



Department  
for Education

# **School capacity (SCAP) 2015**

**COLLECT Guide**

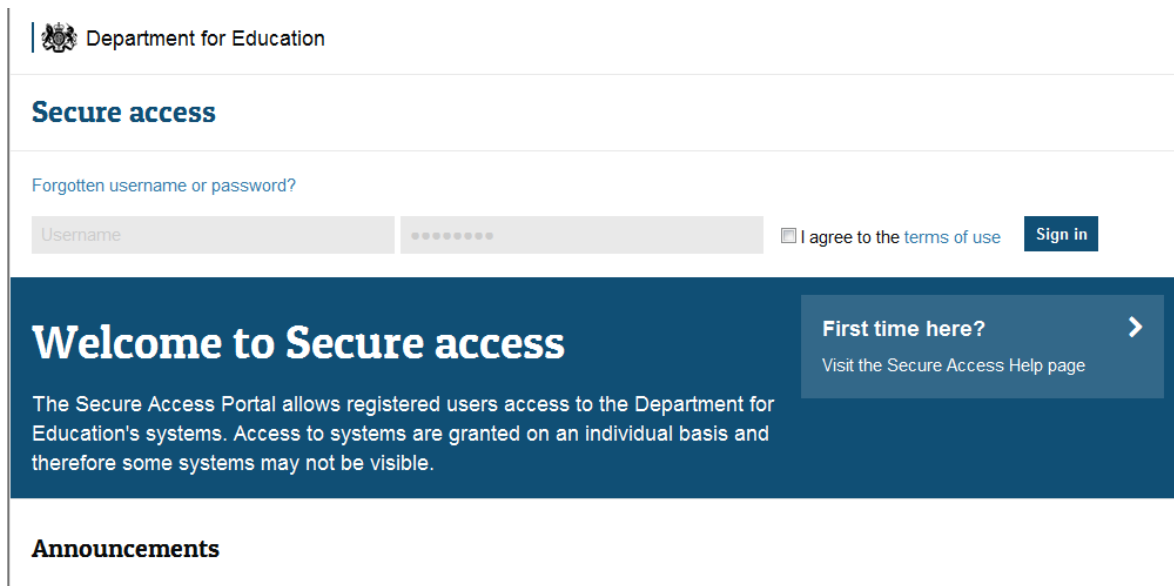
**May 2015**

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# COLLECT and secure access

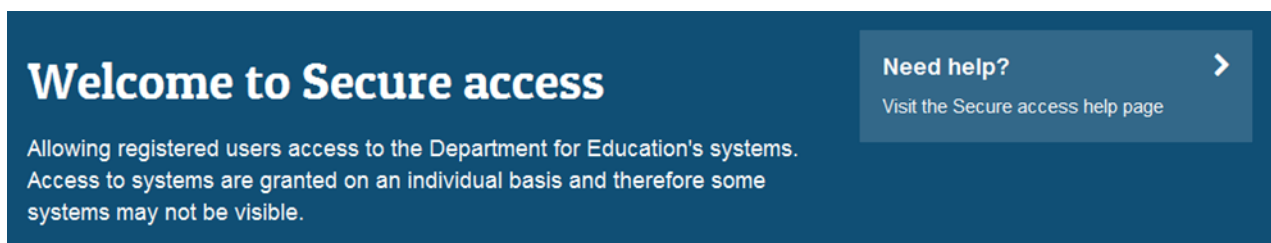
Access to COLLECT is through the Department's [Secure Access System](#) (SA).



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

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

Once successfully logged in, click on the COLLECT link to access COLLECT,



## Your applications

**COLLECT**

Collections On-Line for Learning, Education, Children, and Teachers.

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](#)

Click on '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. If you cannot see the SCAP collection, please contact your approver.

Home Page

Data Collection	User Role	Organisation	Status	Due Date	Days Due
Key Stage 1 2015	Agent	Department for Education	Testing	31/07/2015 00:00:00	77
Key Stage 1 2015	Collector	Department for Education	Testing	31/07/2015 00:00:00	77
Key Stage 1 2015	Administrator	Department for Education	Testing/Live	31/07/2015 00:00:00	77
<b>SCAP - Capacity 2015</b>	<b>Collector</b>	<b>Department for Education</b>	<b>Open</b>	<b>24/07/2015 00:00:00</b>	<b>70</b>
SCAP - Capacity 2015	Source	Test Organisation 123	Open	24/07/2015 00:00:00	70
SCAP - Forecasts 2015	Source	Test Organisation 123	Open	25/07/2014 00:00:00	-294
SCAP - Forecasts 2015	Collector	Department for Education	Open	25/07/2014 00:00:00	-294
SchoolCensus 2014_Autumn	Agent	Department for Education	Familiarisation	02/10/2014 00:00:00	-225
SchoolCensus 2014_Autumn	Collector	Department for Education	Familiarisation	02/10/2014 00:00:00	-225
SchoolCensus 2014_Autumn	Administrator	Department for Education	Familiarisation/Live	02/10/2014 00:00:00	-225

Page 1 of 2

Select Data Collection

**News**

**Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers).**  
 COLLECT is the DfE Centralised Data Collection and Management System for Education.  
 If you have any problems logging into COLLECT please contact the Helpdesk on 01325-392626 or e-mail: DSG.Helpdesk@education.gsi.gov.uk

Last Updated : 12th March 2012 @ 12:34

The source main Screen will be displayed.

MY DATA RETURN

The status of your data return : No\_Data

Errors : 0      Queries : 0      OK Errors : 0

**What can I do with My Data Return?**

<b>Upload Return from file...</b>	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
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?**

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

**I need some help**

For help while in the data collection pages, please use the link at the top of the pages.

The screen is divided into three main sections:

- Return status
- Return Management
- Return Progress

## Return status

MY DATA RETURN

The status of your data return : No\_Data

Errors : 0      Queries : 0      OK Errors : 0

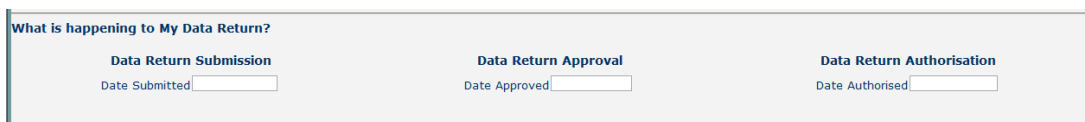
This shows the current status of the return and a breakdown of the errors within it. All information is read only.

## Return management



This provides a set of functions that can be used to manage/progress the return. Those with bold text and highlighted borders are available. The availability of the functions is dictated by the status of the return. For example the 'delete return' will not be highlighted if no return has been uploaded.

## Return progress



Shows the dates on which the return completed the three process milestones. This section is completed automatically as the return progresses through the workflow process.

# Adding a return on screen

In order to view your pre-populated data you need to click on 'Add Return on screen'

Source Page SCAP - Capacity 2015

**MY DATA RETURN**

The status of your data return :

Errors :       Queries :       OK Errors :

**What can I do with My Data Return?**

<b>Upload Return from file...</b>	Press this button to Import a file into your data return
<b>Add Return on screen...</b>	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
<b>Launch Reports...</b>	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?**

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

**I need some help**

For help while in the data collection pages, please use the link at the top of the pages.

For further help please contact the help desk on 01325 392626 and select Option 1, or [dsg.helpdesk@education.gsi.gov.uk](mailto:dsg.helpdesk@education.gsi.gov.uk)

The following screen will be displayed; please click on the 'Save' button, to start your return.

SchoolCapacity

Add new record ?           

- SchoolCapacity
- > Commentary
- > School
- > Individual School Data
- NewSchool

SchoolCapacity - Test Organisation 123					
	Return Level Errors	Errors		OK Errors	Return Level Notes
		E	Q		
	Data Errors	0	0	0	

School Capacity - Capacity						
Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2015-05-15 12:18:16	0	0	0		
Year	2015	0	0	0		
LEA Number	xxx	0	0	0		

Capacity and Published Admission Numbers - all schools	<b>View All</b>
Capacity and Published Admission Numbers - new schools	<b>View All</b>
Commentary for LAs with pupil place planning pressures	<b>View</b>

To view your data, please click on the 'View All' button.

Add new record ?

Save

Cancel

SchoolCapacity

Save
Cancel

- SchoolCapacity
- > Commentary
- > School
- > Individual School Data
- NewSchool

SchoolCapacity - Test Organisation 123						
	Return Level Errors	Errors		OK Errors	Return Level Notes	
		E	Q			
	Data Errors	0	0	0		

School Capacity - Capacity						
Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2015-05-15 12:18:16	0	0	0		
Year	2015	0	0	0		
LEA Number	xxx	0	0	0		

Capacity and Published Admission Numbers - all schools	<a href="#">View All</a>
Capacity and Published Admission Numbers - new schools	<a href="#">View All</a>
Commentary for LAs with pupil place planning pressures	<a href="#">View</a>

## Updating net capacity and published admission numbers (PANs)

Once you have entered into the Individual School Data Screen, you should then check all data and update where necessary. To select a school in order to view the data and update the record click on the school name, this will highlight the selected school in **BLUE** then, click the **'Edit'** button.

Your highlighted schools record will then be displayed in a box at the bottom of the page as seen below. Enter the new figure into the box and click elsewhere on the screen to save the change. You can update as many records as needed without having to press the edit button each time. To return to the previous page, press the **'Drill Up'** button.

School - Individual School Data

All Errors All Notes Add View Edit Delete Status

School - Individual School Data -										
Estab	School Name	Capacity as at May 2014	Number on roll As At Jan 2014	Number on roll As At May 2014	NOR in excess of Capacity	School Closed	Capacity Changed	Number of year groups	School Type	E
xxx	Test School	240	240		0	False	True	6	18	0
Net Capacity										
INDIVIDUAL SCHOOL DATA										
Data Item		Data Item Value		Errors		OK Errors	Notes	History		
Estab Error's				E	Q	0				
Total Capacity (as at May 2015)		240		0	0	0				
Has this school opened or been expanded (by at least 1FE across every year group) since September 2010 and is still filling up (not yet operating to full capacity)?										
				0	0	0				
If YES, please select from the drop down menu the funding source/s that was used to fund the project										
Funding source used for new school/school expansion project				0	0	0				
Please provide the school's actual capacity in use at 1st May 2015				0	0	0				
Please enter the percentage of funding used from each source										
				0	0	0				
In which academic year did the school open or, if expanded, in which academic year was the expansion completed				0	0	0				
Primary phase capacity				0	0	0				
Secondary phase capacity				0	0	0				

## Adding a new school

If there are any schools missing from the individual School Data screen you can add them in using the New Schools section of COLLECT.

Please click on the 'View All' link to go through into the New School section

SchoolCapacity

Add new record ?

Save

Cancel

SchoolCapacity - Test Organisation 123										
Return Level Errors		Errors		OK Errors	Return Level Notes					
		E	Q	0						
Data Errors		0	0	0						
School Capacity - Capacity										
Data Item		Value		Errors		OK Errors	Notes	History		
Collection		School Capacity		E	Q	0				
DateTime		2015-05-15 12:18:16		0	0	0				
Year		2015		0	0	0				
LEA Number		xxx		0	0	0				
Capacity and Published Admission Numbers - all schools							View All			
Capacity and Published Admission Numbers - new schools							View All			
Commentary for LAs with pupil place planning pressures							View			



Please click on the Add button at the top of the screen.

**NewSchool**

**INFORMATION**  
No matching NewSchool records found

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

---

**NewSchool - Test Organisation 123** Drill Up Error

All Notes

Estab	School Name	Governance	Capacity as at May 2014	NOR	NOR in Excess of Capacity	Urban/Rural indicator	Planning Area Code
New School							
Date Item	Data Value	Errors		OK Errors	Notes	History	
		E	Q				
Estab		0	0	0			
School Name		0	0	0			
Governance		0	0	0			
School Phase		0	0	0			
Total Capacity (as at May 2015)		0	0	0			
Has this school opened or been expanded (by at least 1FE across every year group) since September 2010 and is still filling up (not yet operating to full capacity)?		0	0	0			
If YES, please select from the drop down menu the funding source that was used to fund the project							
Funding source used for new school/school expansion project		0	0	0			
Please provide the school's actual capacity in use at 1st May 2015		0	0	0			
Please enter the percentage of funding used from each source							
In which academic year did the school open or, if expanded, in which academic year was the expansion completed		0	0	0			

Please enter the data required for the school by editing the boxes and using the drop down menus. Once you have completed the data click on the **save** button at the top of the screen.

**NewSchool**

**INFORMATION**  
No matching NewSchool records found

Add new record ? **Save** Cancel

---

**NewSchool - Test Organisation 123**

Estab	School Name	Governance	Capacity as at May 2014	NOR	NOR in Excess of Capacity	Urban/Rural indicator	Planning Area Code
New School							
Date Item	Data Value	Errors		OK Errors	Notes	History	
		E	Q				
Estab		0	0	0			
School Name		0	0	0			
Governance		0	0	0			
School Phase		0	0	0			
Total Capacity (as at May 2015)		0	0	0			
Has this school opened or been expanded (by at least 1FE across every year group) since September 2010 and is still filling up (not yet operating to full capacity)?		No	0	0	0		
If YES, please select from the drop down menu the funding source that was used to fund the project							
Funding source used for new school/school expansion project		0	0	0			
Please provide the school's actual capacity in use at 1st May 2015		0	0	0			
Please enter the percentage of funding used from each source							
In which academic year did the school open or, if expanded, in which academic year was the expansion completed		0	0	0			

## Uploading the XML file

**Note: Any new schools that the collection does not expect will be automatically inserted into the new schools screen**

You can also upload a file into COLLECT to submit data to the department.

To upload your XML file, please select the **'Upload Return from File'** button from the Source main screen.

Source Page SCAP - Capacity 2015

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?**

<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"/>
--	---	--

**I need some help**

For help while in the data collection pages, please use the link at the top of the pages.

For further help please contact the help desk on 01325 392626 and select Option 1, or [dsg.helpdesk@education.gsi.gov.uk](mailto:dsg.helpdesk@education.gsi.gov.uk)

Use the browse button to locate the file on your computer. This will be suffixed with **.xml**

UPLOAD FILE SELECTION

This both uploads and validates your data and may take several minutes. Please allow sufficient time to complete.

Highlight the file name and click on **Open** to select the return. Then click on the **'Upload'** button to load the return.

A progress message will be displayed while the upload is taking place.

COLLECT Portal

Uploading

FILE UPLOAD PROGRESS ...

Data return upload in progress, please wait....

Loading raw return data

Once the upload has completed the source main page will be redisplayed and the return status section will have been updated to "Loaded\_and\_Validated" the total number of

errors and queries found in the return will be displayed. Additional function buttons will now be available in the Return Management section.

**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

## Submitting your return

You need to press the **'Submit Return'** button to release the data to the department.

In order to submit your return, you must first return to your source page by pressing the **'Back to My COLLECT'** at the top of the page next to help, you will then see the screen below. You will notice that there are various other buttons available, you just need to press 'Submit' and you will see the status of your return change to 'submitted'

**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?**

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

**I need some help**

For help while in the data collection pages, please use the link at the top of the pages.

## Launching reports

**Please note any changes made to a return will not appear on the reports until the following day.**

In order to gain a hard copy of your return, you can run a number of reports showing different aspects of the return. You must return to your source page to launch a report, you will see that the launch report button is still available after submitting your return.

### 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

You can select one of the reports from the drop down box and click **'Launch Report'** then on the next screen **'Launch Report'** again to confirm.

### Report Launch

REPORT SELECTOR

Reports	Report Description
<input type="text" value="LA Academy School"/> <input type="text" value="LA Academy School"/> <input type="text" value="LA Primary School"/> <input type="text" value="LA Secondary School"/>	LA Academy School Report <input type="button" value="Launch Report"/>

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Your report will then be displayed. At this point you can export the report in to excel to save a copy, just select the format you wish to use from the drop down (please note that not all formats will produce the report in a readable format, the most useable format is excel) then click export.

## COLLECT Portal

### Report Parameter Selection

<input type="button" value="Launch Report"/>
--

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LA Primary School Report

14 4 of 27 100% Find | Next

LA Primary School Report - This will display January figures until May figures

LA	Estab	School Name	NOR	As at Jan	As at May	N	C	District Code	PAN Reception as at Sept 2011	PAN Yr 1 as at Sept 2011	PAN Yr 2 as at Sept 2011	PAN Yr 3 as at Sept 2011
	XXXX	Test School		207				00EJ				
XXX	XXXX	Test School		277		350 N	Rural	00EJ				
XXX	XXXX	Test School		178		210 N	Urban	00EJ				
XXX	XXXX	Test School		253		385 N	Urban	00EJ				

Export options menu:

- XML file with report data
- CSV (comma delimited)
- Acrobat (PDF) file
- MHTML (web archive)
- Excel
- TIFF file
- Word

# Extra functions of COLLECT

You can use 'View All' buttons in order to navigate through the return.

SchoolCapacity

All Errors All Notes Add View Edit Delete Status

**SchoolCapacity - Test Organisation 123**

	Return Level Errors	Errors		OK Errors	Return Level Notes
		E	Q		
		0	0	0	
	Data Errors	0	153	0	

**School Capacity - Capacity**

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2015-05-15 14:08:45	0	0	0		
Year	2015	0	0	0		
LEA Number	808	0	0	0		

Capacity and Published Admission Numbers - all schools [View All](#)

Capacity and Published Admission Numbers - new schools [View All](#)

Commentary for LAs with pupil place planning pressures [View](#)

## Notes

You can add notes to the return. If you put this in the return level notes, these notes will always remain against the return despite any re-uploads.

SchoolCapacity

All Errors All Notes Add View Edit Delete Status

**SchoolCapacity - Test Organisation 123**

	Return Level Errors	Errors		OK Errors	Return Level Notes
		E	Q		
		0	0	0	
	Data Errors	0	153	0	

**School Capacity - Capacity**

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2015-05-15 14:08:45	0	0	0		
Year	2015	0	0	0		
LEA Number	808	0	0	0		

Capacity and Published Admission Numbers - all schools [View All](#)

Capacity and Published Admission Numbers - new schools [View All](#)

Commentary for LAs with pupil place planning pressures [View](#)

## Drill up

In order to navigate throughout the return, screen by screen, you must use the 'Drill up' button highlighted below; this will allow you to move up one level within the return.

**NewSchool**

INFORMATION  
No matching NewSchool records found

All Errors All Notes Add View Edit Delete Status

**NewSchool - Test Organisation 123** Drill Up Emr

Estab School Name Governance Capacity as at May 2015 NOR NOR in Excess of Capacity Urban/Rural Indicator Planning Area Code

Date Item	Data Value	Errors		OK Errors	Notes	History
		E	Q			
Estab		0	0	0		
School Name		0	0	0		
Governance		0	0	0		
School Phase		0	0	0		
Total Capacity (as at May 2015)		0	0	0		
Has this school opened or been expanded (by at least 1FE across every year group) since September 2014 and is still filling up (not yet operating to full capacity)?						
If YES, please select from the drop down menu the funding source that was used to fund the project		0	0	0		
Funding source used for new school/school expansion project		0	0	0		
Please provide the school's actual capacity in use at 1st May 2015		0	0	0		
Please enter the percentage of funding used from each source		0	0	0		
In which academic year did the school open or, if expanded, in which academic year was the expansion completed?		0	0	0		

## Errors and queries

You can gain further information on the **Errors and Queries** associated with the return by clicking on the **'All Errors'** button.

**SchoolCapacity**

All Errors All Notes Add View Edit Delete Status

**SchoolCapacity - Test Organisation 123**

Return Level Errors	Errors		OK Errors	Return Level Notes
	E	Q		
Data Errors	0	153	0	

## 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 MyCollect 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, e.g. 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.

SchoolCapacity

All Errors All Notes Add View Edit Delete Status

SchoolCapacity - Test Organisation 123						
Return Level Errors		Errors		OK Errors	Return Level Notes	
		E	Q			
Data Errors		0	0	0	📄	
		0	153	0		
School Capacity - Capacity						
Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0	📄	
DateTime	2015-05-15 14:08:45	0	0	0	🔍	
Year	2015	0	0	0	🔍	
LEA Number	808	0	0	0	🔍	
Capacity and Published Admission Numbers - all schools				<a href="#">View All</a>		
Capacity and Published Admission Numbers - new schools				<a href="#">View All</a>		
Commentary for LAs with pupil place planning pressures				<a href="#">View</a>		

## Help

**COLLECT access is now administered directly by Local authorities for their users. This includes registering for COLLECT, activating your account and giving you access to specific collections. Please get in touch with the approver in your Local authority who will be able to make sure that you have the appropriate access.**

If you have any queries or have a change to your contact details please could you complete a [Service Request form](#) and select the option school capacity.



Department  
for Education

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

About this publication:

enquiries <https://www.education.gov.uk/form/data-collection-request-form>

download [www.gov.uk/government/publications](http://www.gov.uk/government/publications)

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