



Department  
for Education

# School census 2015

Editing data within COLLECT

May 2015

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## Editing data

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** – ie 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 local authorities 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.

## 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 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.	takes you to the sub module level details

## Mode buttons

These 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.

**SC15 Summer**

All Errors All Notes Add View Edit  
Delete Status

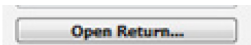
	Return Level Errors	Errors		OK Errors	Return Level Notes
		E	Q		
		0	13	0	

Data Item	Value	Errors		OK Errors	History
		E	Q		
<b>School Census Summer 2015</b>					
Collection	SC	0	0	0	
Term	SUM	0	0	0	
Year	2015	0	0	0	
Reference Date	2015-05-21	0	0	0	
Source Level	L	0	0	0	
LA	520	1	0	0	
Estab	2018	1	0	0	
Software Code	XLTemplate1.3	0	0	0	
Release	1.00 SC - SUM	0	0	0	
Xversion	1.0	0	0	0	
Serial No	2	0	0	0	
Datetime	2015-03-05 15:58:36	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

## SC15 Summer

SC15 Summer - TDU Test Primary 2					
Return Level Errors		Errors		OK Errors	Return Level Notes
		E	Q		
		0	13	0	

Data Item	Value	Errors		OK Errors	History
		E	Q		
School Census Summer 2015					
Collection	SC	0	0	0	
Term	SUM	0	0	0	
Year	2015	0	0	0	
Reference Date	2015-05-21	0	0	0	
Source Level	L	0	0	0	
LA	520	1	0	0	
Estab	2018	1	0	0	
Software Code	XLTemplate1.3	0	0	0	
Release	1.00 SC - SUM	0	0	0	
Xversion	1.0	0	0	0	
Serial No	2	0	0	0	
Datetime	2015-03-05 15:58:36	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.



# 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:

SC15 Summer

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

Return Level Errors		Errors		OK Errors	Return Level Notes
E	Q	E	Q		
0	12	0	0	0	

Data Item	Value	Errors		OK Errors	History
		E	Q		
School Census Summer 2015					
Collection	SC	0	0	0	
Term	SUM	0	0	0	
Year	2015	0	0	0	
Reference Date	2015-05-21	65	65	0	
Source Level	L	0	0	0	
LA	520	1	0	0	
Estab	4001	0	0	0	
Software Code	XLTemplate1.3	0	0	0	
Release	1.00 SC - SUM	0	0	0	
Xversion	1.0	0	0	0	
Serial No	1	0	0	0	
Datetime	2015-03-16 14:07:51	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.

SC15 Summer

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

Return Level Errors		Errors		OK Errors	Return Level Notes
E	Q	E	Q		
0	13	0	0	0	

Data Item	Value	Errors		OK Errors	History
		E	Q		
School Census Summer 2015					
Collection	SC	0	0	0	
Term	SUM	0	0	0	
Year	2015	0	0	0	
Reference Date	2015-05-21	0	0	0	
Source Level	L	0	0	0	
LA	520	1	0	0	
Estab	2018	1	0	0	
Software Code	XLTemplate1.3	0	0	0	
Release	1.00 SC - SUM	0	0	0	
Xversion	1.0	0	0	0	
Serial No	2	0	0	0	
Datetime	2015-03-05 15:58:36	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.

SC15 Summer

SC15 Summer - TDU Test Primary 2					
Return Level Errors		Errors		OK Errors	Return Level Notes
		E	Q		
		0	13	0	
Data Item	Value	Errors		OK Errors	History
School Census Summer 2015					
Collection	SC	0	0	0	
Term	SUM	0	0	0	
Year	2015	0	0	0	
Reference Date	2015-05-21	0	0	0	
Source Level	L	0	0	0	
LA	520	1	0	0	
Estab	2018	1	0	0	
Software Code	XLTemplate1.3	0	0	0	
Release	1.00 SC - SUM	0	0	0	
Xversion	1.0	0	0	0	
Serial No	2	0	0	0	
Datetime	2015-03-05 15:58:36	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						Back
Action	Old Value	New Value	User	Role	Organisation	Date
Update	1	2	1	Source	Department for Education	27/06/2015 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**

**School - Characteristics - TDU Test Primary 2**

[School Name](#)    [School Type](#)    [Rule Errors](#)  
**TDU Test school**    **49 - Academies**    **14**

Data Item	Value	Errors		OK Errors	History
		E	Q		
<b>School Characteristics</b>					
School Name	TDU Test school	0	0	0	
School Phase	SS - Secondary (including CTCs and Academies)	14	0	0	
School Type	49 - Academies	0	0	0	
Maximum Year Group	14 - Year 14	0	0	0	
Minimum Year Group	11 - Year 11	0	0	0	
Intake Type	COMP - Comprehensive	13	0	0	
Governance	CA - Academies	13	0	0	
School Email Address	abc@gsi.gov.uk	0	0	0	
School Telephone Number	0203 900 9999	0	0	0	
School Childcare				<a href="#">View All</a>	

Overtyping the data or using the dropdown options to select updated data and clicking 'View' to save.

**SC15 Summer**

# 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.

**COLLECT Portal**

**Pupil On Roll - Identifiers**

**Pupil On Roll - Identifiers - TDU Test Secondary 1**

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Termly Sessions	Exclusions
<b>W001224455667</b>	<b>Surname 1</b>	<b>Forename 1</b>	<b>2000-08-31</b>	<b>C</b>	<b>15</b>	<b>0</b>	<b>0</b>
G001214578945	Surname 1	Forename 1	1999-08-30	C	17	0	0
E001615283946	Surname 3	Forename3	1999-08-30	M	15	0	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.

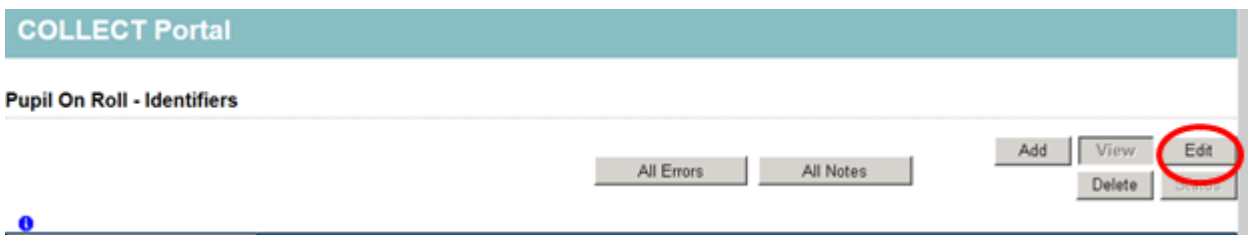
**Pupil On Roll - Identifiers**

**Pupil On Roll - Identifiers - TDU Test Secondary 1**

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Termly Sessions	Exclusions
<b>W001224455667</b>	<b>Surname 1</b>	<b>Forename 1</b>	<b>2000-08-31</b>	<b>C</b>	<b>15</b>	<b>0</b>	<b>0</b>
W001224455667	Surname 1	Forename 1	2000-08-31	C	15	0	0
W001224455667	Surname 1	Forename 1	2000-08-31	C	15	0	0
W001224455667	Surname 1	Forename 1	2000-08-31	C	15	0	0
W001224455667	Surname 1	Forename 1	2000-08-31	C	15	0	0
W001224455667	Surname 1	Forename 1	2000-08-31	C	15	0	0

Data Item	Value	Errors	OK Errors	History
<b>Pupil on Roll Identifiers</b>				

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



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

The screenshot shows the 'COLLECT Portal' header and the 'Pupil On Roll - Status' section. At the top right, there are buttons for 'Add', 'View', 'Edit', and 'Delete'. The 'View' button is circled in red. Below these buttons are 'All Errors' and 'All Notes' buttons. A blue 'i' icon is visible in the bottom left corner.

The main content area displays 'Pupil On Roll - Status - TDU Test Primary 2'. It includes a table with columns: UPN, Surname, Forename, DOB, Pupil Enrolment Status, Pupil Errors, Termly Sessions, and Exclusions. Below this is a table with columns: Pupil On Roll Identifiers, Pupil On Roll Characteristics, and Pupil On Roll Termly Attendance. At the bottom, there is a table with columns: Data Item, Value, Errors (E, Q), OK Errors, and History.

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Termly Sessions	Exclusions
A00123456789	Surname 1	Forename 1	1999-01-07	C	2	0	0
H001800214001	Surname 3	Forename3	1998-05-29	S	3	0	0

Data Item	Value	Errors		OK Errors	History
		E	Q		
<b>Pupil On Roll Status</b>					
Pupil Enrolment Status	C - Current (single registration at this school)	0	0	0	
Pupil Class Type	M - Current main (dual registration)	0	0	0	
Pupil Date of Entry	F - FE College	0	0	0	
Pupil Part-Time Indicator	O - Other Provider	0	0	0	
Pupil Boarder Indicator	N - Not a boarder	0	0	0	
Pupil's Actual National Curriculum Year Group	11 - Year 11	0	0	0	
Pupil SEN Provision	K - SEN Support	0	0	0	

# 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 - TDU Test Primary 2**

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

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Termly Sessions	Exclusions
A00123456789	Surname 1	Forename 1	1999-01-07	C	2	0	0
H001800214001	Surname 3	Forename3	1996-05-29	S	3	0	0

Data Item	Value	Errors		OK Errors	History
		E	Q		
<b>Pupil on Roll Identifiers</b>					
Missing Address		0	0	0	
Unique Pupil Number(UPN)	A00123456789	1	0	0	
Pupil's Former UPN	X0012000	0	0	0	
ULN	700002	0	0	0	
Pupil Surname	Surname 1	0	0	0	
Pupil Forename	Forename 1	0	0	0	

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

**COLLECT Portal**

**Pupil On Roll - Identifiers**

All Errors All Notes Add View Edit Delete Status

**Pupil On Roll - Identifiers - TDU Test Primary 2**

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

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Termly Sessions	Exclusions
X001800214002	Surname 1	Forename 1	1999-01-07	C	1	0	0
H001800214001	Surname 3	Forename3	1996-05-29	S	3	0	0

Data Item	Value	Errors		OK Errors	History
		E	Q		
<b>Pupil on Roll Identifiers</b>					
Missing Address		0	0	0	
Unique Pupil Number(UPN)	X001800214002	0	0	0	
Pupil's Former UPN	A00123456789	0	0	0	
ULN	700002	0	0	0	
Pupil Surname	Surname 1	0	0	0	

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

**COLLECT Portal**

**Pupil On Roll - Identifiers**

**Pupil On Roll - Identifiers - TDU Test Primary 2**

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Termly Sessions	Exclusions
X001800214002	Surname 1	Forename 1	1999-01-07	C	1	0	0
H001800214001	Surname 3	Forename3	1996-05-29	S	3	0	0

Data Item	Value	Errors		OK Errors	History
		E	Q		
<b>Pupil on Roll Identifiers</b>					
Missing Address		0	0	0	
Unique Pupil Number(UPN)	X001800214002	0	0	0	
Pupil's Former UPN	A0012345678	0	0	0	
ULN	700002	0	0	0	
Pupil Surname	Surname 1	0	0	0	
Pupil Forename	Forename 1	0	0	0	
Pupil Middle Names	Middle 1	0	0	0	
Pupil Former Surname	Former 1	0	0	0	
Pupil Preferred Surname	Preferred 1	0	0	0	
Gender of pupil	M - Male	0	0	0	

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 2015\_Summer

[Back](#)

TDU Test Primary 2

History report on 05/05/2015 at 10:40:45

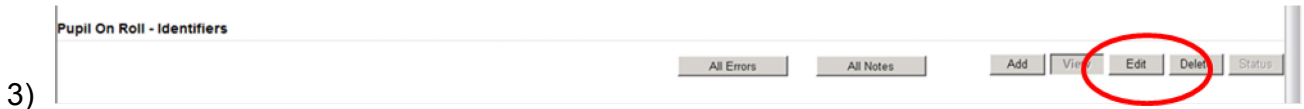
Data Unique Pupil Number(UPN)

Filter By:	Action	User	Start Date	End Date	Go	Reset
------------	--------	------	------------	----------	----	-------

Action	Old Value	New Value	User	Role	Organisation	Date
Update	A0012354545	H001800214001	...	Agent	Department for Education	05/05/2015 10:39:28

## 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



- 4) 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'

Data Item	Value	Errors		OK Errors	History
		E	Q		
<b>Pupil On Roll Identifiers</b>					
Missing Address		0	0	0	
Unique Pupil Number(UPN)	M001949504972	1	0	0	
Pupil's Former UPN	X0012000AAA	0	1	0	
JLN	X55ADSDSDS	1	0	0	
Pupil Surname	Surname 1	0	1	0	
Pupil Forename	Forename 1	0	1	0	
Pupil Middle Names	Middle 1	0	0	0	
Pupil Former Surname	Former 1	0	0	0	
Pupil Preferred Surname	Preferred 1	0	0	0	
Gender of pupil	M - Male	0	1	0	
Pupil Date of Birth	1999-08-30	5	3	0	
Pupil On Roll Termly Exclusions				<a href="#">View All</a>	
Pupil On Roll Addresses				<a href="#">View All</a>	
<b>Transfer Pupil to Off Roll</b>					
					False True

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.

## Adding a missing address

- 1) Locate the pupil in the same way as above through the pupils on roll 'View All' and filter bar.
- 2) Click on the pupil on roll addresses 'View All' Link.

- SC15 Summer [2]
- Levels
- School [14]
- Characteristics
- ChildCare [3]
- Pupil On Roll [5]
- Characteristics
- Identifiers
- Status
- Termly Attendance
- Termly Exclusions [1]
- Termly Session Details
- Addresses [1]
- Learner Support
- Free School Meals Period [2]
- Pupils No Longer On Roll [5]
- Characteristics
- Identifiers
- Status
- Termly Attendance
- Termly Exclusions [4]
- Termly Session Details [3]
- Learner Support

Pupil On Roll - Identifiers - TDU Test Primary 2								Drill Up	Error	All Notes
Unique Pupil Number(UPN)		Pupil Surname		Pupil Forename		Pupil Date of Birth		Reset	Go	
UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Termly Sessions	Exclusions			
A00123456789	Surname 1	Forename 1	1999-01-07	C	2	0	0			
H001800214001	Surname 3	Forename3	1996-05-29	S	3	0	0			
Pupil On Roll Characteristics		Pupil On Roll Status		Pupil On Roll Termly Attendance						
Data Item	Value			Errors		OK Errors	History			
Pupil on Roll Identifiers				E	Q					
Missing Address				0	0	0				
Unique Pupil Number(UPN)	A00123456789			1	0	0				
Pupil's Former UPN	X0012000			0	0	0				
ULN	700002			0	0	0				
Pupil Surname	Surname 1			0	0	0				
Pupil Forename	Forename 1			0	0	0				
Pupil Middle Names	Middle 1			0	0	0				
Pupil Former Surname	Former 1			0	0	0				
Pupil Preferred Surname	Preferred 1			0	0	0				
Gender of pupil	M - Male			0	0	0				
Pupil Date of Birth	1999-01-07			1	0	0				
Pupil On Roll Termly Exclusions										
Pupil On Roll Addresses								<a href="#">View All</a> <a href="#">View All</a>		

Click 'Add' to bring up fields to enter in missing address details

- SC15 Summer [2]
- Levels
- School [14]
- Characteristics
- ChildCare [3]
- Pupil On Roll [5]
- Characteristics
- Identifiers
- Status
- Termly Attendance
- Termly Exclusions [1]
- Termly Session Details
- Addresses [1]
- Learner Support
- Free School Meals Period [2]
- Pupils No Longer On Roll [5]
- Characteristics
- Identifiers
- Status
- Termly Attendance

Addresses - TDU Test Primary 2								Drill Up	Error	All Notes
Postcode	Sub-dwelling (SAON)	Dwelling (PAON)	Address Line 1	Address Line 2						
		Add1		Add2						
Data Item	Value			Errors		OK Errors	History			
Pupil On Roll Addresses				E	Q					
Postcode				1	0	0				
BS7666 Format										
Sub-dwelling (SAON)				0	0	0				
Dwelling (PAON)				0	0	0				
Street				0	0	0				
Locality				0	0	0				
Town				0	0	0				
Administrative Area				0	0	0				
Post Town				0	0	0				
Line Address Format										

16



Once all address details entered click on 'Save'

**COLLECT Portal**

**Addresses**

Add new record ? Save Cancel

> A00123456789,Forename 1,Surname 1

Addresses - TDU Test Primary 2						
Postcode	Sub-dwelling (SAON)	Dwelling (PAON)	Address Line 1 Add1	Address Line 2 Add2		
< >						
Data Item	Value	Errors		OK Errors	History	
		E	Q			
<b>Pupil On Roll Addresses</b>						
Postcode	SW1P 3BT	0	0	0		
<b>BS7666 Format</b>						
Sub-dwelling (SAON)		0	0	0		
Dwelling (PAON)	Test 1	0	0	0		
Street	Test 2	0	0	0		
Locality		0	0	0		
Town	Test 3	x	0	0		
Administrative Area		0	0	0		
Post Town		0	0	0		
<b>Line Address Format</b>						
Address Line 1		0	0	0		
Address Line 2		0	0	0		
Address Line 3		0	0	0		
Address Line 4		0	0	0		
Address Line 5		0	0	0		

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

## Changes to data in pupil records

Any information about the pupil language, date of birth, enrol status etc can be changed 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.

**Pupil On Roll - Identifiers**

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Termly Sessions	Exclusions
X001800214002	Surname 1	Forename 1	1999-01-07	C	1	0	0
H001800214001	Surname 3	Forename 3	1996-05-29	S	3	0	0

Pupil On Roll Characteristics		Pupil On Roll Status		Pupil On Roll Termly Attendance	
Data Item	Value	Errors		OK Errors	History
		E	Q		
<b>Pupil on Roll Identifiers</b>					
Missing Address		0	0	0	
Unique Pupil Number(UPN)	X001800214002	0	0	0	
Pupil's Former UPN	A0012345678	0	0	0	
JLN	700002	0	0	0	
Pupil Surname	Surname 1	0	0	0	
Pupil Forename	Forename 1	0	0	0	
Pupil Middle Names	Middle 1	0	0	0	
Pupil Former Surname	Former 1	0	0	0	
Pupil Preferred Surname	Preferred 1	0	0	0	
Gender of pupil	M - Male	0	0	0	
Pupil Date of Birth	1999-01-07	1	0	0	
<b>Pupil On Roll Termly Exclusions</b>					

[View All](#)

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

Pupil On Roll - Identifiers

Confirm deletion ? Yes No

SC15 Summer [2]

- Levels
- School [14]
  - > Characteristics
- ChildCare [3]
- Pupil On Roll [5]
  - > Characteristics
  - > Identifiers
  - > Status
  - > Termly Attendance
  - Termly Exclusions [1]
  - Termly Session Details
  - Addresses [1]
  - Learner Support
  - Free School Meals Period [2]
  - Pupils No Longer On Roll [5]
    - > Characteristics
    - > Identifiers
    - > Status
    - > Termly Attendance
    - Termly Exclusions [4]
    - Termly Session Details [3]
    - Learner Support

**Pupil On Roll - Identifiers - TDU Test Primary 2**

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

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Termly Sessions	Exclusions
A00123456789	Surname 1	Forename 1	1999-01-07	C	2	0	0
H001800214001	Surname 3	Forename3	1996-05-29	S	3	0	0

< >

Pupil On Roll Characteristics		Pupil On Roll Status		Pupil On Roll Termly Attendance	
Data Item	Value	Errors		OK Errors	History
Pupil on Roll Identifiers					
Missing Address		0	0	0	
Unique Pupil Number(UPN)	A00123456789	1	0	0	
Pupil's Former UPN	X0012000	0	0	0	
ULN	700002	0	0	0	
Pupil Surname	Surname 1	0	0	0	
Pupil Forename	Forename 1	0	0	0	
Pupil Middle Names	Middle 1	0	0	0	
Pupil Former Surname	Former 1	0	0	0	
Pupil Preferred Surname	Preferred 1	0	0	0	
Gender of pupil	M - Male	0	0	0	
Pupil Date of Birth	1999-01-07	1	0	0	
Pupil On Roll Termly Exclusions				View All	
Pupil On Roll Addresses				View All	
Transfer Pupil to Off Roll					

**Please note – unlike a change to the return deleting a pupil is irreversible unless you re-load your 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'

The screenshot shows a software interface for managing pupil data. On the left is a sidebar with a tree view containing categories like 'ChildCare [7]', 'Pupil On Roll [643]', 'Identifiers', 'Status', 'Termly Attendance', 'Termly Exclusions [272]', 'Termly Session Details', 'Addresses [85]', 'Learner Support [34]', 'Free School Meals Period [1]', and 'Pupils No Longer On Roll [19]'. The main area displays a table for a specific pupil (UPN: Z001947542156) with columns for UPN, Surname, Forename, DOB, Pupil Enrolment Status, Pupil Errors, Termly Sessions, and Exclusions. Below this is a section for 'Pupil on Roll Identifiers' with a table listing various identifiers and their values. A 'View All' button is circled in red in the bottom right corner of the interface.

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Termly Sessions	Exclusions
Z001947542156	Surname 1	Forename 1	2000-08-31	C	0	0	0
Z001947542156	Surname 1	Forename 1	2000-08-31	C	0	0	0
Z001947542156	Surname 1	Forename 1	2000-08-31	C	0	0	0
Z001947542156	Surname 1	Forename 1	2000-08-31	C	0	0	0
Z001947542156	Surname 1	Forename 1	2000-08-31	C	0	0	0

Data Item	Value	Errors		OK Errors	History
		E	Q		
<b>Pupil on Roll Identifiers</b>					
Missing Address		0	0	0	
Unique Pupil Number(UPN)	Z001947542156	0	0	0	
Pupil's Former UPN	X0012000AAA	0	0	0	
ULN	X55ADSDSDS	0	0	0	
Pupil Surname	Surname 1	0	0	0	
Pupil Forename	Forename 1	0	0	0	
Pupil Middle Names	Middle 1	0	0	0	
Pupil Former Surname	Former 1	0	0	0	
Pupil Preferred Surname	Preferred 1	0	0	0	
Gender of pupil	M - Male	0	0	0	
Pupil Date of Birth	2000-08-31	0	0	0	
Pupil On Roll Termly Exclusions					<a href="#">View All</a>
Pupil On Roll Addresses					<a href="#">View All</a>

- 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.

Termly Exclusions

> M001949504972,Forename 1,Surname 1

- SC15 Summer [92]
- Levels
- School [637]
  - > Characteristics
- ChildCare [7]
- Pupil On Roll [643]
  - > Characteristics
  - > Identifiers
  - > Status
  - > Termly Attendance
  - > Termly Exclusions [272]
  - > Termly Session Details
  - > Addresses [85]
  - > Learner Support [34]
  - > Free School Meals Period [1]
  - Pupils No Longer On Roll [19]
    - > Characteristics
    - > Identifiers

**Termly Exclusions - TDU Test Secondary 1**

UPN	Surname	Forename	DOB	Category	Reason	Start Date	Exclusion Sessions	Errors
M001949504972	Surname 1	Forename 1	1999-08-30	LNCH	VP	2014-06-30	0	0
M001949504972	Surname 1	Forename 1	1999-08-30	XXX		2014-07-01	0	0

Data Item	Value	Errors		OK Errors	History
		E	Q		
<b>Pupil On Roll Termly Exclusions</b>					
Exclusion Category	LNCH - Lunchtime	0	0	0	
Exclusion Reason	VP - Verbal abuse/threatening behaviour against a pupil	0	0	0	
Exclusion Start Date	2014-06-30	0	0	0	
Exclusion Sessions		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'

Termly Exclusions

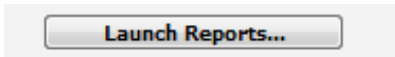
Confirm deletion ?

> H873547854112,THREE,TEST

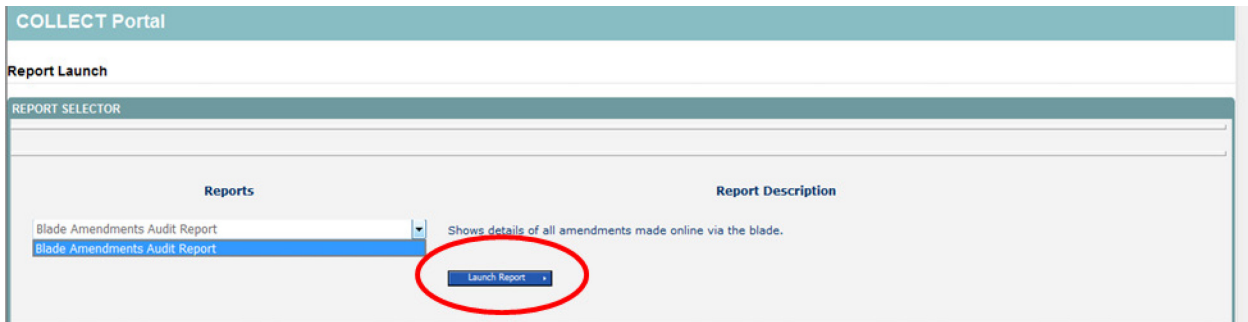
# Reports

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.

Local authorities - 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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