



Department  
for Education

# **School census 2015**

**Editing data within COLLECT**

**October 2015**

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## Editing data

The 'edit' facility in COLLECT is made available for all COLLECT users, this includes **ALL** schools regardless of type. If small amendments are required to a schools return, it is acceptable to make the amendment directly on the return within COLLECT instead of providing a resubmission. However, from an audit/inspection viewpoint **it is important that any amendments are also reflected on the school's MIS**, by doing so it will also ensure that some amendments will now be required for the same record on each termly census.

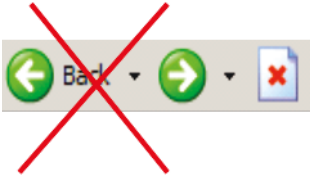
Eg Local authority maintained schools should consult with their local authority regarding editing of data within COLLECT and agree local responsibilities and/or processes for amending data directly in COLLECT. Audit reports will be available to both schools and local authorities in COLLECT to provide 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.

**Do not 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, eg 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, eg 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

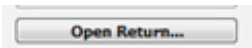
## Filter left hand menu

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.

SC15 Autumn - SA Test School 1					
All notes must be added in the "Return Level Notes" section					
Return Level Errors		Errors		OK Errors	Return Level Notes
		E	Q	0	
		0	13	0	
Data Item	Value	Errors		OK Errors	History
		E	Q		
School Census Autumn 2015					
Collection	SC	0	0	0	
Term	AUT	0	0	0	
Year	2015	0	0	0	
Reference Date	2015-10-01		13	0	
Source Level	S	0	0	0	
LA	520		1	0	
Estab	1001		1	0	
Software Code	CCS-SIMS	0	0	0	
Release	7.159 3.62.172	0	0	0	
Xversion		0	0	0	
Serial No	4	0	0	0	
Datetime	2014-11-14 15:35:10	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 Autumn - SA Test School 1					
All notes must be added in the "Return Level Notes" section					
Return Level Errors		Errors		OK Errors	Return Level Notes
		E	Q		
		0	13	0	
Data Item	Value	Errors		OK Errors	History
School Census Autumn 2015					
Collection	SC	0	0	0	
Term	AUT	0	0	0	
Year	2015	0	0	0	
Reference Date	2015-10-01	13	0	0	
Source Level	S	0	0	0	
LA	520	1	0	0	
Estab	1001	1	0	0	
Software Code	OCS-SIMS	0	0	0	
Release	7.159 3.62.172	0	0	0	
Xversion		0	0	0	
Serial No	4	0	0	0	
Datetime	2014-11-14 15:35:10	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>			

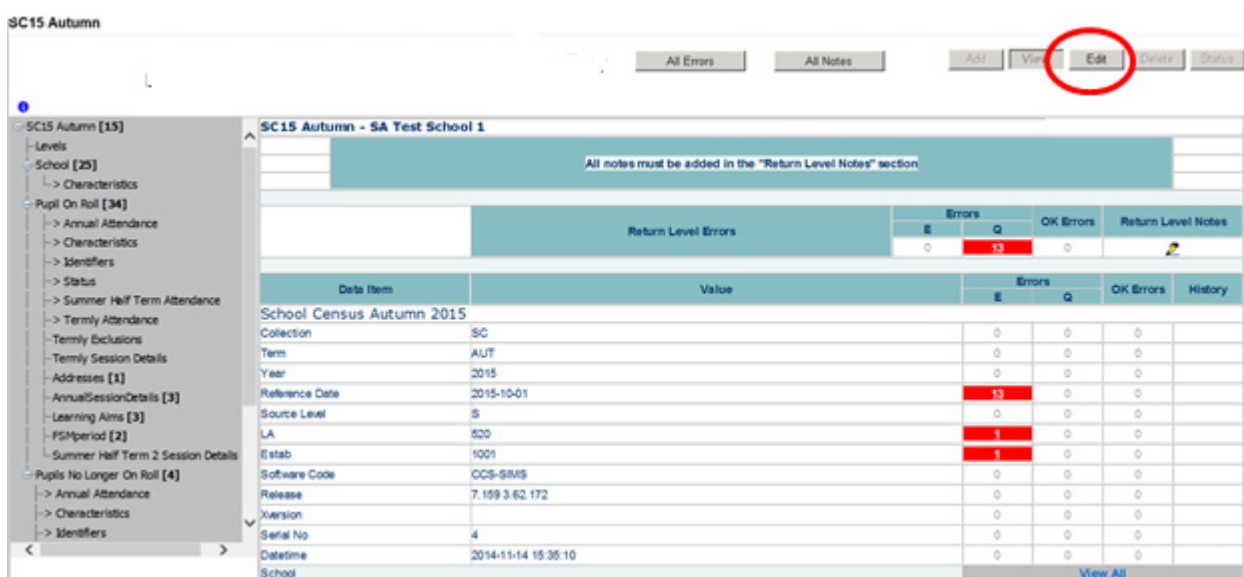
Choose which section of the return you wish to edit using the 'View All' buttons.

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

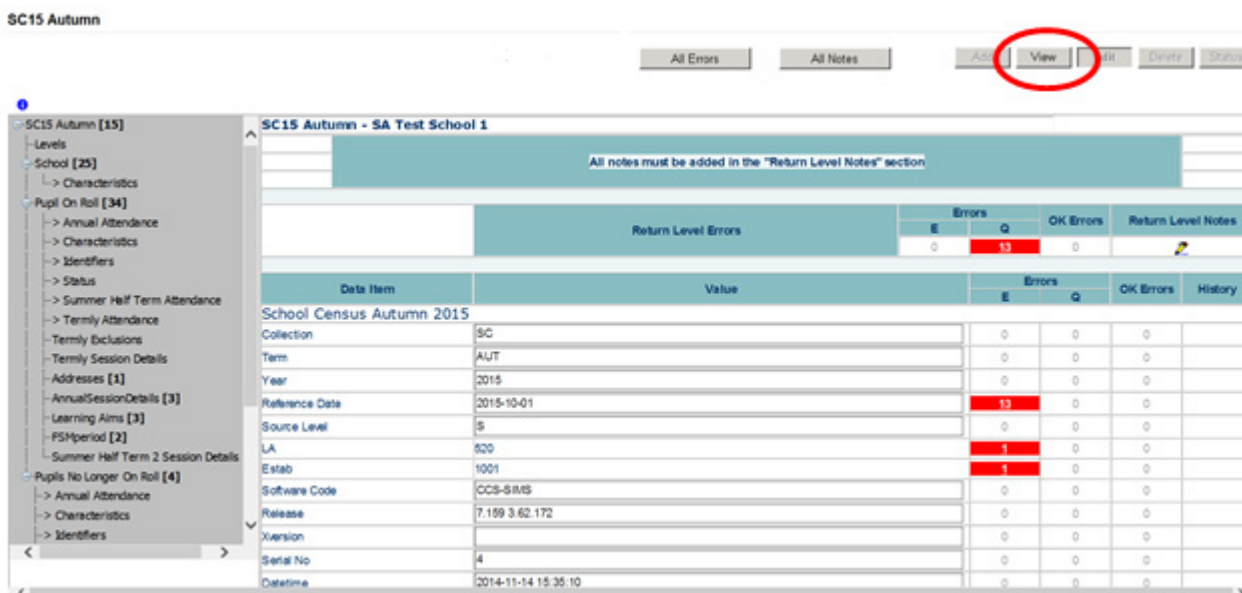
The first screen you see will be the return level screen.

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




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.

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



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

SC15 Autumn - SA Test School 1					
All notes must be added in the "Return Level Notes" section					
Return Level Errors		Errors		OK Errors	Return Level Notes
		E	Q		
		0	13	0	
Data Item	Value	Errors		OK Errors	History
School Census Autumn 2015					
Collection	SC	0	0	0	
Term	AUT	0	0	0	
Year	2015	0	0	0	
Reference Date	2015-10-01	13	0	0	
Source Level	S	0	0	0	
LA	520	1	0	0	
Estab	1001	1	0	0	
Software Code	CCS-SIMS	0	0	0	
Release	7.159 3.62.172	0	0	0	
Xversion		0	0	0	
Serial No	5	0	0	0	
Datetime	2014-11-14 15:35:10	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

**History Report - SchoolCensus 2015\_Autumn**

**SA Test School 1**  
**History report on 27/08/2015 at 09:33:24**  
**Data** Serial No

<b>Filter By:</b>	Action	User	Start Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Action	Old Value	New Value	User	Role	Organisation
Update	4	5		Agent	Department for Education



# 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'

School - Characteristics

All Errors All Notes Add View Edit Delete Status

- SC15 Autumn [15]
- Levels
- School [25]
  - Characteristics
- Pupil On Roll [34]
  - Annual Attendance
  - Characteristics
  - Identifiers
  - Status
  - Summer Half Term Attendance
  - Termly Attendance
  - Termly Exclusions
  - Termly Session Details
  - Addresses [1]
  - AnnualSessionDetails [3]
  - Learning Aims [3]
  - FSMperiod [2]
  - Summer Half Term 2 Session Details
- Pupils No Longer On Roll [4]

School - Characteristics - SA Test School 1

Drill Up Error

All Notes

School Name	School Type	Rule Errors			
Test School	49 - Academies	19			
Data Item	Value	Errors		OK Errors	History
		E	Q		
School Characteristics					
School Name	Test School	0	0	0	
School Phase	SP - Special	18	0	0	
School Type	49 - Academies	0	0	0	
Maximum Year Group	13 - Year 13	0	0	0	
Minimum Year Group	R - Reception	0	0	0	
Intake Type	SPEC - Special	16	0	0	
Governance	CA - Academies	16	0	0	
School Email Address	testemail@gmail.com	0	0	0	
School Telephone Number	01902 123456	0	0	0	

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

School - Characteristics

Approve All Errors All Notes Add View Edit Delete Status

- SC15 Autumn [15]
- Levels
- School [25]
  - Characteristics
- Pupil On Roll [34]
  - Annual Attendance
  - Characteristics
  - Identifiers
  - Status
  - Summer Half Term Attendance
  - Termly Attendance
  - Termly Exclusions
  - Termly Session Details
  - Addresses [1]
  - AnnualSessionDetails [3]
  - Learning Aims [3]
  - FSMperiod [2]
  - Summer Half Term 2 Session Details

School - Characteristics - SA Test School 1

Drill Up Error

All Notes

School Name	School Type	Rule Errors			
Test School	49 - Academies	19			
Data Item	Value	Errors		OK Errors	History
		E	Q		
School Characteristics					
School Name	Test School	0	0	0	
School Phase	SP - Special	18	0	0	
School Type	49 - Academies	0	0	0	
Maximum Year Group	13 - Year 13	0	0	0	
Minimum Year Group	R - Reception	0	0	0	
Intake Type	SPEC - Special	16	0	0	
Governance	CA - Academies	16	0	0	
School Email Address	testemail@gmail.com	0	0	0	
School Telephone Number	01902 123456	0	0	0	

## 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.

Pupil On Roll - Identifiers - SA Test School 1											Drill Up	Error
Unique Pupil Number (UPN)											All Notes	
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
Z001800214001	DUPSurname1	DUPForename1	2013-08-31	S - Current subsidiary (dual registration)	8	0	0	2	1	0	0	0
E001615283946	Sumame	Forename	1998-09-01	C - Current (single registration at this school)	8	1	0	0	1	0	0	1
D001764821039	Sumame B	ForenameB	2006-09-01	S - Current subsidiary (dual registration)	3	0	0	0	0	0	0	1

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 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	History
Pupil on Roll Identifiers						
Missing Address				0	0	0
Unique Pupil Number(UPN)	E001615283946			0	0	0
Pupil's Former UPN	X0012000			0	0	0
ULN	700002			0	0	0
Pupil Surname	Sumame			0	0	0
Pupil Forename	Forename			0	0	0
Pupil Middle Names	Middle			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	1998-09-01			4	1	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>

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



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

Pupil On Roll - Status - SA Test School 1													Reset	Go
Unique Pupil Number (UPN)													All Notes	
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		
Z001800214001	DUPSurname1	DUPForename1	2013-08-31	S - Current subsidiary (dual registration)	8	0	0	2	1	0	0	0		
E001615283946	Sumame	Forename	1998-09-01	M - Current main (dual registration)	8	1	0	0	1	0	0	1		
D001764821039	Sumame B	ForenameB	2006-09-01	S - Current subsidiary (dual registration)	3	0	0	0	0	0	0	1		
	Sumame2	Forename2	1997-10-01	C - Current (single registration at this school)	7	0	0	1	1	0	2	0		
	Sumame3	Forename3	1998-09-01	C - Current (single registration at this school)	8	0	0	0	0	0	1	0		

Pupil On Roll Identifiers	Pupil On Roll Characteristics	Pupil On Roll Termly Attendance	Pupil On Roll Summer Half Term 2 Attendance	Pupil On Roll Annual Attendance		
Data Item	Value			Errors	OK Errors	History
Pupil On Roll Status	C - Current (single registration at this school)			0	0	0
Pupil Enrolment Status	M - Current main (dual registration)			0	0	0
Pupil Class Type	S - Current subsidiary (dual registration)			1	0	0
Pupil Date of Entry	O - Other Provider			0	1	0
Pupil Part-Time Indicator	False			0	0	0
Pupil Boarder Indicator	N - Not a boarder			0	1	0
Pupil's Actual National Curriculum Year Group	N2 - Nursery second year			2	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

Pupil On Roll - Identifiers

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

Pupil On Roll - Identifiers - SA Test School 1

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM
Z001800214001	DUPSurname1	DUPForename1	2013-08-31	S - Current subsidiary (dual registration)	8	0	0	2	1	0	0	0
E001615283946	Surname	Forename	1998-09-01	M - Current main (dual registration)	8	1	0	0	1	0	0	1
D001764821039	Sumame B	ForenameB	2006-09-01	S - Current subsidiary (dual registration)	3	0	0	0	0	0	0	1
	Sumame2	Forename2	1997-10-01	C - Current (single registration at this school)	7	0	0	1	1	0	2	0
	Sumame3	Forename3	1998-09-01	C - Current (single registration at this school)	8	0	0	0	0	0	1	0

Pupil On Roll Identifiers

Data Item	Value	E	Q	OK Errors	History
Missing Address		0	0	0	
Unique Pupil Number(UPN)	E001615283946	0	0	0	
Pupil's Former UPN	X0012000	0	0	0	
ULN	700002	0	0	0	
Pupil Surname	Sumame	0	0	0	

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

Pupil On Roll - Identifiers

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

Pupil On Roll - Identifiers - SA Test School 1

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM
Z001800214001	DUPSurname1	DUPForename1	2013-08-31	S - Current subsidiary (dual registration)	8	0	0	2	1	0	0	0
E001615283946	Surname	Forename	1998-09-01	M - Current main (dual registration)	8	1	0	0	1	0	0	1
D001764821039	Sumame B	ForenameB	2006-09-01	S - Current subsidiary (dual registration)	3	0	0	0	0	0	0	1
	Sumame2	Forename2	1997-10-01	C - Current (single registration at this school)	7	0	0	1	1	0	2	0
	Sumame3	Forename3	1998-09-01	C - Current (single registration at this school)	8	0	0	0	0	0	1	0

Pupil on Roll Identifiers

Data Item	Value	E	Q	OK Errors	History
Missing Address		0	0	0	
Unique Pupil Number(UPN)	E001615283946	x	0	0	
Pupil's Former UPN		0	0	0	
ULN	700002	0	0	0	
Pupil Surname	Sumame	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

SC15 Autumn [15]  
 Levels  
 School [25]  
 Characteristics  
 Pupil On Roll [34]  
 Annual Attendance  
 Characteristics  
 Identifiers  
 Status  
 Summer Half Term Attendance  
 Termly Attendance  
 Termly Exclusions  
 Termly Session Details  
 Addresses [1]  
 AnnualSessionDetails [3]  
 Learning Aims [3]  
 FSMperiod [2]  
 Summer Half Term 2 Session Details  
 Pupils No Longer On Roll [4]  
 Annual Attendance  
 Characteristics  
 Identifiers

Pupil On Roll - Identifiers - SA Test School 1

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM
Z001800214001	DUPSurname1	DUPForename1	2013-08-31	S - Current subsidiary (dual registration)	8	0	0	2	1	0	0	0
E001615283946	Surname	Forename	1998-09-01	M - Current main (dual registration)	8	1	0	0	1	0	0	1
D001764821039	Surname B	ForenameB	2006-09-01	S - Current subsidiary (dual registration)	3	0	0	0	0	0	0	1
	Surname2	Forename2	1997-10-01	C - Current (single registration at this school)	7	0	0	1	1	0	2	0
	Surname3	Forename3	1998-09-01	C - Current (single registration at this school)	8	0	0	0	0	0	1	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	History
		E	Q		
Pupil on Roll Identifiers					
Missing Address		0	0	0	
Unique Pupil Number(UPN)	E001615283946	x	0	0	
Pupil's Former UPN		0	0	0	
ULN	700002	0	0	0	
Pupil Surname	Surname	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\_Autumn

SA Test School 1

History report on 27/08/2015 at 12:39:07

Data Unique Pupil Number(UPN)

Filter By:	Action	User	Start Date
	▼		

Action	Old Value	New Value	User	Role	Organisation
Update		E001615283946	:	Agent	Department for Educ
Update	E001615283946		:	Agent	Department for Educ

## 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'

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	E	Q	OK Errors
Missing Address		0	0	0
Unique Pupil Number (UPN)	E001615283946	0	0	0
Pupil's Former UPN		0	0	0
ULN	700002	0	0	0
Pupil Surname	Surname	0	0	0
Pupil Forename	Forename	0	0	0
Pupil Middle Names	Middle	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	1998-09-01	4	1	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				False True

The record will update overnight and the pupil will show as pupil no longer on roll 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 Error 1920 will generate for pupil's whose leaving date is not present.

## 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.

The screenshot shows the 'Pupil on Roll' interface. On the left is a navigation tree with 'Pupil on Roll [34]' expanded. The main area displays a table of pupils. Below this is a detailed view for a specific pupil, showing various attributes and a table of 'Pupil on Roll Identifiers'. At the bottom of this detailed view, there is a section for 'Pupil on Roll Addresses' with a 'View All' link circled in red.

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
2001800214001 DUPSurname1 DUFForename1	2013-08-31	S - Current subsidiary (dual registration)	8	0
E001615283946 Surname Forename	1998-09-01	M - Current main (dual registration)	8	1
D001764821039 Surname B Forename B	2006-09-01	S - Current subsidiary (dual registration)	3	0
Sumame2 Forename2	1997-10-01	C - Current (single registration at this school)	7	0
Sumame3 Forename3	1998-09-01	C - Current (single registration at this school)	8	0

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

The screenshot shows the 'Addresses' interface. At the top, there are buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. Below this is a table of addresses for a specific pupil. The 'Add' button is highlighted.

UPN	Surname	Forename	DOB	Postcode	Address Line 1	Dwelling (PAON)	Errors
Z001800214001	DUPSurname1	DUPForename1	2013-08-31	TS25 5LU	Address Line 1	1A	0

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

The screenshot shows the 'Addresses' section of a software interface. At the top right, there are buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. The 'Add' button is circled in red. Below this, the interface displays a tree view on the left and a main data area on the right. The main area is titled 'Addresses - SA Test School 1' and contains a table with the following data:

UPN	Surname	Forename	DOB	Postcode	Address Line 1	Dwelling (PAON)	Errors
Z001800214001	DUPSurname1	DUPForename1	2013-08-31	TS25 5LU		1A	0

Below the table, there is a 'Pupil On Roll Address' section with a table of data items and their values:

Data Item	Value	Error		OK Errors	History
		E	Q		
Postcode	TS25 5LU	0	0	0	
<b>BS7666 Format</b>					
Sub-dwelling (SAON)		0	0	0	
Dwelling (PAON)	1A	0	0	0	
Street	Test Street	0	0	0	
Locality		0	0	0	
Town	Test Town	0	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	

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

## Changes to data in pupil records

You can change any information about the pupil in the same way as changing UPN. For example language, date of birth or enrolment status.

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 been pulled through in error.

The most common occurrence of this is off roll pupils under 4 where we do not collect any historic records eg attendance/exclusion/post16 data. These pupils will generate queries 1925 or in the case of special schools query1926.

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 the correct pupil is highlighted in blue and the text is in bold and click the 'Delete' button.

Pupils No Longer On Roll - Identifiers

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

Pupils No Longer On Roll - Identifiers - SA Test School 1

UPN	Surname	Forename	DOB	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16
<b>Sumame3a</b>	<b>Forename3</b>	<b>2003-08-31</b>	<b>4</b>	0	0	0	0	0	0	1

Data Item	Value	E	Q	OK Errors	History
<b>Pupil No Longer On Roll Identifiers</b>					
Missing Address		0	0	0	
Unique Pupil Number(UPN)		1	0	0	
Pupil's Former UPN		0	0	0	
ULN		0	0	0	
Pupil Surname	Sumame3a	0	0	0	
Pupil Forename	Forename3	0	0	0	
Pupil Middle Names		0	0	0	
Pupil Fomer Sumame		0	0	0	
Gender of pupil	M - Male	0	0	0	
Pupil Date of Birth	2003-08-31	2	0	0	

- 3) 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 - SA Test School 1

UPN	Surname	Forename	DOB	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16
<b>Sumame3a</b>	<b>Forename3</b>	<b>2003-08-31</b>	<b>4</b>	0	0	0	0	0	0	1

Data Item	Value	E	Q	OK Errors	History
<b>Pupil No Longer On Roll Identifiers</b>					
Missing Address		0	0	0	
Unique Pupil Number(UPN)		1	0	0	
Pupil's Former UPN		0	0	0	
ULN		0	0	0	
Pupil Surname	Sumame3a	0	0	0	
Pupil Forename	Forename3	0	0	0	
Pupil Middle Names		0	0	0	
Pupil Fomer Sumame		0	0	0	
Gender of pupil	M - Male	0	0	0	
Pupil Date of Birth	2003-08-31	2	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

**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'

The screenshot shows the 'Return Level Errors' table with the following data:

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

The 'Data Item' table below shows the following data:

Data Item	Value	Errors		OK Errors	History
		E	Q		
School Census Autumn 2015					
Collection	SC	0	0	0	
Term	AUT	0	0	0	
Year	2015	0	0	0	
Reference Date	2015-10-01	16	0	0	
Source Level	S	0	0	0	
LA	520	1	0	0	
Estab	1001	1	0	0	
Software Code	CCS-SIMS	0	0	0	
Release	7.159 3.62.172	0	0	0	
Xversion		0	0	0	
Serial No	5	0	0	0	
Datetime	2014-11-14 15:35:10	0	0	0	

- 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.

The screenshot shows the 'Termly Exclusions' interface with the following table:

UPN	Surname	Forename	DOB	Category	Reason	Start Date	Sessions	Errors
	Surname3a	Forename3	2003-08-31	FIXD	RA	2015-01-31	20	0
	Surname3a	Forename3	2003-08-31	FIXD	RA	2015-01-31	20	0

The 'Delete' button is circled in red.

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

The screenshot shows a confirmation dialog box with the following text:

Confirm deletion ?

Yes No

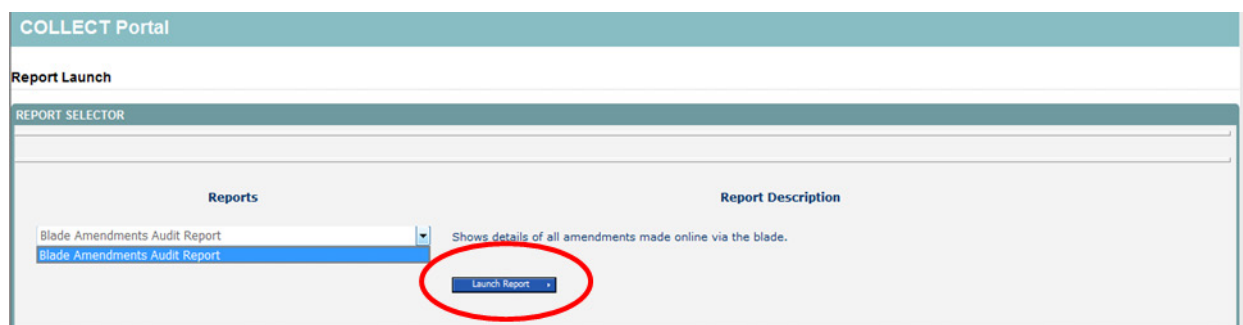
# Reports

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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write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

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