance queries" with the following data:

First Name of Attendance Queries Contact	junko	0	0	0		
Last Name of Attendance Queries Contact	ono	0	0	0		
Email Address for Attendance Queries	ert@erq	0	0	0		
Telephone Number for Attendance Queries	3454334	0	0	0		

The left hand menu can also be used to migrate to different screens however this is 'read only'.

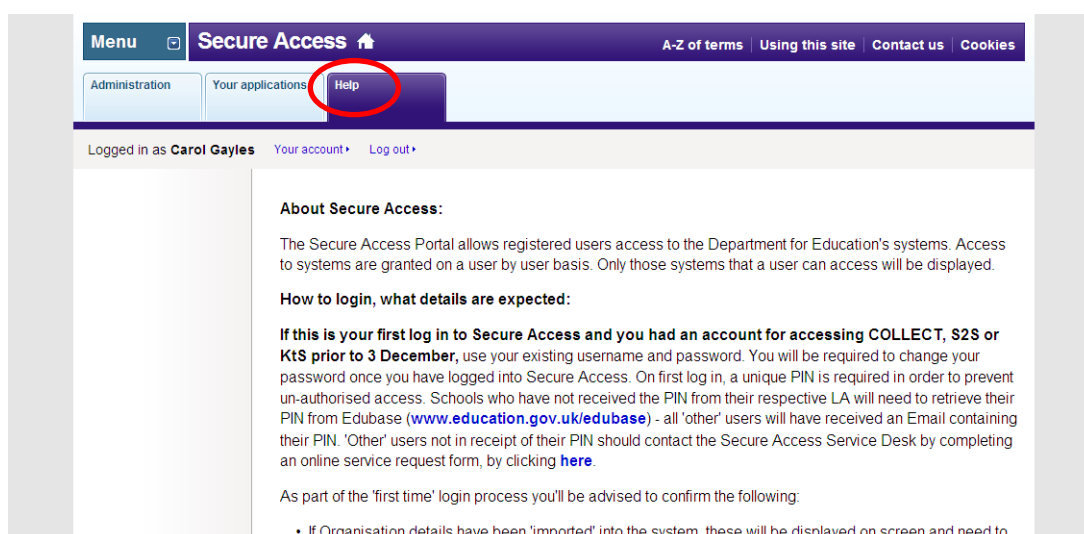
# Help

## COLLECT issues and data collection queries

If you are experiencing problems with COLLECT or have a data collection query, please submit a [service request form](#) to the Data Collection Helpdesk.

## Secure Access issues

If you are having problems logging into Secure Access, please refer to the 'Help' section on Secure Access. If you are still unable to resolve your issue, please submit a [service request](#) to the SA Service Desk.





Department  
for Education

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About this publication:

enquiries <https://www.education.gov.uk/form/data-collection-request-form>

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Reference: DFE-00546-2014



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