



Department
for Education

School capacity (SCAP) forecast 2015

COLLECT Guide

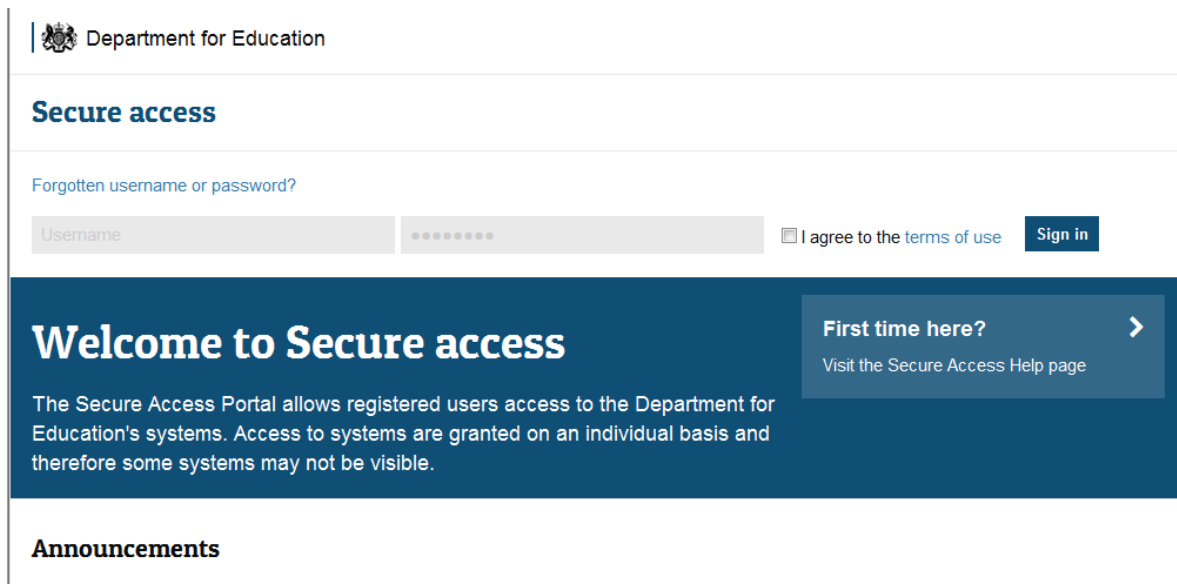
May 2015

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COLLECT and Secure Access

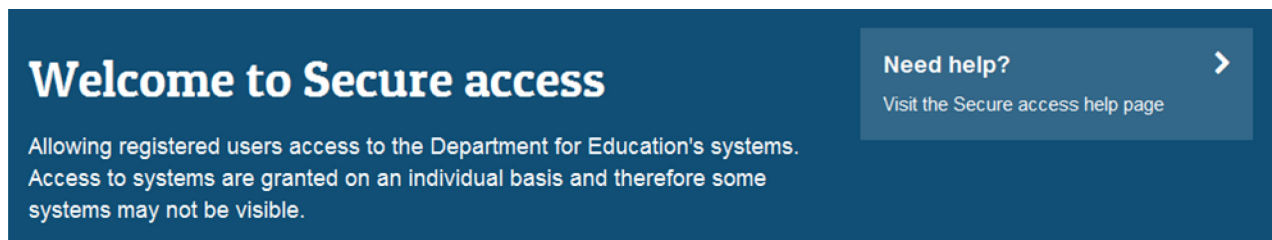
Access to COLLECT is through the Department's [Secure Access System](#) (SA).



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,



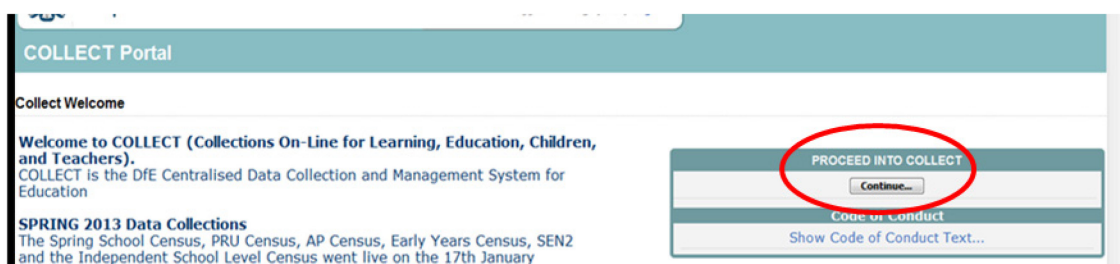
Your applications

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', 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 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
SCAP - Capacity 2015	Collector	Department for Education	Open	24/07/2015 00:00:00	70
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

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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.

Source Page SCAP - Forecasts 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?

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

The screen is divided into three main sections:

- Return status;
- Return management;
- Return progress.

Return status

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

The status of your data return :

Errors : Queries : OK Errors :

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.

What can I do with My Data Return?

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
Launch Reports...	Press this button to Report on your data return
Delete Return...	Press this button to Delete your data return

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

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"/>

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'

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 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

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

Capacity and Published Admission Numbers - new schools

Commentary for LAs with pupil place planning pressures

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

SchoolCapacity

All Errors All Notes Add View Edit Delete Status

- SchoolCapacity
- Forecast Methodology
- ValidationCheck
- LAArea
- AggregatedLAForecast
- Forecasts by LA Planning Area Prim
- Forecasts by LA Planning Area Seo
- Forecasts of pupils attending S106
- YearGroups
- YearGroupsPrimary
- YearGroupsS106
- YearGroupsSecondary
- ForecastYears
- ForecastYearsPrimary
- ForecastYearsS106
- ForecastYearsSecondary

SchoolCapacity - Test Organisation 123

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

School Capacity - Forecasts

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2015-05-15 14:55:19	0	0	0		
Year	2015	0	0	0		
LEA Number	808	0	0	0		
Forecast by LA Planning Area Primary					View All	
Forecast by LA Planning Area Secondary					View All	
Forecast by LA Planning Area S106					View All	
Validation check for authorities					View All	
Forecast methodology					View All	

To return to the previous page, press the 'Drill Up' button.

LAArea - Forecasts of pupils attending S106 places

All Errors All Notes Add View Edit Delete Status

- SchoolCapacity
- Forecast Methodology
- ValidationCheck
- LAArea [19]
- AggregatedLAForecast
- Forecasts by LA Planning Area Prim
- Forecasts by LA Planning Area Seo
- Forecasts of pupils attending S106
- YearGroups
- YearGroupsPrimary
- YearGroupsS106
- YearGroupsSecondary
- ForecastYears
- ForecastYearsPrimary
- ForecastYearsS106
- ForecastYearsSecondary

LAArea - Forecasts of pupils attending S106 places - Test Organisation 123

LA Area Code	LA Planning Area Name	Complete
		N

Forecast by LA Planning Area S106

Time of Year

To which month during the year do the projections relate? i.e. Jan, Apr, Sep.

Data Item	Data Item Value	Errors		OK Errors	Notes	History
		E	Q			
All Year Groups		1	0	0		

Year Groups for Selected Area [View All](#)

Updating forecast by LA district primary & secondary

You need to update the forecast by LA sections of the return. To do this you need to click on the 'View All' for primary or secondary.

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	1	0		
Data Errors	19	1	0	

School Capacity - Forecasts

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2015-05-15 14:55:19	0	0	0		
Year	2015	0	0	0		
LEA Number	808	0	0	0		
Forecast by LA Planning Area Primary					View All	
Forecast by LA Planning Area Secondary					View All	
Forecast by LA Planning Area S106					View All	
Validation check for authorities					View All	
Forecast methodology					View All	

You will then be presented with the following screen. You may have more than one district here, please select the one you want to update first by clicking on it, this will highlight the selected district in blue, then click the **edit** button.

LAArea - Forecasts by LA District Primary

All Errors All Notes Add View Edit Delete Status

LAArea - Forecasts by LA District Primary -

LA Area Code	LA Planning Area Name	Complete
PA	Test School 1	N
PA		N
PA		N
PA		N
PA		N
PA		N
PA		N
PA		N
PA		N
PA		N

Page 1 of 2 (Records:11)

Forecast by LA Planning Area

Primary Schools

Time of Year

To which month during the year do the projections relate? i.e. Jan, Apr, Sep.

Data Item	Data Item Value	Errors		OK Errors	Notes	History
		E	Q			
Primary Schools Reception to Year 6		1	0	0		

Year Groups for Selected Area [View All](#)

Please use the dropdown box to select the month the projections relate to. Then click on the 'View All' link for year groups for selected districts.

LA Area - Forecasts by LA District Primary

All Errors All Notes Add View Edit Delete Status

SchoolCapacity

- Forecast Methodology
- ValidationCheck
- LA Area
 - Aggregated LA Forecast
 - Forecasts by LA District Primary
 - Forecasts by LA District Secondary
 - Year Groups
 - Year Groups Primary
 - Year Groups Secondary
 - Forecast Years
 - Forecast Years Primary
 - Forecast Years Secondary

LA Area - Forecasts by LA District Primary - Bromley

LA Area Code	LA Planning Area Name	Complete
PA	PA	N
PA	PA	N
PA	PA	N
PA	PA	N
PA	PA	N
PA	PA	N
PA	PA	N
PA	PA	N
PA	PA	N
PA	PA	N
PA	PA	N

Page 1 of 2 (Records:11)

Forecast by LA Planning Area
Primary Schools

Time of Year
To which month during the year do the projections relate? i.e. Jan, Apr, Sep.

Data Item	Data Item Value	E	Q	OK Errors	Notes	History
Primary Schools Reception to Year 6	<div style="border: 1px solid red; border-radius: 50%; padding: 2px;"> January April September </div>	1	0	0		
Year Groups for Selected Area					View All	

Please select the year group you want to update by clicking on it, this will highlight it in blue, then click the 'View all' link.

YearGroups - YearGroupsPrimary

All Errors All Notes Add View Edit Delete Status

SchoolCapacity

- Forecast Methodology
- ValidationCheck
- LA Area [19]
 - Aggregated LA Forecast
 - Forecasts by LA Planning Area Primary
 - Forecasts by LA Planning Area Secondary
 - Forecasts of pupils attending S106
 - Year Groups
 - Year Groups Primary
 - Year Groups S106
 - Year Groups Secondary
 - Forecast Years
 - Forecast Years Primary
 - Forecast Years S106
 - Forecast Years Secondary

YearGroups - YearGroupsPrimary - Test Organisation 123

Drill Up Error All Notes

LA Planning Area Code	Year Group	Complete
R	R	N
1	1	N
2	2	N
3	3	N
4	4	N
5	5	N
6	6	N

Year Groups - Primary

Forecast Years for Selected Year Group

[View All](#)

Please select the academic year you want to update by clicking on it, this will highlight it in blue, then click the 'edit' button. Enter the forecast in the box below. Once you click

out of the box the data will be populated in the pupil numbers section below. Complete this for all years shown.

ForecastYears - ForecastYearsPrimary

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

SchoolCapacity
 Forecast Methodology
 ValidationCheck
 LAArea [19]
 AggregatedLAForecast
 Forecasts by LA Planning Area Prim
 Forecasts by LA Planning Area Sec
 Forecasts of pupils attending S106
 YearGroups
 YearGroupsPrimary
 YearGroupsS106
 YearGroupsSecondary
 ForecastYears
 ForecastYearsPrimary
 ForecastYearsS106
 ForecastYearsSecondary

ForecastYears - ForecastYearsPrimary - Test Organisation 123

LA Planning Area Code	YearGroup	Year	PupilNos
	R	2015/16	
	R	2016/17	
	R	2017/18	
	R	2018/19	
	R	2019/20	

Forecast Year - Primary

Data Item	Data Item Value	Errors		OK Errors	Notes	History
		E	Q			
Pupil Numbers		1	0	0		

Loading forecast data

You can also load your forecast data as an XML File, to do this you must return to your SOURCE page, which you can do by clicking 'Back to my COLLECT page' at the top of the screen, next to help.

Department for Education

COLLECT Portal

Back to My COLLECT page Help
 You are logged in as | Log out

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

Source Page SCAP - Forecasts 2015

MY DATA RETURN

The status of your data return : Amended_by_source

Errors : 31 Queries : 1 OK Errors : 0

What can I do with My Data Return?

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

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 Date Submitted

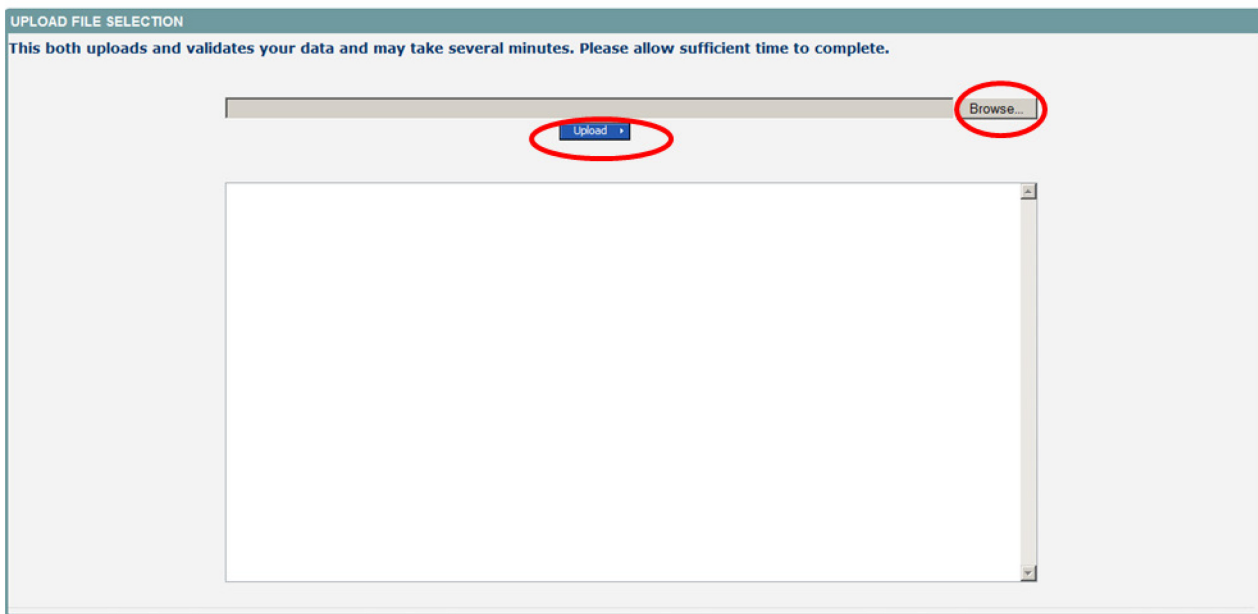
Data Return Approval Date Approved

Data Return Authorisation Date Authorised

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

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

SCAP - Forecasts 2015 - Upload File



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

COLLECT Portal

Uploading



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

Validation check for authorities

You will need to check this part of the return. Please click the 'View all' link to access this section.

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	1	0	
Data Errors	31	1	0	

School Capacity - Forecasts

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2015-05-15 14:55:19	0	0	0		
Year	2015	0	0	0		
LEA Number	808	0	0	0		
Forecast by LA Planning Area Primary					View All	
Forecast by LA Planning Area Secondary					View All	
Forecast by LA Planning Area S106					View All	
Validation check for authorities					View All	
Forecast methodology					View All	

Please select the 'View all' for **Total LA district forecasts** to view your data.

SchoolCapacity - ValidationCheck

All Errors All Notes Add View Edit Delete Status

SchoolCapacity - ValidationCheck - Test Organisation 123

[Drill Up](#)

Validation Check Screen

If the totals in the Total LA Planning Area forecasts do not match what you expect for the LA as a whole then you should submit details to the Pupil Place Planning Team
Email: SCAP.PPP@education.gsi.gov.uk

Data Item	Data Item Value	Errors		OK Errors	Notes	History
		E	Q			
Please Indicate Issue	False	0	0	0		
Total LA Area Forecasts					View All	

Please check your Aggregated LA forecast is as you expected. To go back to the previous screen please click the **Drill up** button.

Please click on the **Edit** button at the top of the screen.

SchoolCapacity - ValidationCheck

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

SchoolCapacity - ValidationCheck - Test Organisation 123

Drill Up

Validation Check Screen

If the totals in the Total LA Planning Area forecasts do not match what you expect for the LA as a whole then you should submit details to the Pupil Place Planning Team
Email:SCAP.PPP@education.gsi.gov.uk

Data Item	Data Item Value	Errors		OK Errors	Notes	History
		E	Q			
Please Indicate Issue	False	0	0	0		
Total LA Area Forecasts						View All

Forecast Methodology
ValidationCheck
LAArea [19]
AggregatedLAForecast
Forecasts by LA Planning Area Prim
Forecasts by LA Planning Area Sec
Forecasts of pupils attending S106
YearGroups
YearGroupsPrimary
YearGroupsS106
YearGroupsSecondary
ForecastYears [12]
ForecastYearsPrimary
ForecastYearsS106
ForecastYearsSecondary

You will then need to select from the drop down box to indicate if there is an issue. If you enter 'True' you will need to submit details to partnership for schools via email.

Once this page is completed click on the 'drill up' button in the middle of the page to go back to the main page.

SchoolCapacity - ValidationCheck

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

SchoolCapacity - ValidationCheck - Test Organisation 123

Drill Up

Validation Check Screen

If the totals in the Total LA Planning Area forecasts do not match what you expect for the LA as a whole then you should submit details to the Pupil Place Planning Team
Email:SCAP.PPP@education.gsi.gov.uk

Data Item	Data Item Value	Errors		OK Errors	Notes	History
		E	Q			
Please Indicate Issue	False	0	0	0		
Total LA Area Forecasts						View All

Forecast Methodology
ValidationCheck
LAArea [19]
AggregatedLAForecast
Forecasts by LA Planning Area Prim
Forecasts by LA Planning Area Sec
Forecasts of pupils attending S106
YearGroups
YearGroupsPrimary
YearGroupsS106
YearGroupsSecondary
ForecastYears [12]
ForecastYearsPrimary
ForecastYearsS106
ForecastYearsSecondary

Inputting forecast methodology

On the main page, click on the 'View all' for forecast methodology.

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	1	0	
Data Errors	31	1	0	

School Capacity - Forecasts

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Collection	School Capacity	0	0	0		
DateTime	2015-05-15 14:55:19	0	0	0		
Year	2015	0	0	0		
LEA Number	808	0	0	0		
Forecast by LA Planning Area Primary				View All		
Forecast by LA Planning Area Secondary				View All		
Forecast by LA Planning Area S106				View All		
Validation check for authorities				View All		
Forecast methodology				View All		

When on the forecast methodology page, you must then press the 'Edit' button, various boxes will then appear on the page for you to input each part of your methodology.

SchoolCapacity - Forecast Methodology

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

SchoolCapacity - Forecast Methodology - Test Organisation 123

[Drill Up](#)

Forecast Methodology

BASIS OF FORECASTS:

Since LAs use different methods to forecast pupil numbers and take different factors into account, Regulations require LAs to provide a statement to accompany the forecast pupil numbers explaining the method by which the forecast is made.

Set out below is the type of information, which we should expect to be covered.

Sources of data
e.g. health authority; population census; pupil numbers (are these based on January Annual School Census or NOR as reported by schools at a different time of year?); estimates from individual schools (how are schools expected to derive these? What guidance are they given?)

How the raw data are processed to arrive at final figures Trend data, weighting factors
Information on any adjustment factors used together with a brief description of how these have been derived e.g. wastage rates from year group cohorts and post-16 staying-on rates - what rates have been applied?
Over how many years have the data been built up? What assumptions underlie the figures?

Additional factors allowed for
e.g. housing developments with planning approval; existing Academies; proposed Academies; boundary changes; expected migration; rationalisation proposals; age of transfer changes; error margins.
In each case the amount should be quantified, even if only an estimate, and the rationale for such allowances outlined.

Potential variations

Submitting your return

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 Return'** and you will see the status of your return change to 'submitted'

What can I do with My Data Return?

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
Launch Reports...	Press this button to Report on your data return
Delete Return...	Press this button to Delete your data return

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.

COLLECT Portal

Report Launch

REPORT SELECTOR

Reports	Report Description
<input type="text" value="Data Summary. Forecasts Data"/>	(including forecasts methodology)
<input type="button" value="Launch Report"/>	

Report Parameter Selection

Launch Report



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**.

Data Summary. Forecasts Data Report

1 of 27 of 27 100% Find | Home

LA Forecasts

LA Number: 808

Forecast Year	R	1	2	3	4	5	6	7	8	9	Word
2014/15	2481	2347	2433	2361	2314	2228	2100	1889	1781	1707	
2015/16											
2016/17											
2017/18											
2018/19											

Print | Export

- Print
- Excel
- Word
- PDF
- CSV
- HTML

Extra functions of COLLECT

Notes

You can add notes to the return i.e. to indicate that you have been back in to the return and checked the pre-populated data. If you put this in the return level notes, these notes will always remain against the return despite any re-uploads.

The screenshot shows the 'SchoolCapacity' interface. At the top, there are buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. Below this is a navigation tree on the left with categories like 'Forecast Methodology', 'Validation Check', 'LA Area [19]', 'Aggregated AF Forecast', 'Forecasts by LA Planning Area Primary', 'Forecasts by LA Planning Area Secondary', 'Forecasts of pupils attending 5106 places', 'Year Groups', 'Year Groups Primary', 'Year Groups S106', 'Year Groups Secondary', 'Forecast Years [12]', 'Forecast Years Primary', 'Forecast Years S106', and 'Forecast Years Secondary'. The main content area is titled 'SchoolCapacity - Test Organisation 123'. It contains two tables. The first table, 'Return Level Errors', has columns for 'Return Level Errors', 'Errors' (subdivided into 'E' and 'Q'), 'OK Errors', and 'Return Level Notes'. The 'Return Level Notes' cell contains a circled link with a plus icon. The second table, 'School Capacity - Forecasts', has columns for 'Data Item', 'Value', 'Errors' (subdivided into 'E' and 'Q'), 'OK Errors', 'Notes', and 'History'. It lists items like 'Collection', 'DateTime', 'Year', and 'LEA Number' with their respective values and error counts. Below the tables are several 'View All' links for different forecast categories.

The screenshot shows the 'Note Page' interface. At the top, it says 'Notes - SCAP - Forecasts 2015'. Below this is a table with columns for 'User', 'Role', 'Organisation', 'Native ID', and 'Date and Time'. The first row shows 'guregaxu', 'Source', 'Department for Education', '001', and '15/05/2015 14:56:42'. To the right of this table is a circled 'Add New Note' button. Below the table is a 'Note Detail' section with a text area for 'Text'. At the bottom, there is a 'Preserved notes deleted by resubmissions' section with a table for 'User', 'Role', 'Organisation', 'Native ID', and 'Date and Time', and a 'Remove Preserved Note' button.

Errors and queries

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

The screenshot shows the 'SchoolCapacity' application interface. At the top, there is a navigation bar with buttons for 'All Errors' (circled in red), 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. Below this, a sidebar on the left contains a tree view of the application structure, including 'Forecast Methodology', 'ValidationCheck', 'LA Area [19]', 'AggregatedAForecast', 'Forecasts by LA Planning Area Primary', 'Forecasts by LA Planning Area Secondary', 'Forecasts of pupils attending S106 places', 'YearGroups', 'YearGroupsPrimary', 'YearGroupsS106', 'YearGroupsSecondary', 'ForecastYears [12]', 'ForecastYearsPrimary', 'ForecastYearsS106', and 'ForecastYearsSecondary'. The main content area displays 'SchoolCapacity - Test Organisation 123' and a table of 'Return Level Errors'. The table has columns for 'Return Level Errors', 'Errors' (subdivided into 'E' and 'Q'), 'OK Errors', and 'Return Level Notes'. The 'Data Errors' row shows 31 errors, 1 query, and 0 OK errors. Below this, a 'School Capacity - Forecasts' table lists data items like 'Collection', 'DateTime', 'Year', and 'LEA Number' with their values and error counts. At the bottom, there are links to 'View All' for various forecast categories and a 'Validation check for authorities' section.

Return Level Errors		Errors		OK Errors	Return Level Notes
		E	Q		
Data Errors		31	1	0	

School Capacity - Forecasts		Errors		OK Errors	Notes	History
Data Item	Value	E	Q			
Collection	School Capacity	0	0	0		
DateTime	2015-05-15 14:55:19	0	0	0		
Year	2015	0	0	0		
LEA Number	808	0	0	0		

Forecast by LA Planning Area Primary [View All](#)
Forecast by LA Planning Area Secondary [View All](#)
Forecast by LA Planning Area S106 [View All](#)
Validation check for authorities [View All](#)
Forecast methodology [View All](#)

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.

The screenshot shows the 'SchoolCapacity' application interface. On the left, a filter menu is circled in red, listing various data categories such as 'Forecast Methodology', 'ValidationCheck', 'LA Area [19]', 'AggregatedForecast', 'Forecasts by LA Planning Area Primary', 'Forecasts of pupils attending S106 places', 'YearGroups', 'YearGroupsPrimary', 'YearGroupsS106', 'YearGroupsSecondary', 'ForecastYears [12]', 'ForecastYearsPrimary', 'ForecastYearsS106', and 'ForecastYearsSecondary'. The main content area displays a table with error counts and a list of forecasts.

Return Level Errors		Errors		OK Errors	Return Level Notes
E	Q	E	Q		
0	0	0	1	0	
0	0	31	1	0	

School Capacity - Forecasts		Errors		OK Errors	Notes	History
Data Item	Value	E	Q			
Collection	School Capacity	0	0	0		
DateTime	2015-05-15 14:55:19	0	0	0		
Year	2015	0	0	0		
LEA Number	808	0	0	0		
Forecast by LA Planning Area Primary					View All	
Forecast by LA Planning Area Secondary					View All	
Forecast by LA Planning Area S106					View All	
Validation check for authorities					View All	
Forecast methodology					View All	

Help

COLLECT access is now administered directly by LAs 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 LA 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 [Service Request form](#) a service request form and select the option school capacity.



Department
for Education

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