



Department
for Education

Special educational needs survey 2015

COLLECT guide for local authorities

December 2014

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COLLECT and Secure Access

Access to COLLECT is through the department's [Secure Access system](#) (SA), icon. If you have forgotten your login details, or are a new user and require access to COLLECT, you will need to contact the Approver within your local authority.

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

N.B. Please note:

Although some of the screenshots in the guide refer to 2014 the process of logging on to SA and completing the return on COLLECT have remained unchanged.

The screenshot shows the 'Secure access' portal. At the top, there is a header 'Secure access' and a link for 'Forgotten username or password?'. Below this is a login form with fields for 'Username' and a password field (represented by dots). To the right of the password field is a checkbox for 'I agree to the terms of use' and a 'Sign in' button. A large blue banner below the login form reads 'Welcome to Secure access' and includes a 'First time here?' link with a right-pointing arrow and the text 'Visit the Secure Access Help page'. Below the banner is an 'Announcements' section with three entries, each with a date and a title: 07/04/2014 'S2S Secure Data Transfer - Essential Maintenance', 28/03/2014 'Secure Access - Scheduled Downtime', and 09/12/2013 'School Access to COLLECT, s2s and KTS'. The text for the third announcement is partially cut off at the bottom of the screenshot.

Logging in

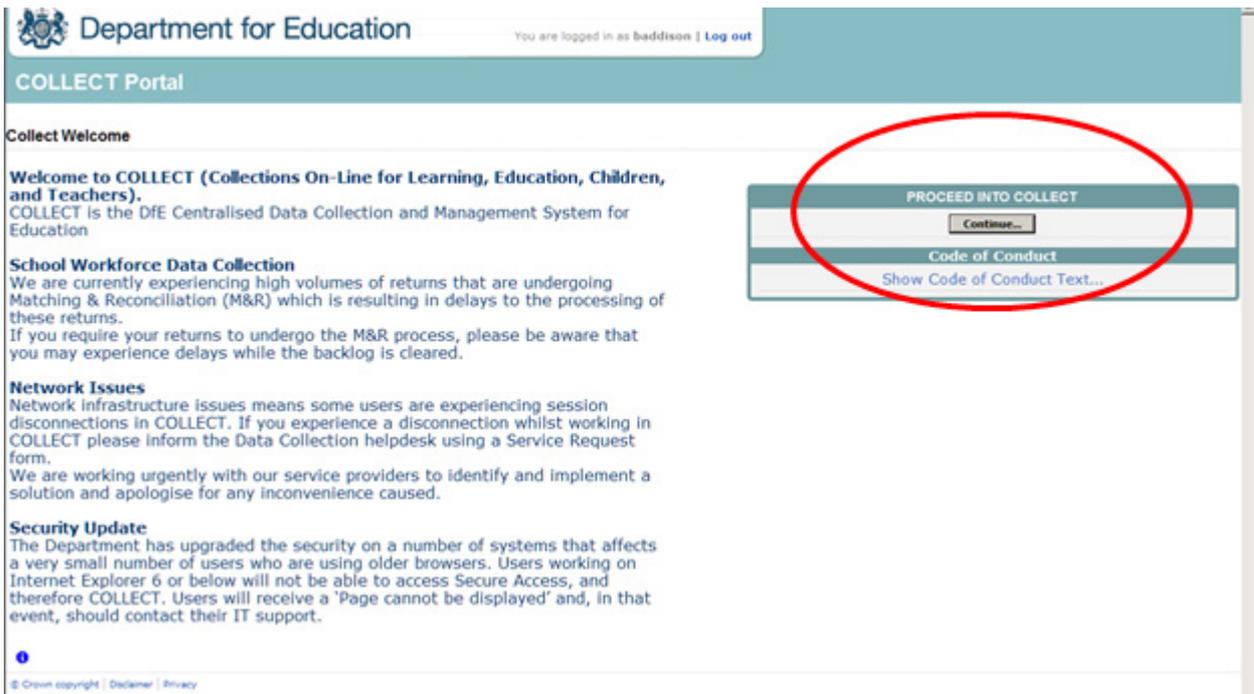
Insert your username and password and click to agree to the terms of use.

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 is a login form with fields for 'Username' and 'Password', a checkbox for '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 'First time here?' button with a right-pointing arrow. Below the banner, there is an 'Announcements' section with three entries: 'S2S Secure Data Transfer - Essential Maintenance' (dated 07/04/2014), 'Secure Access - Scheduled Downtime' (dated 26/03/2014), and 'School Access to COLLECT, s2s and KTS' (dated 09/12/2013).

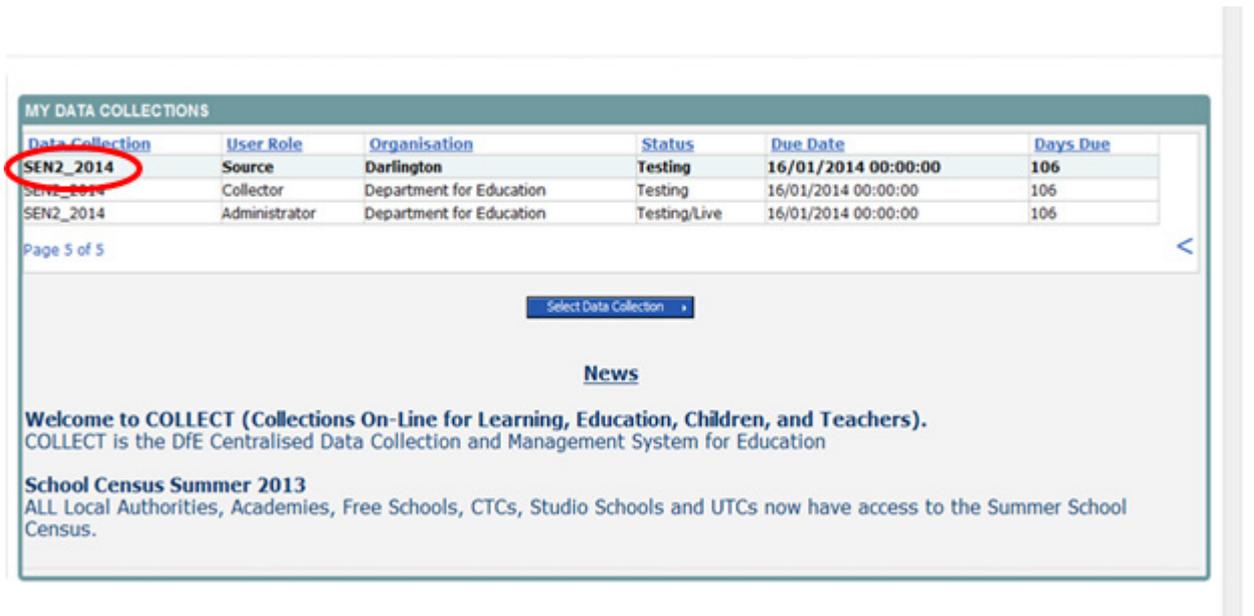
Once successfully logged in you will be presented with the screen below. Select COLLECT

The screenshot shows the 'Secure access' dashboard after a successful login. The top navigation bar includes the 'Department for Education' logo and name. Below this is the 'Secure access' header with 'Home' and 'Administration' tabs. A user status bar indicates 'Signed in as Brian Addison from Department for Education. Your account. Sign out.' A large blue banner displays 'Welcome to Secure access' and a 'Need help?' button with a right-pointing arrow. A yellow warning box states: 'You have now logged out of S2S. If you wish to access another application, click on its link. If you wish to exit Secure Access please click "Sign out".' The 'Your applications' section lists 'COLLECT' (highlighted with a red circle), 'S2S', and a link for 'Collections On-Line for Learning, Education, Children, and Teachers.' Below this, there is a section for 'S2S' and a note about permissions: 'If you cannot see an application (system) that you believe you should have access to, or do not have the correct permissions within the application you are accessing, please contact the Secure Access Service Desk by completing our online service request form, by clicking here.'

You will be taken into the COLLECT portal.- click continue.



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.



This will take you to the Source page. This screen provides a summary of the latest position of the selected data collection. Status could be:

No Data Data hasn't been loaded

Loaded Data loaded but not submitted

Submitted Data loaded and submitted

Authorised Data loaded, submitted and authorised by DfA
amended by LA amended by Source Data

Rejected Data loaded but rejected due to invalid format and or contents

Amended by collector Data amended by DfE

Adding a return

Click on the 'Add Return on Screen' button. Click uploads return on screen.

Source Page SEN2_2014

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
- Press this button to Add a new return using a web form
- 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 SEN2 web form. You will need to enter the information in each field then click 'save'

Department for Education Back to My COLLECT page | Help

You are logged in as qareqaxu | Log out

BLADE UAT COLLECT Portal

SEN2

Add new record ? Save Cancel

SEN2 - Devon

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)		Validation Results			Notes
Errors	Queries	OK	Errors	OK	
0	0	0	0	0	

LA Level Data	Part 1	Part 2.1 to 2.5	Part 2.6 to 2.8	Part 3	Part 4	Part 5	Part 6	Part 7
<p>The information collected via the annual SEN2 survey form provides the major source of data collected on children and young people with statements of special educational needs or Education, Health and Care (EHC) plans.</p> <p>It is the only source of data on statements and EHC plans issued by individual Local Authorities (LAs). This is different from data on the number of pupils with statements and EHC plans in schools, collected as part of the School Census.</p> <p>Without this information it would be very difficult for Ministers, Parliament, central and local government, pressure groups and the public at large to monitor government policies and their effectiveness.</p> <p>Without this information it would also be difficult to see how many children and young people with statements and EHC plans there are in individual LAs.</p>								

Data Item	Value	Errors			Notes	History
		E	Q	OK Errors		
Local Authority code		0	0	0		
Completion Time : Amount of time (to nearest hour) spent on completing this form		0	0	0		
Contact Forename		0	0	0		
Contact Surname		0	0	0		

Once the contact details have been completed and saved you can then move on to enter the data in Part 1 of the online form. To navigate to Part 1, click on the tab.

EN2

Add new record ? Save Cancel

0

SEN2 - Devon

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.) Validation Results: Errors 0, Queries 0, OK 0, Errors 0 Notes

LA Level Data **Part 1** Part 2.1 to 2.5 Part 2.6 to 2.8 Part 3 Part 4 Part 5 Part 6 Part 7

The information collected via the annual SEN2 survey form provides the major source of data collected on children and young people with statements of special educational needs or Education, Health and Care (EHC) plans. It is the only source of data on statements and EHC plans issued by individual Local Authorities (LAs). This is different from data on the number of pupils with statements and EHC plans in schools, collected as part of the School Census. Without this information it would be very difficult for Ministers, Parliament, central and local government, pressure groups and the public at large to monitor government policies and their effectiveness. Without this information it would also be difficult to see how many children and young people with statements and EHC plans there are in individual LAs.

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Local Authority code		0	0	0		
Completion Time - Amount of time (to nearest hour) spent on completing this form		0	0	0		
Contact Forename		0	0	0		
Contact Surname		0	0	0		

To continue you will need to click "edit" then enter your data.

SEN2 - Part 1

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

0

SEN2 [172] - Devon

LA Data Part 1 Part 2.1 to 2.5 Part 2.6 to 2.8 Part 3 Part 4 Part 5 Part 6 Part 7

PART 1: Education arrangements for all children and young people for whom the authority maintains a statement of special educational needs or, from September 2014, an Education, Health and Care (EHC) plan.

	Value	Errors		OK Errors	Notes	History	Value	Errors		OK Errors	Notes	History
		Error	Query					Error	Query			
1.1 Please state the number of children and young people, as at 15 January 2015, for whom the authority maintains a statement (A) or an EHC plan (B). The age breakdown refers to age as at 31st August 2014												
		(A) a statement of special educational needs under the provisions of the Education Act 1996					(B) an Education, Health and Care (EHC) plan under Children and Families Act 2014.					
a. Under age 5		2	0	0			2	1	0	0		
b. Aged 5 to 10		2	0	0			2	1	0	0		
c. Aged 11 to 15		2	0	0			2	1	0	0		
d. Aged 16 to 19		2	0	0			2	1	0	0		
e. Aged 20 to 25							2	0	0	0		
f. TOTAL (a + b + c + d + e)		3	1	0			3	0	0	0		

Once Part 1 has been completed move on to part 2.1 by clicking the Part 2.1 to 2.5 tab. As in Part 1 you will need to click 'edit' before entering data into the fields.

SEN2 - Part 2 1

The screenshot shows the top navigation bar with buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', and 'Delete'. The 'Edit' button is circled in red. Below the navigation bar is a sidebar with a tree view showing 'Part 1' through 'Part 7'. The main content area displays 'SEN2 - Part 2 1 - Devon' with tabs for 'LA Data', 'Part 1', 'Part 2.1 to 2.5', 'Part 2.6 to 2.8', 'Part 3', 'Part 4', 'Part 5', and 'Part 6'. The 'Part 2.1 to 2.5' tab is active, showing a table with columns for 'Value', 'Error', 'Query', 'OK Errors', 'Note', and 'History'. The table contains data for various age groups (a-f) and a total row, with red boxes highlighting the 'Error' column values.

	Value	Error	Query	OK Errors	Note	History
a. Under age 5	2	0	0	0		
b. Aged 5 to 10	2	0	0	0		
c. Aged 11 to 15	2	0	0	0		
d. Aged 16 to 19	2	0	0	0		
e. Aged 20 to 25	2	0	0	0		
f. TOTAL (a + b + c + d + e)	3	1	0	0		

Checking data

COLLECT will notify the user of any values outside usual parameters by producing a red box next to that field, users can navigate to an error by clicking 'All Errors'. If there are no errors on your return please proceed to submitting return.

SEN2 - Part 2 1

The screenshot shows the top navigation bar with buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. The 'All Errors' button is circled in red. Below the navigation bar is a sidebar with a tree view showing 'Part 1' through 'Part 7'. The main content area displays 'SEN2 - Part 2 1 - Devon' with tabs for 'LA Data', 'Part 1', 'Part 2.1 to 2.5', 'Part 2.6 to 2.8', 'Part 3', 'Part 4', 'Part 5', 'Part 6', and 'Part 7'. The 'Part 2.1 to 2.5' tab is active, showing a table with columns for 'Value', 'Error', 'Query', 'OK Errors', 'Note', and 'History'. The table contains data for various age groups (a-f) and a total row, with red boxes highlighting the 'Error' column values.

	Value	Error	Query	OK Errors	Note	History
a. Under age 5	2	0	0	0		
b. Aged 5 to 10	2	0	0	0		
c. Aged 11 to 15	2	0	0	0		
d. Aged 16 to 19	2	0	0	0		
e. Aged 20 to 25	2	0	0	0		
f. TOTAL (a + b + c + d + e)	3	1	0	0		

Once the user has clicked the 'All Errors' button they will be taken to the error report, shown below. A user can view details of a particular error, by clicking on the 'Details' button.

Blade Error Report - SEN2_2015

Devon Error report on 18/12/2014 at 12:15 Count 171 Return

Rule No.	Return Level	Error Message	Priority	OK'd	Details	Notes
1020Q		Please check: Contact Surname is missing.	Queries		Details	
1025Q		Please check: Contact forename is missing.	Queries		Details	
120Q		Telephone number is missing.	Queries		Details	
170Q		Email address is missing or does not contain @	Queries		Details	
		1.1a Tot05 EHC is mandatory	Errors		Details	
		1.1b Tot510 is mandatory	Errors		Details	
		1.1b Tot510 EHC is mandatory	Errors		Details	
		1.1c Tot1115 is mandatory	Errors		Details	
		1.1c Tot1115 EHC is mandatory	Errors		Details	
		1.1d Tot1619 is mandatory	Errors		Details	

Page 1 of 18 1 2 3 4 5 6 7 8 9 10 ...

Errors

Once the user has clicked the 'Details' button they will see the details appear on the right hand side of the screen. The user can then navigate to an error by clicking on the 'Value' of an error, which will take them to the section of the return where that error is occurring.

Blade Error Report - SEN2_2015

Devon Error report on 18/12/2014 at 12:19 Count 171 Return Details

Rule No.	Return Level	Error Message	Priority	OK'd	Details	Notes	Field	Value
1020Q		Please check: Contact Surname is missing.	Queries		Details		Contact Surname	null
1025Q		Please check: Contact forename is missing.	Queries		Details			
120Q		Telephone number is missing.	Queries		Details			
170Q		Email address is missing or does not contain @	Queries		Details			
		1.1a Tot05 EHC is mandatory	Errors		Details			
		1.1b Tot510 is mandatory	Errors		Details			
		1.1b Tot510 EHC is mandatory	Errors		Details			
		1.1c Tot1115 is mandatory	Errors		Details			
		1.1c Tot1115 EHC is mandatory	Errors		Details			
		1.1d Tot1619 is mandatory	Errors		Details			

Page 1 of 18 1 2 3 4 5 6 7 8 9 10 ...

Adding notes

A user can then amend the data by clicking the edit button or if the data is correct then a user can add notes against data items to provide information as to why the data is outside usual parameters. This is done by selecting the note icon (pencil) on the return screen.

SEN2 - Part 2 1

All Errors All Notes Add View Edit Delete Status

SEN2 [171]

SEN2 - Part 2 1 - Devon

LA Data Part 1 Part 2.1 to 2.5 Part 2.6 to 2.8 Part 3 Part 4 Part 5 Part 6 Part 7

Part 2: Assessments and placements by the local authority during the 2014 calendar year

	Value	Error	Query	OK Errors	Note	History	Value	Error	Query	OK Errors	Note	History
2.1 Please state the number of children and young people for whom a statement (A) or an EHC plan (B) was made for the first time during the 2014 calendar year												
The age breakdown refers to age as at 31 August 2014.												
NOTE: These do not include reassessments or transitions between statements and Learning Difficulty Assessments (LDAs) to EHC plans.												
Please refer to the guide for information on EHC plan pathfinder areas and transfers between local authorities.												
	[A] a statement of special educational needs under the provisions of the Education Act 1944 was made for the first time during the 2014 calendar year.						[B] an Education, Health and Care (EHC) plan under Children and Families Act 2014 was made for the first time during the 2014 calendar year.					
a. Under age 5	2	0	0	0			2	1	0	0		
b. Aged 5 to 10	2	0	0	0			2	1	0	0		
c. Aged 11 to 15	2	0	0	0			2	1	0	0		
d. Aged 16 to 19	2	0	0	0			2	1	0	0		
e. Aged 20 to 25	2	0	0	0			2	0	0	0		
f. TOTAL (a + b + c + d + e)	11	1	0	0			11	0	0	0		

To add a note to an error or query click on 'Add New Note' button and add a valid explanation as to why the error cannot be rectified. Please make sure that any notes are as comprehensive as possible.

Department for Education

Back to MyCOLLECT page

You are logged in as NWilliamson | Log out

COLLECT Portal

Note Page

Notes - SEN2 2011

Data Item: 2.1a New05

User	Role	Organisation	Native ID	Date and Time

 Add New Note  Remove Note

Note Detail

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Submitting return

Once you are satisfied with the quality of the data select 'Submit Return'. This indicates to the DfE that your return is complete.

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?

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

I need some help

For help in understanding how to fill in your data return read the guidance notes by clicking here.

Exporting data

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

The screenshot shows the 'MY DATA RETURN' interface. At the top, it displays 'The status of your data return : Loaded_and_Validated'. Below this, there are three input fields: 'Errors : 57', 'Queries : 1', and 'OK Errors : 0'. The main section is titled 'What can I do with My Data Return?' and contains several buttons with corresponding instructions:

- Upload Return from file...: Press this button to Import a file into your data return
- Add Return on screen...: Press this button to Add a new return using a web form
- 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
- Cancel response...: Press this button to Report on your data return
- Delete Return...: Press this button to Delete your data return

Below this, there is a section 'What is happening to My Data Return?' with three columns: 'Data Return Submission' (Date Submitted), 'Data Return Approval' (Date Approved), and 'Data Return Authorisation' (Date Authorised). At the bottom, there is a link for 'need some help' and a note: 'for help in understanding how to fill in your data return read the guidance notes by clicking here.'

Exporting as XML will generate a zip file containing the export XML data. Exporting as CSV generates a zip file containing CSV files that relate to how data is stored within COLLECT. After selecting the format click 'Export'.

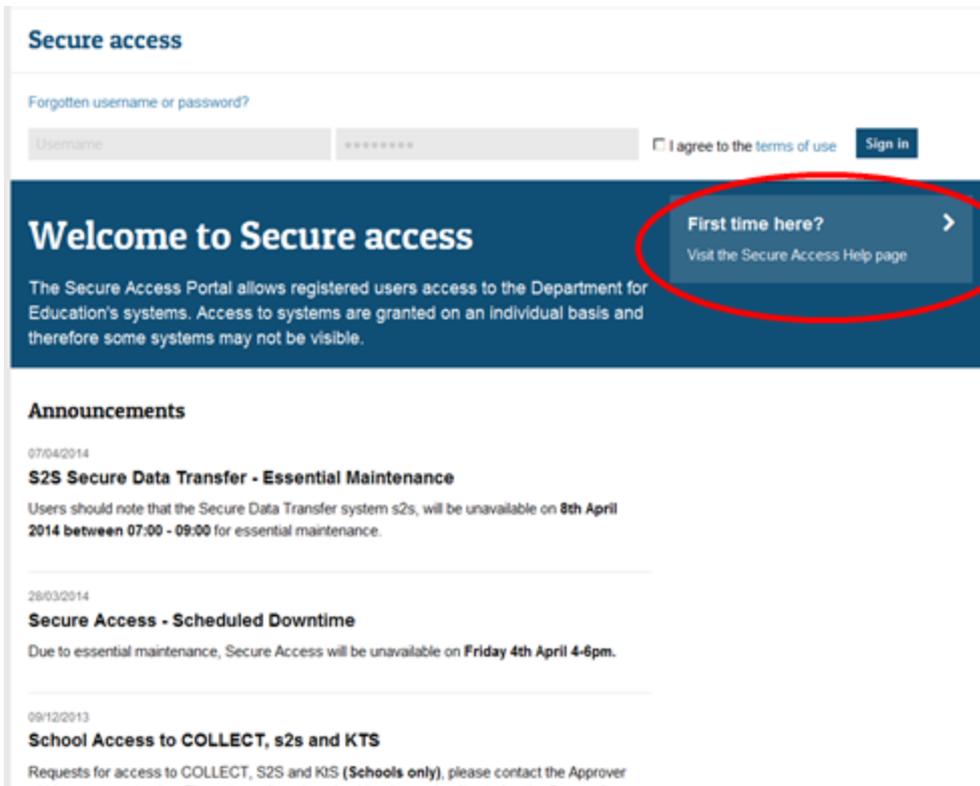
The screenshot shows the 'CHOOSE EXPORT FORMAT' dialog box. It contains the following elements:

- Export the current data for the selected Source**
- Please select the format that you wish to export this data:
 - Export as XML** (radio button selected and circled in red)
 - Export as CSV (radio button)
- Please Select the Status that you wish to export this data: Either:
 - All (checkbox checked)
 - Or one or more of the following:
 - Loaded and validated (checkbox)
 - Amended by source (checkbox)
 - Submitted (checkbox)
 - Amended by agent (checkbox)
 - Approved (checkbox)
 - Amended by collector (checkbox)
 - Authorised (checkbox)
- Export** (button circled in red)

Help

If you have a query regarding COLLECT or SEN2 please submit a [service request form](#) to the EDD Helpdesk.

If you have any Secure Access queries please refer to the 'Help' section on the Secure Access homepage.



If you are still unable to resolve your query please submit a [service request](#) to the SA Service desk.



Department
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