



Department  
for Education

# **School census: autumn 2014**

**Duplicate report: same UPN 2- to 4-year-olds**

**September 2014**

# Contents

1. Introduction	3
2. Duplicate report – same UPN (2 to 4 yr olds)	4
2.1 What pupils are included in this report?	4
2.2 How will duplicates be identified?	4
2.3 What will the report look like?	5
2.4 How do I run the duplicate reports in COLLECT?	5
3. Resolving duplicates	7
3.1 Do I need to resolve the duplicates identified in this report?	7
ANNEX A – Report Layout	8

## **1. Introduction**

The calculation of the schools block of the dedicated schools grant based on the 2014 autumn census data makes it more important than ever that the census data for all schools' are submitted promptly and accurately for all data providers. The 2014 autumn school census data will be used to finalise 2015-16 allocations, and therefore it is vitally important that you are content with the accuracy of your schools' returns before passing them on to the department and that they are returned by the prescribed timescales.

This user guide is intended to offer LAs support to aid understanding of how the duplicate reports should be used and duplicates resolved.

## 2. Duplicate report – same UPN (2 to 4 yr olds)

### 2.1 What pupils are included in this report?

The ‘duplicate UPN – 2, 3 & 4 yr old’ report will look for duplicates across all pupils on roll in the **2014 autumn school census only**. It will not look for duplicates between the school census and any other pupil level collections (e.g. early years census) as the autumn census is based on a snap shot as at census day (2 October 2014) and there are no other pupil level collections taking place at the same time.

There are two ‘**duplicate report - same UPN 2 to 4 yr olds**’ reports available through COLLECT. The first includes all pupils where a duplicate UPN has been identified within your own LA and the second is where a duplicate UPN has been identified across all LAs. Further details on how to run these reports in COLLECT are contained in the section of this guide entitled ‘[Running the reports in COLLECT.](#)’

**Please note:** This report is only available to users in COLLECT with a role of agent (ie LAs). The report is not available to individual schools.

### 2.2 How will duplicates be identified?

Only pupils within schools **aged 2, 3 and 4** with a data return status of ‘submitted’ or above will be included in this report. For each pupil selected (on roll pupils only) the report will:

- Check for another pupil record with the same UPN in the school census.
- The table below describes valid and invalid combinations of enrolment status codes for pairs of duplicate UPNs. Only UPNs where a **valid** combination of enrolment statuses are identified will be included within this report (invalid combinations will be included within the ‘duplicate report - Same UPN’)

Enrolment status		Pupil 1		
		C	M	S
Pupil 2	C	x	x	x
	M	x	x	✓
	S	x	✓	x
	F	x	x	x
	O	x	x	x

✓ = valid combination, x = invalid combination

#### Pupil enrolment status

- C – current (single registration at this school)
- M - current main (dual registration)
- S - current subsidiary (dual registration)
- F – FE college
- O – other provider

- c. Where valid combinations of enrolment status are found, duplicate pupils aged 2, 3 and 4 with the same UPN will be included in the report if the total 'funded hours' across all registrations associated with a particular UPNs exceeds:
- 15 hours for pupils **aged 2 and 3**; or
  - 25 hours for pupils **aged 4**.

## 2.3 What will the report look like?

An example of the 'duplicate report - same UPN 2 to 4 yr olds' is displayed in [Annex A](#).

For each duplicate UPN identified, the report will contain the following pupil identifiers: LA, estab, COLLECT blade (ie school census), school name, UPN, surname, forename, middlenames, enrol status, date of birth, gender, entry date, funded hours, school status and error description.

## 2.4 How do I run the duplicate reports in COLLECT?

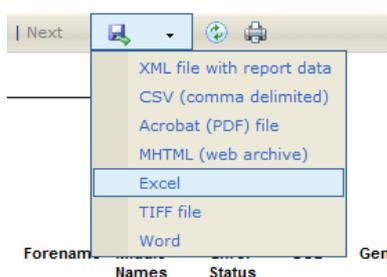
To run the reports click on the 'launch reports' button in the school census COLLECT blade and on the next screen there is a drop down box to select which duplicate report you require, either:

- duplicate report – same UPN;
- duplicate report – same person different UPN;
- duplicate report – same UPN 2 to 4 yr olds (available to LAs only)

For LAs the next screen will indicate the type of report you require, either:

- within authority - this will match pupils within the selected authority;
- across all authorities - this will match pupils for the selected local authority against pupils in all other local authorities.

The report is then displayed on screen, but the option is also provided to download and save the report in various formats. Select the 'export' option and choose the format required.



**Please note**

1. The duplicate reports will be run against a backup of the database and not the live database. Therefore, the duplicate reports will not be 'live' but on any given day will reflect the position from COLLECT as at close the previous working day.

2. If exporting to csv format, at the prompt save the file rather than opening it. Once in excel, open the file and a box will appear. Select 'delimited', put a tick next to 'comma' and remove any other ticks, click 'next' and then 'finish'.

If you have a large amount of duplicates and want to export the report to excel, we advise that the file is saved in .csv format and then opened in excel otherwise a time out error may occur.

When exporting reports files you may get an error message e.g. **'internet explorer cannot download ...n=....'. 'internet explorer was unable to open this internet site'**

If you get this error you need to change your internet explorer's security settings to allow saving of encrypted pages. To do this in internet explorer follow these instructions:

- open your internet browser
- click on 'tools', then on 'internet options', and select the 'advanced' tab
- scroll down to the security section and untick option 'do not save encrypted pages to disk'
- click 'apply', then 'OK' to complete the process

Your files should now be able to be saved.

## 3. Resolving duplicates

### 3.1 Do I need to resolve the duplicates identified in this report?

LAs are **not** required to take any action to resolve any of the duplicates which are identified in this report. This report is only intended to make LAs aware of instances where they have 2, 3 and 4 year olds who are spending more time in education than would be funded by their free entitlement.

The department would encourage LAs to check the data provided for pupils identified in this report to ensure that the 'funded hours' recorded against 2, 3 and 4 year olds are correct. If LAs are satisfied that the data is correct then no further action is required.

Where errors are discovered with the reported 'funded hours', best practice would be to ask the school to do the changes on their school system and re-submit. This ensures the school's system reflects the position on COLLECT. However where a school, LA or the department have carried out a lot of error correction on a particular school, then it is acceptable to amend the pupil records directly in COLLECT rather than making a full resubmission. **However any changes made within COLLECT should always reflect the data within school systems** – ie if a change is made to funded hours 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.

# ANNEX A – Report Layout

Duplicate Pupils Report (Same UPN 2 to 4 yr old)

Report Date: dd/mm/2014

Local Authority: 111 – Example LA1

LA No	LA Name	COLLECT Blade	Estab	School Name	UPN	Surname	Forename	Middle Names	Enrol Status	DOB	Gender	Entry Date	Funded Hours	School Status	Category Description	
	111	Example LA1	School Census	2005	Example Primary	A123456789101	Bloggs	Joe		M	15/06/2010	M	15/06/2011	10	Approved	A pupil if aged 2 or 3 would not normally have more than 15 funded hours across all registrations, or 25 hours if aged 4.
<b>DFE</b>	222	Example LA2	School Census	2010	Example Academy	A123456789101	Bloggs	Joe		M	15/06/2010	M	15/06/2011	10	Approved	A pupil if aged 2 or 3 would not normally have more than 15 funded hours across all registrations, or 25 hours if aged 4.



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