



Department  
for Education

# **School Exclusion Reviews (Apex)**

## **2014**

**Instructions for local authorities on how  
to use COLLECT to submit the return**

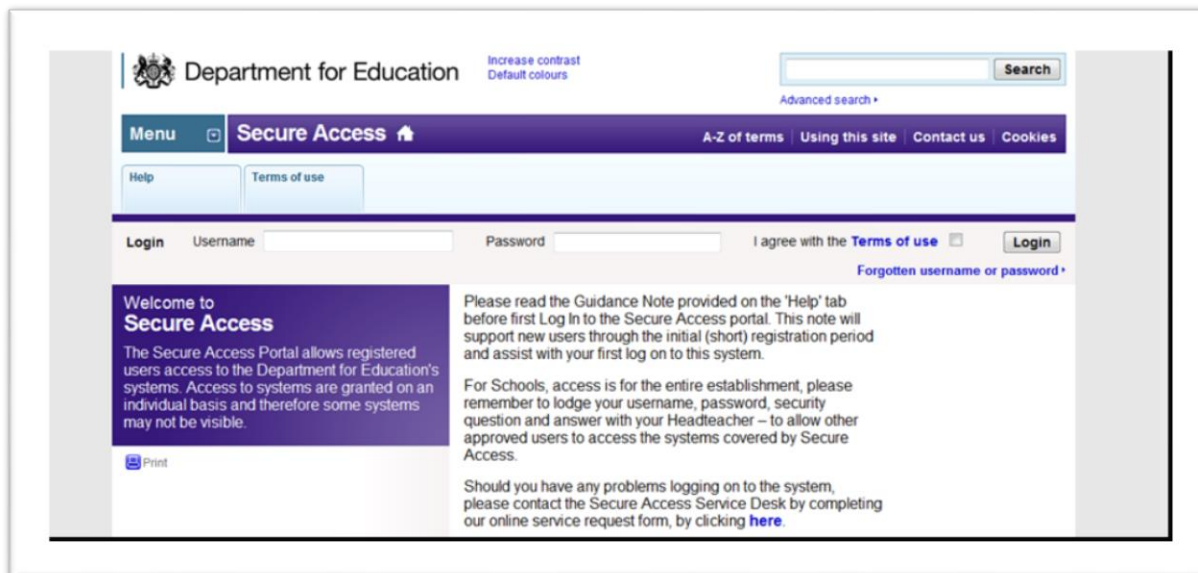
**January 2013**

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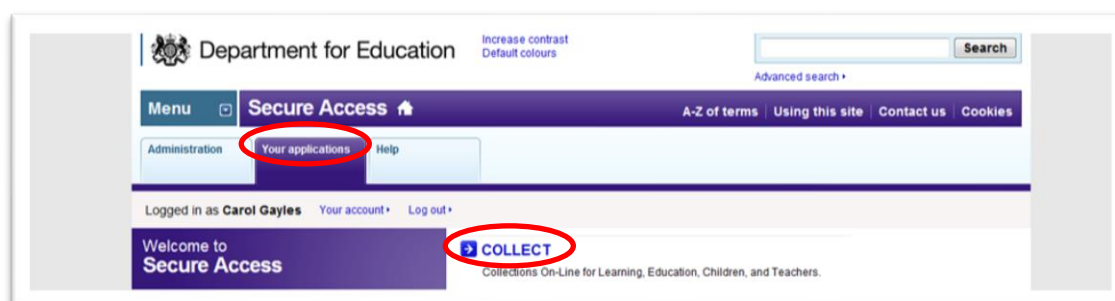
# COLLECT and Secure Access

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



If you are a new user and require access to COLLECT, you will need to contact your local authority.

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



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



Click on 'continue', as above

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

Data Collection	User Role	Organisation	Status	Due Date	Days Due
APAD2014	Collector	Department for Education	Testing	07/02/2014 00:00:00	58
APAD2014	Administrator	Department for Education	Testing/Live	07/02/2014 00:00:00	58
<b>APEX2014</b>	<b>Source</b>	<b>Darlington</b>	<b>Testing</b>	<b>10/02/2014 00:00:00</b>	<b>61</b>
APEX2014	Collector	Department for Education	Testing	10/02/2014 00:00:00	61
APEX2014	Administrator	Department for Education	Testing/Live	10/02/2014 00:00:00	61

Below the table, there is a button labeled 'Select Data Collection' with a right-pointing arrow, which is circled in red.

## LA (Source Page) Screen

The next screen (Source page) provides a summary of the latest position with respect to the data collection

The screenshot displays the 'Source Page APEX2014' interface. At the top, it says 'Source Page APEX2014'. Below that is a section titled 'MY DATA RETURN'. Under this section, it shows 'The status of your data return : No\_Data' in a dropdown menu. To the right, there are three input fields: 'Errors : 0', 'Queries : 0', and 'OK Errors : 0'. Below this is a section titled 'What can I do with My Data Return?' which contains several buttons with corresponding instructions: 'Upload Return from file...' (Import a file), 'Add Return on screen...' (Add a new return using a web form), 'Open Return...' (Open your data return), 'Submit Return...' (Submit your completed data return), 'Export to file...' (Export your data return to a file), 'Launch Reports...' (Report on your data return), and 'Delete Return...' (Delete your data return). Below this is a section titled 'What is happening to My Data Return?' which contains three columns: 'Data Return Submission' (Date Submitted: [input]), 'Data Return Approval' (Date Approved: [input]), and 'Data Return Authorisation' (Date Authorised: [input]). At the bottom, there is a section titled 'I need some help' with a link to help pages.

The different status of data is as follows:

**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:

**Upload return form** – this function will not be available for Parental Responsibility as user can only add data on screen

**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 APEX2014

**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 Add a new return using a web form

Upload Return from file...      Press this button to Import a file into your data return

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

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

Export to file...      Press this button to Export your data return to a file

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.

The next screen to appear is the Apex- return form, as shown.

APEX

Add new record ?           

—APEX

**APEX - Darlington**

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)	Validation Results			Notes		
	Errors	Queries	OK			
	0	0	0			
Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number		0	0	0		
<b>Section 1: LA Maintained Primary, Secondary and Special Schools</b>						
1. Total number of independent reviews lodged		0	0	0		
2. No. of independent reviews determined by an independent reviews panel		0	0	0		
3. Number of independent reviews where a SEN expert was requested		0	0	0		
4. Number of independent reviews upholding the exclusion		0	0	0		
5. Number of reviews recommending reconsideration by the governing body		0	0	0		
6. Number of reviews directing reconsideration by the governing body		0	0	0		
7. Number of pupils offered reinstatement where reconsideration by the governing body has been recommended		0	0	0		
8. Number of pupils offered reinstatement where reconsideration by the governing body has been directed		0	0	0		
<b>Section 2: LA Maintained Pupil Referral Units</b>						
9. Total number of independent reviews lodged		0	0	0		
10. No. of independent reviews determined by an independent reviews panel		0	0	0		
11. Number of independent reviews where a SEN expert was requested		0	0	0		
12. Number of independent reviews upholding the exclusion		0	0	0		

First click on 'save'

APEX

Add new record ?

**APEX - Darlington**

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)	Validation Results			Notes		
	Errors	Queries	OK			
	0	0	0			
Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number		0	0	0		
<b>Section 1: LA Maintained Primary, Secondary and Special Schools</b>						
1. Total number of independent reviews lodged		0	0	0		
2. No. of independent reviews determined by an independent reviews panel		0	0	0		
3. Number of independent reviews where a SEN expert was requested		0	0	0		
4. Number of independent reviews upholding the exclusion		0	0	0		
5. Number of reviews recommending reconsideration by the governing body		0	0	0		
6. Number of reviews directing reconsideration by the governing body		0	0	0		
7. Number of pupils offered reinstatement where reconsideration by the governing body has been recommended		0	0	0		
8. Number of pupils offered reinstatement where reconsideration by the governing body has been directed		0	0	0		
<b>Section 2: LA Maintained Pupil Referral Units</b>						
9. Total number of independent reviews lodged		0	0	0		
10. No. of independent reviews determined by an independent reviews panel		0	0	0		
11. Number of independent reviews where a SEN expert was requested		0	0	0		
12. Number of independent reviews upholding the exclusion		0	0	0		

On clicking on 'Save' your LA number and Name will be automatically pre-populated.

APEX

**APEX [30] - APEX - Darlington**

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)	Validation Results			Notes		
	Errors	Queries	OK			
	0	0	0			
Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number	841 - DARLINGTON	0	0	0		



# LA Return screen

The screen below is where LA users add their return details.

APEX

All Errors All Notes Add View Edit Delete Status

**APEX - Darlington**

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)		Validation Results			Notes	
		Errors	Queries	OK		
		0	0	0		
Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number	841 - DARLINGTON	0	0	0		
<b>Section 1: LA Maintained Primary, Secondary and Special Schools</b>						
1. Total number of independent reviews lodged		1	0	0		
2. No. of independent reviews determined by an independent reviews panel		1	0	0		
3. Number of independent reviews where a SEN expert was requested		1	0	0		
4. Number of independent reviews upholding the exclusion		1	0	0		
5. Number of reviews recommending reconsideration by the governing body		1	0	0		
6. Number of reviews directing reconsideration by the governing body		1	0	0		
7. Number of pupils offered reinstatement where reconsideration by the governing body has been recommended		1	0	0		
8. Number of pupils offered reinstatement where reconsideration by the governing body has been directed		1	0	0		
<b>Section 2: LA Maintained Pupil Referral Units</b>						
9. Total number of independent reviews lodged		1	0	0		
10. No. of independent reviews determined by an independent reviews panel		1	0	0		
11. Number of independent reviews where a SEN expert was requested		1	0	0		
12. Number of independent reviews upholding the exclusion		1	0	0		

Local intranet | Protected Mode: Off 105%

To enter data the user must first click on 'Edit'. Please see next section.

# Editing a Return

Clicking on the 'Edit' button, opens the value boxes, allowing the user to add and amend their data next to each question.

APEX

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)		Validation Results			Notes	
		Errors	Queries	OK		
		0	0	0		
Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number	841 - DARLINGTON	0	0	0		
<b>Section 1: LA Maintained Primary, Secondary and Special Schools</b>						
1. Total number of independent reviews lodged		1	0	0		
2. No. of independent reviews determined by an independent reviews panel		1	0	0		
3. Number of independent reviews where a SEN expert was requested		1	0	0		
4. Number of independent reviews upholding the exclusion		1	0	0		
5. Number of reviews recommending reconsideration by the governing body		1	0	0		
6. Number of reviews directing reconsideration by the governing body		1	0	0		
7. Number of pupils offered reinstatement where reconsideration by the governing body has been recommended		1	0	0		
8. Number of pupils offered reinstatement where reconsideration by the governing body has been directed		1	0	0		
<b>Section 2: LA Maintained Pupil Referral Units</b>						
9. Total number of independent reviews lodged		1	0	0		
10. No. of independent reviews determined by an independent reviews panel		1	0	0		
11. Number of independent reviews where a SEN expert was requested		1	0	0		
12. Number of independent reviews upholding the exclusion		1	0	0		

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.

APEX

—APEX [26]

**APEX - Darlington**

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)		Validation Results			Notes	
		Errors	Queries	OK		
		0	0	0		
Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number	841 - DARLINGTON	0	0	0		
<b>Section 1: LA Maintained Primary, Secondary and Special Schools</b>						
1. Total number of independent reviews lodged	25	0	1	0		
2. No. of independent reviews determined by an independent reviews panel	6	1	0	0		
3. Number of independent reviews where a SEN expert was requested	8	0	0	0		
4. Number of independent reviews upholding the exclusion	4	1	0	0		
5. Number of reviews recommending reconsideration by the governing body	2	1	0	0		
6. Number of reviews directing reconsideration by the governing body	5	1	0	0		
7. Number of pupils offered reinstatement where reconsideration by the governing body has been recommended		1	0	0		
8. Number of pupils offered reinstatement where reconsideration by the governing body has been directed		1	0	0		
<b>Section 2: LA Maintained Pupil Referral Units</b>						
9. Total number of independent reviews lodged		1	0	0		
10. No. of independent reviews determined by an independent reviews panel		1	0	0		
11. Number of independent reviews where a SEN expert was requested		1	0	0		
12. Number of independent reviews upholding the exclusion		1	0	0		

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

APEX

—APEX [26]

**APEX - Darlington**

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)		Validation Results			Notes	
		Errors	Queries	OK		
		0	0	0		
Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number	841 - DARLINGTON	0	0	0		
<b>Section 1: LA Maintained Primary, Secondary and Special Schools</b>						
1. Total number of independent reviews lodged	25	0	1	0		
2. No. of independent reviews determined by an independent reviews panel	6	1	0	0		
3. Number of independent reviews where a SEN expert was requested	8	0	0	0		
4. Number of independent reviews upholding the exclusion	4	1	0	0		
5. Number of reviews recommending reconsideration by the governing body	2	1	0	0		
6. Number of reviews directing reconsideration by the governing body	5	1	0	0		
7. Number of pupils offered reinstatement where reconsideration by the governing body has been recommended		1	0	0		
8. Number of pupils offered reinstatement where reconsideration by the governing body has been directed		1	0	0		
<b>Section 2: LA Maintained Pupil Referral Units</b>						
9. Total number of independent reviews lodged		1	0	0		
10. No. of independent reviews determined by an independent reviews panel		1	0	0		
11. Number of independent reviews where a SEN expert was requested		1	0	0		
12. Number of independent reviews upholding the exclusion		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.

**Blade Error Report - APEX2014**

Darlington Error report on 11/12/2013 at 12:50 Return

**Count** 26

Rule No.	Return Level	Error Message	Priority	OK'd	Details	Notes
3286		The number of pupils offered reinstatement where reconsideration by the governing body has been recommended(7) MUST be greater than or equal to zero.	Errors		<a href="#">Details</a>	
3287		The number of pupils offered reinstatement where reconsideration by the governing body has been directed(8) MUST be greater than or equal to zero.	Errors		<a href="#">Details</a>	
3135		PRU: The total number of appeals lodged (9) MUST be greater than or equal to zero.	Errors		<a href="#">Details</a>	
3136		PRU: The number of appeals determined by an appeals panel (10) MUST be greater than or equal to zero.	Errors		<a href="#">Details</a>	
3288		PRU: The number of independent reviews where a SEN expert was requested (11) MUST be greater than or equal to zero.	Errors		<a href="#">Details</a>	
3289		PRU: The number of independent reviews upholding the excusion(12) MUST be greater than or equal to zero.	Errors		<a href="#">Details</a>	
3290		PRU: The number of reviews recommending reconsideration by the governing body (13) MUST be greater than or equal to zero.	Errors		<a href="#">Details</a>	
3291		PRU: The number of reviews directing reconsideration by the governing body (14) MUST be greater than or equal to zero.	Errors		<a href="#">Details</a>	
3292		PRU: The number of pupils offered reinstatement where reconsideration by the governing body has been recommended(15) MUST be greater than or equal to zero.	Errors		<a href="#">Details</a>	
3293		PRU: The number of pupils offered reinstatement where reconsideration by the governing body has been directed(16) MUST be greater than or equal to zero.	Errors		<a href="#">Details</a>	

Page 1 of 3 1 2 3

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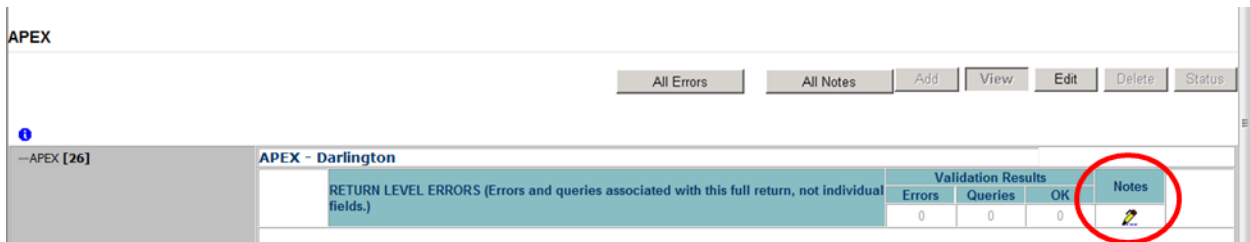
Once the user has clicked the 'Details' button they will see the details appear on the right hand side of the screen, as shown below.

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).

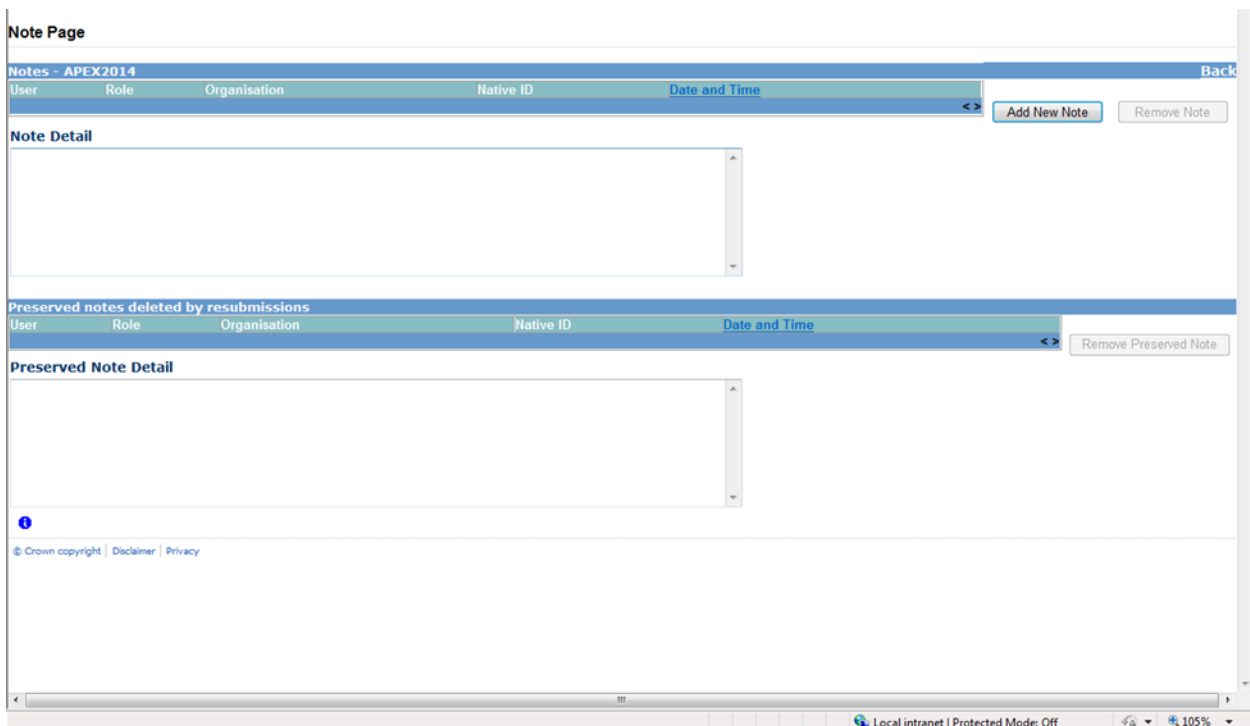
Once the user has clicked this 'Value', they will be taken to the Section where that error is occurring and allow an amendment to be made.

## Adding return level notes

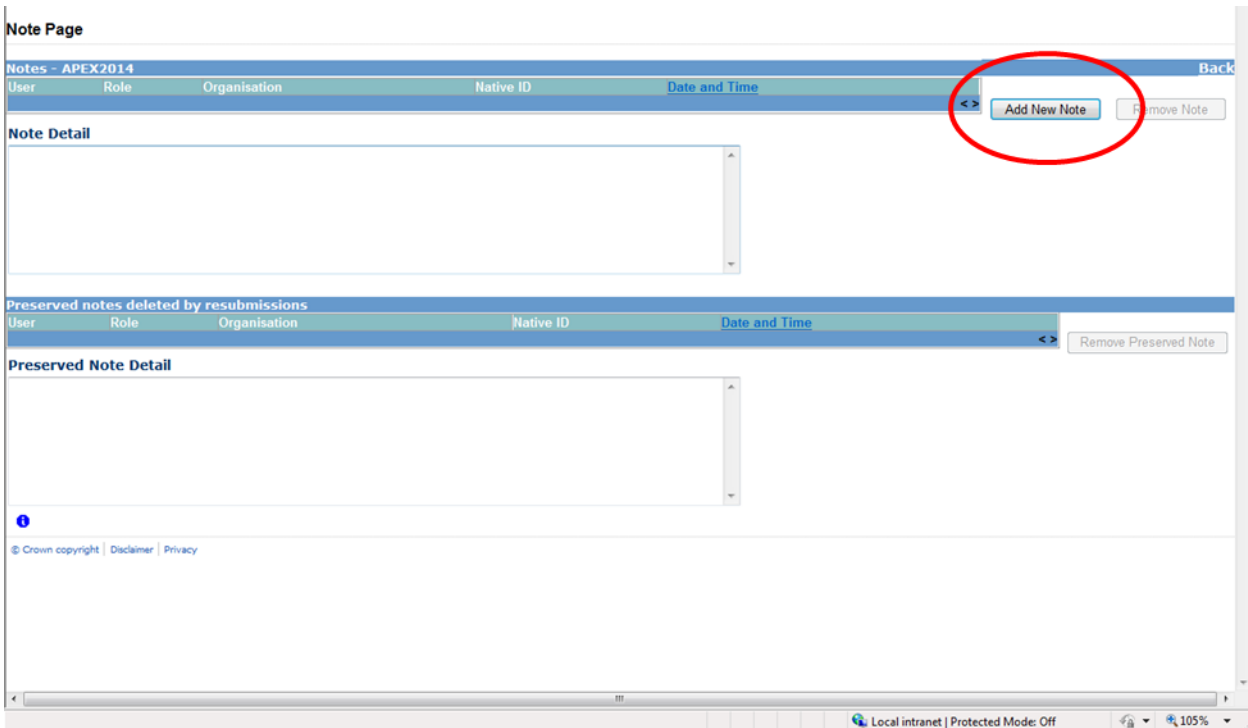
There is a pencil icon located next to the return level section. To add a note relating to an outstanding query, please click on the pencil.



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.



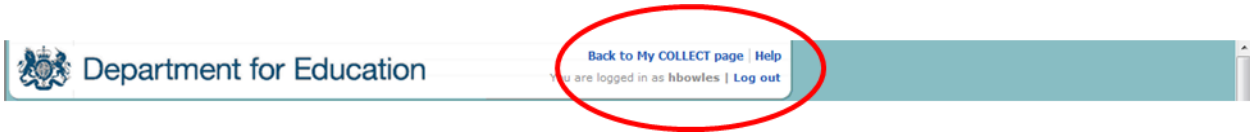
Once a note has been added, click on Create. This will then save that note against the return. The pencil icon will then change to a notepad icon, which indicates a note has been added.

APEX - Darlington						
RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)		Validation Results			Notes	
		Errors	Queries	OK		
		0	0	0		
Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number	841 - DARLINGTON	0	0	0		
<b>Section 1: LA Maintained Primary, Secondary and Special Schools</b>						
1. Total number of independent reviews lodged	25	0	1	0		
2. No. of independent reviews determined by an independent reviews panel	6	1	0	0		
3. Number of independent reviews where a SEN expert was requested	8	0	0	0		
4. Number of independent reviews upholding the exclusion	4	1	0	0		
5. Number of reviews recommending reconsideration by the governing body	2	1	0	0		
6. Number of reviews directing reconsideration by the governing body	5	1	0	0		

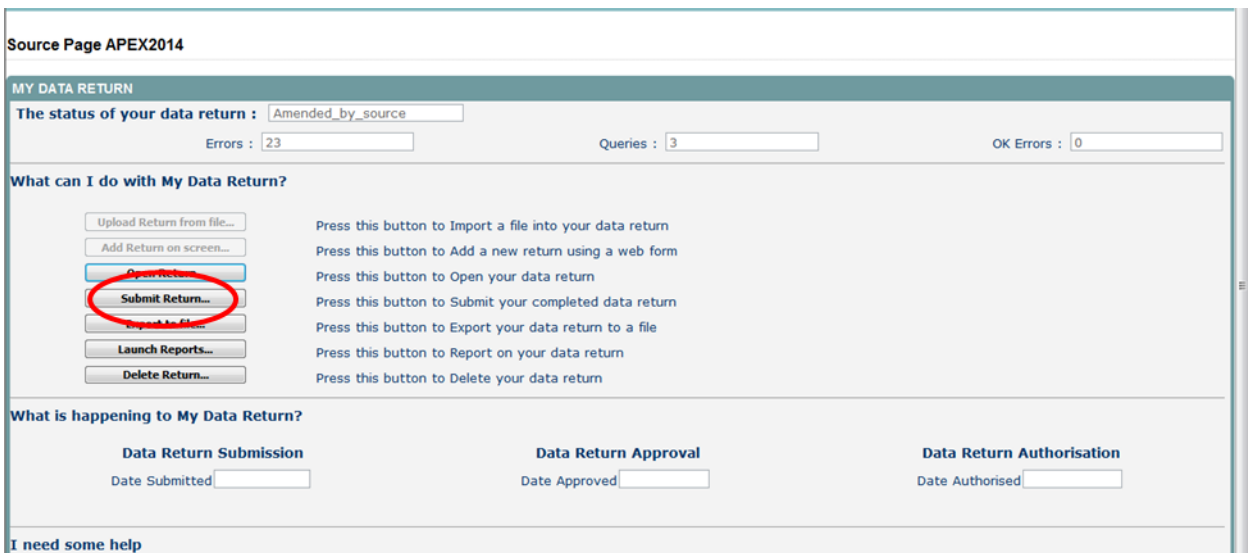
**Please Note:** All errors must be resolved. Return level notes added against outstanding queries will be reviewed by the Department on submission of the return by the Local Authority.

# 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.



Then select Submit Return.



## Deleting a return

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

Source Page APEX2014

MY DATA RETURN

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

Errors : 23      Queries : 3      OK Errors : 0

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?

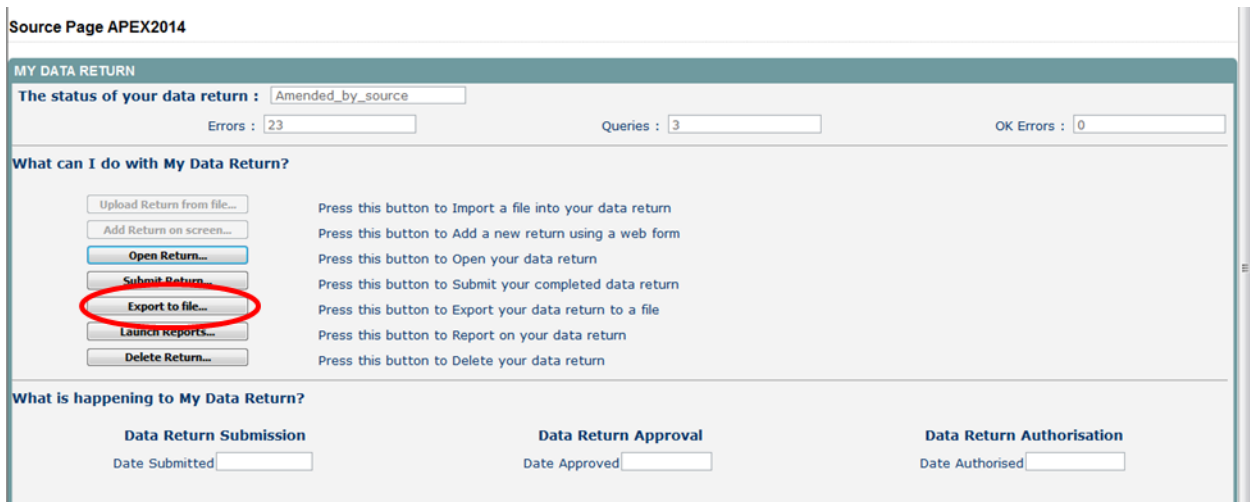
<b>Data Return Submission</b> Date Submitted: <input type="text"/>	<b>Data Return Approval</b> Date Approved: <input type="text"/>	<b>Data Return Authorisation</b> Date Authorised: <input type="text"/>
---	--	---

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.

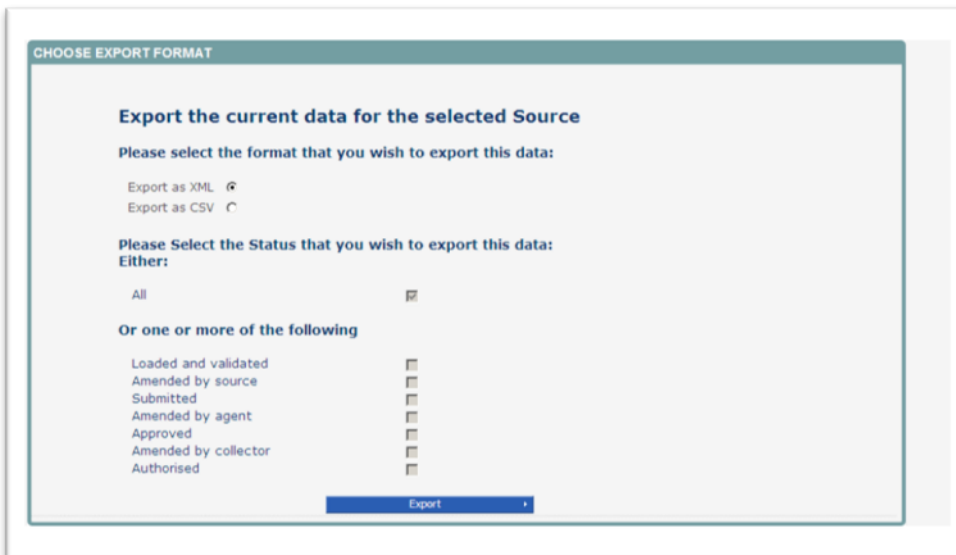


# Exporting a return

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
<a href="#">Back to MyCOLLECT page</a>	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)
<a href="#">Drill Up</a>	Any data screen within a return apart from the header screen	Returns you to the previous data screen
<a href="#">Return</a>	Report screens, e.g. History and errors	Returns you to the previous screen
<a href="#">Back</a>	Notes screens	Returns you to the previous screen
<a href="#">View All</a>	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

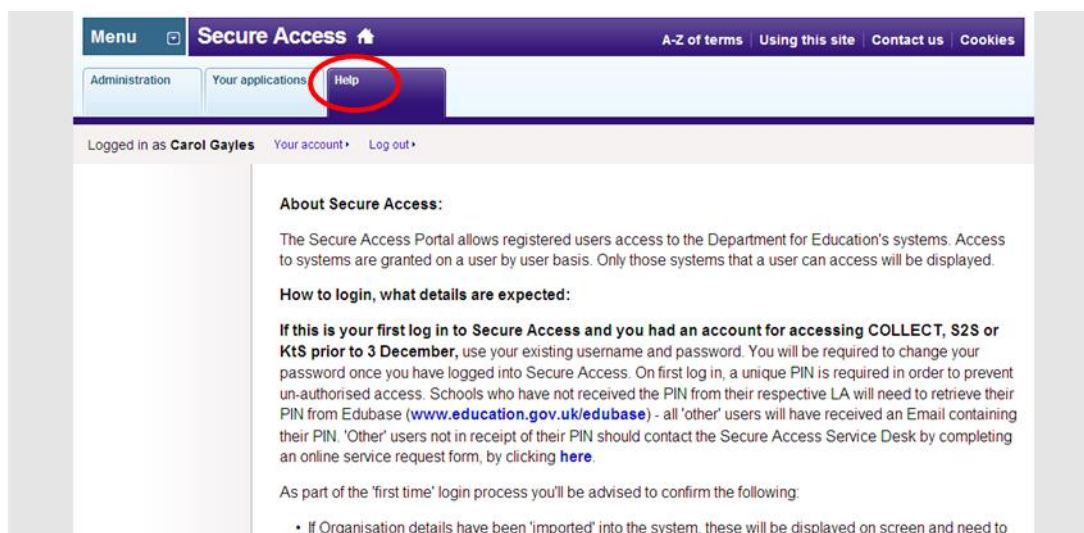
The left hand menu can also be used to migrate to different screens.

# 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 Education Data Division 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.



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