



Department
for Education

Section 251 outturn 2014 to 2015

COLLECT guide for local authorities

June 2015

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COLLECT and Secure access

Access to COLLECT is through the Department's Secure access system.

Welcome to Secure access [First time here?](#)
Visit the Secure Access Help page

The Secure Access Portal allows registered users access to the Department for Education's systems. Access to systems are granted on an individual basis and therefore some systems may not be visible.

Announcements

21/05/2014
Secure Access unavailable 24th to 26th May
Secure Access will be unavailable from Saturday 24th May to Monday 26th May. Normal service will be resumed on Tuesday 27th May

09/12/2013
School Access to COLLECT, s2s and KTS
Requests for access to COLLECT, S2S and KTS (Schools only), please contact the Approver within your organisation. These type of queries should no longer be directed to the Secure Access Service Desk

16/07/2013
Secure Access Service Requests
We aim to fulfil all service requests within five working days in the order they are received, and our systems mean there is no need to place a duplicate request.
If your enquiry is regarding obtaining the PIN required for first time registration, please complete a Service Request form <https://www.education.gov.uk/researchandstatistics/datatdatam/secureaccess/service-request-form>

[Secure access](#) [Help](#) [Terms of use](#)

Full secure access guides are published on the [Secure Access Website](#).

Once successfully registered click on to **Home** and then click onto **COLLECT** to enter COLLECT as below.

Secure access

[Home](#) [Administration](#)

Signed in as [\[User Name\]](#) from **Department for Education**. [Your account](#). [Sign out](#).

Welcome to Secure access [Need help?](#)
Visit the Secure access help page

Allowing registered users access to the Department for Education's systems. Access to systems are granted on an individual basis and therefore some systems may not be visible.

Your applications

[COLLECT](#)
Collections On-Line for Learning, Education, Children, and Teachers.

KtS
Key to Success.

You have now logged out of COLLECT. If you wish to access another application, click on its link. If you wish to exit Secure Access please click 'Sign out'.

Your applications



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

KtS

Key to Success.

. Then click on to **Continue** to enter COLLECT as below

COLLECT Portal

Collect Welcome

Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers).
COLLECT is the DfE Centralised Data Collection and Management System for Education

COLLECT Maintenance
COLLECT will be unavailable from 9pm Wednesday 10th June until 9am Thursday 11th June for essential maintenance. we apologise for any inconvenience this may cause.

COLLECT Exports
We are aware of a technical issue affecting some users attempting to export files from COLLECT when using Internet Explorer 11 software. This is being urgently investigated by our service partners. Customers experiencing problems can revert to an earlier version of Internet Explorer or use alternative web browser software. We apologise for any inconvenience caused.

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Home Page

MY DATA COLLECTIONS

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	39
Key Stage 1 2015	Collector	Department for Education	Testing	31/07/2015 00:00:00	39
Key Stage 1 2015	Administrator	Department for Education	Testing/Live	31/07/2015 00:00:00	39
S251 Outturn_2014-15	Source	Test LA	Open	22/08/2015 00:00:00	61
SCAP - Capacity 2015	Collector	Department for Education	Open	24/07/2015 00:00:00	32
SCAP - Capacity 2015	Source	Test Organisation 123	Open	24/07/2015 00:00:00	32
SCAP - Forecasts 2015	Source	Test Organisation 123	Open	25/07/2014 00:00:00	-332
SCAP - Forecasts 2015	Collector	Department for Education	Open	25/07/2014 00:00:00	-332
SchoolCensus 2014_Autumn	Agent	Department for Education	Familiarisation	02/10/2014 00:00:00	-263
SchoolCensus 2014_Autumn	Collector	Department for Education	Familiarisation	02/10/2014 00:00:00	-263

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Select Data Collection



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.

Source page

This will take you to the main 'Source Page' (shown below) which provides a summary of the latest position with respect to the selected data collection.

An explanation of the function keys are:

MY DATA RETURN

The status of your data returns :

Errors : Queries : OK Errors :

What can I do with My Data Return?

- Upload Returns from file...
- Add Returns on screen...
- Open Returns...
- Submit Returns...
- Export to file...
- Launch Reports...
- Delete Returns...

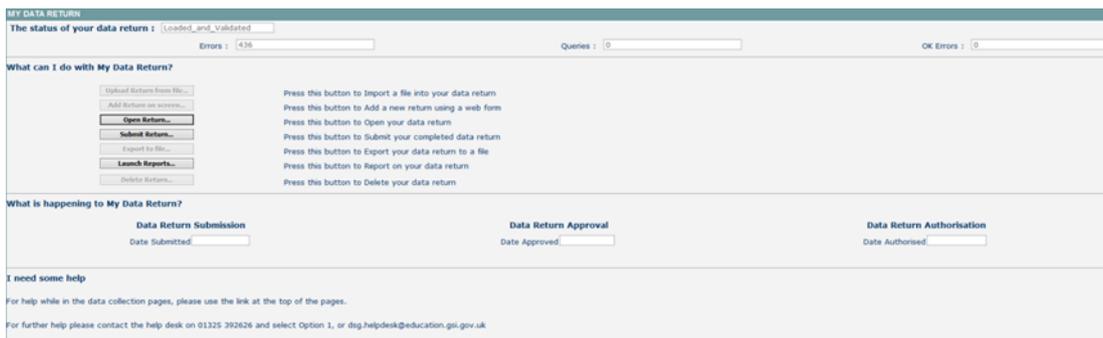
Press this button to Import a file into your data return
Press this button to Add a new return using a web form
Press this button to Open your data return
Press this button to Submit your completed data return
Press this button to Export your data return to a file
Press this button to Report on your data 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 dig.helpdesk@education.gsi.gov.uk



Open return

This option is greyed out until data is loaded and is used to access the loaded data for editing or viewing.

Submit return

This option is greyed out until data is loaded and is used to submit the data to the DfE – this should only be done when the data is complete and clean. Once the LA submits the return control then passes to the DfE for data verification.

Launch reports

This option allows you to access and download the suite of reports associated with the data collection.

Opening a return

Source Page S251 Outturn_2014-15

The screenshot displays the 'MY DATA RETURN' interface. At the top, it shows 'The status of your data return : Loaded_and_Validated' and 'Errors : 435'. Below this, a section titled 'What can I do with My Data Return?' contains several buttons: 'Upload Return from file...', 'Open Return...', 'Submit Return...', 'Export to file...', 'Launch Reports...', and 'Delete Return...'. The 'Open Return...' button is circled in red. To the right of these buttons, there are instructions for each action. Below this section, there are three columns for 'Data Return Submission', 'Data Return Approval', and 'Data Return Authorisation', each with a 'Date' field. At the bottom, there is a link for 'I need some help'.

To access the LA return, the user must click the 'Open return' button as shown above.

Entering data on screen

This screen contains the general data fields. To change the screen for 'view' mode to 'edit' mode click on the 'Edit' button towards the top of the screen. This will activate the cells to enable you to input your general data on the first screen.

S251 Outturn LA Information

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

S251 Outturn LA Information - TEST LA

Section 251 Outturn 2014-2015		Return Level	Notes
Data Item	Value	Errors	History
Collection	S251 Outturn		
Year	2015		
LEA	xxx		
LA Name	TEST LA		
Contact Name			
Email Address			
Telephone			
Date Time	2015-06-15 16:40:25		

Click To View Schools Expenditure
 Click To View Reconciliation of Schools Expenditure
 Click To View Other Education and Expenditure(Screen1)
 Click To View Other Education and Expenditure(Screen2)

Click to view CYP Services (TA1, lines 1 to 29)
 Click to view CYP Memo Items (TA1, lines 31 to 36)

Once you have completed the first screen, you will then need to go into each section edit the screen again and enter your data (please see all sections below highlighted in blue).

S251 Outturn LA Information

All Errors All Notes Add View Edit Delete Status

S251 Outturn LA Information - Test LA

Section 251 Outturn 2014-2015		Return Level	Notes
Data Item	Value	Errors	History
Collection	S251 Outturn		
Year	2015		
LEA	xxx		
LA Name	Test LA		
Contact Name			
Email Address			
Telephone			
Date Time	2015-06-15 16:40:25		

Click To View Schools Expenditure
 Click To View Reconciliation of Schools Expenditure
 Click To View Other Education and Expenditure(Screen1)
 Click To View Other Education and Expenditure(Screen2)

Click to view CYP Services (TA1, lines 1 to 29)
 Click to view CYP Memo Items (TA1, lines 31 to 36)

In the example below (school expenditure) you can see that Line 1.1.6 Museum and Library services is highlighted in the first table. Clicking on the edit button will open the data fields in the table to enable data to be added. This will need to be repeated for all lines.

Schools Expenditure

All Errors All Notes Add View Edit Delete Status

S251 Outturn LA Information

Schools Expenditure - Test LA

Drill Up Error

181Key

S251 Line

1.0.1 Individual Schools Budget (ISB) (after academy recoupment)

1.1 Contingencies

1.1.2 Behaviour support services

1.1.3 Support to UPEG and bilingual learners

1.1.4 Free school meals eligibility

1.1.5 Insurance

1.1.6 Museum and Library services

1.1.7 Licences/subscriptions

1.1.8 Staff costs - supply cover excluding cover for facility time

1.1.9 Staff costs - supply cover for facility time

Data Item	Data Value	Errors	Validation Queries	OK Errors	History
Early Years		0	0	0	
Primary		1	0	0	
Secondary		1	0	0	
SEN/Special Schools		0	0	0	
AP/PRUs		0	0	0	
Post School		0	0	0	
Gross		0	0	0	

To view the errors within a return you can either click on the 'All Errors' Button, or on the relevant error field highlighted in red

Schools Expenditure

S251 Outturn LA Information

- Schools Expenditure [185]
- Reconciliation [5]
- Other Education and Community Expenditure [5]
- Other Education and Community Expenditure [5]
- CYP Services [175]
- CYP Services Extra [8]

Schools Expenditure - TEST LA

S251 Line

- 1.0.1 Individual Schools Budget (ISB) (after academy recoupment)
- 1.1.1 Contingencies
- 1.1.2 Behaviour support services
- 1.1.3 Support to LPE/G and bilingual learners
- 1.1.4 Free school meals eligibility
- 1.1.5 Insurance
- 1.1.6 Museum and Library services**
- 1.1.7 Licences/subscriptions
- 1.1.8 Staff costs - supply cover excluding cover for facility time
- 1.1.9 Staff costs - supply cover for facility time

Data Item	Data Value	Errors	Validation Queries	OK Errors	History
Early Years		0	0	0	
Primary		1	0	0	
Secondary		1	0	0	
SEN/Special Schools		0	0	0	
AP/PRUs		0	0	0	
Post School		0	0	0	
Others		0	0	0	

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

Blade Error Report - S251 Outturn_2014-15

Error report on 17/06/2015 at 16:05 Return

Data Field	Primary	Count
Priority	Errors	Count 1
Rule No.	Error Message	Notes
1.1	Value is missing, do not leave this cell blank. Instead, please enter a zero if that is the amount your authority spent on this category	
Schools Expenditure Line 1.1.6		<input type="button" value="Details"/>
Page 1 of 1		1
Priority	Queries	Count
Rule No.	Error Message	Notes
Page 1 of 1		1
Priority	OK	Count
Rule No.	Error Message	Notes
Page 1 of 1		1

Navigating to an error

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).

Error report on 17/06/2015 at 16:01 Return

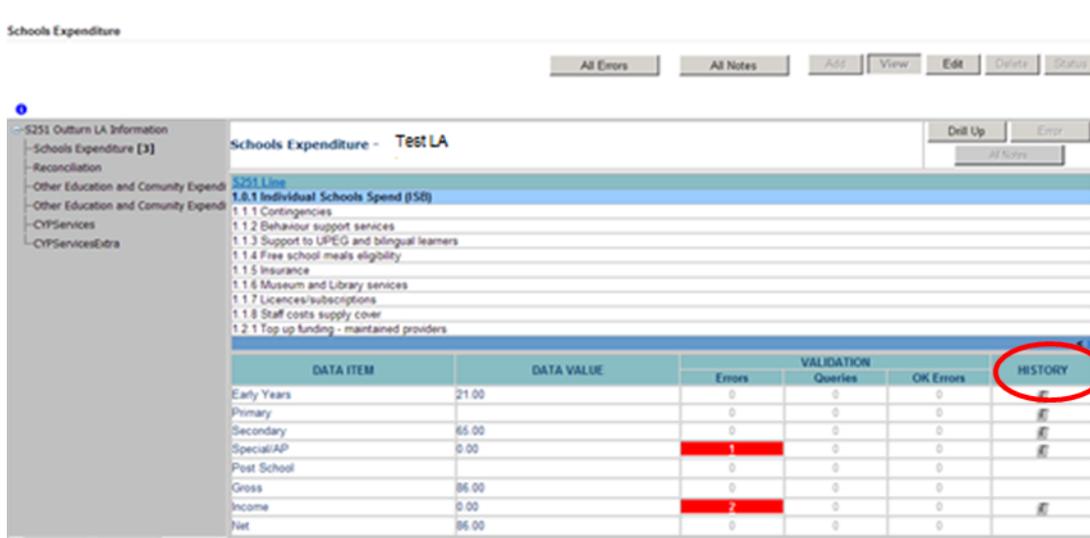
Data Field	Primary	Count	Details
Priority	Errors	Count 1	
Rule No.	Error Message	Notes	Field
1.1	Value is missing, do not leave this cell blank. Instead, please enter a zero if that is the amount your authority spent on this category		Primary
Schools Expenditure Line 1.1.6		<input type="button" value="Details"/>	<input type="button" value="Value"/>
Page 1 of 1		1	
Priority	Queries	Count	
Rule No.	Error Message	Notes	
Page 1 of 1		1	
Priority	OK	Count	
Rule No.	Error Message	Notes	
Page 1 of 1		1	

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Once the user has clicked this 'Value', they will then be taken to the Section where that error is occurring.

History

Changes that are made to data items are recorded in the History Log and indicated with an icon in the Audit History column against that data item.



Schools Expenditure

All Errors All Notes Add View Edit Delete Status

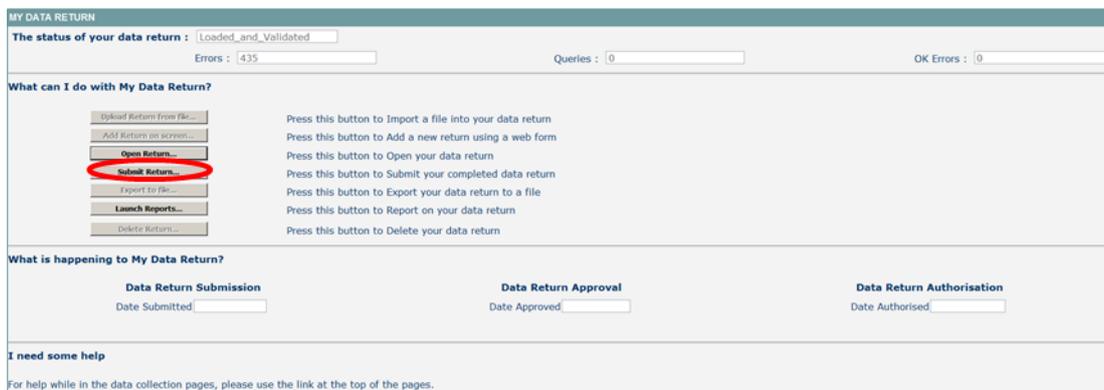
S251 Outer LA Information
Schools Expenditure [3]
Reconciliation
Other Education and Community Expend
Other Education and Community Expend
CYP Services
CYP Services Extra

Schools Expenditure - Test LA

S251 Line
1.0.1 Individual Schools Spend (ISE)

DATA ITEM	DATA VALUE	VALIDATION			HISTORY
		Errors	Queries	OK Errors	
Early Years	21.00	0	0	0	🔍
Primary		0	0	0	🔍
Secondary	65.00	0	0	0	🔍
Special/AP	0.00	1	0	0	🔍
Post School		0	0	0	🔍
Gross	86.00	0	0	0	🔍
Income	0.00	2	0	0	🔍
Net	86.00	0	0	0	🔍

Submitting a return



MY DATA RETURN

The status of your data return : Loaded_and_Validated

Errors : 435 Queries : 0 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: _____
-------------------------------------------------	----------------------------------------------	-----------------------------------------------------

I need some help

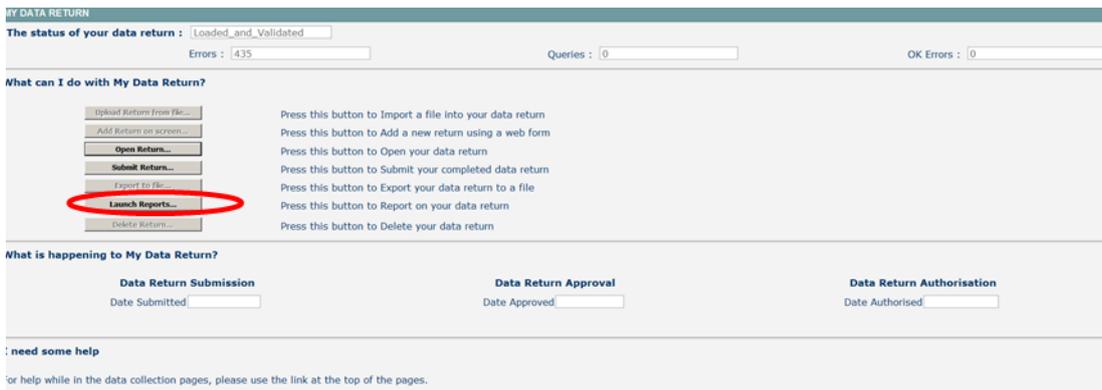
For help while in the data collection pages, please use the link at the top of the pages.

Once the LA user is happy for their return to be submitted for DfE access then the procedure is very straightforward – just select Submit Return. PLEASE NOTE once submitted you will not be able to make amendments to the return. If an amendment does need to be made you should contact the DfE colleagues listed in recent guidance.

Launching reports

There are a number of reports available from the COLLECT systems which will allow you to produce the reports directly from COLLECT.

To launch the reports, first select the 'Launch Report' button from the main screen:



Then select the report you want to run from the drop down list. Once you have selected the report you wish to access, click on 'launch report' again.



The report can be printed off or can be saved as an Excel file.

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 my COLLECT page	All screens within a return except the main page which shows back to home page	Returns you to the main page for your user role (agent, source etc)
Drill Up	Any data screen within a return apart from the header screen	Returns you to the previous data screen

Return	Report screens, 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

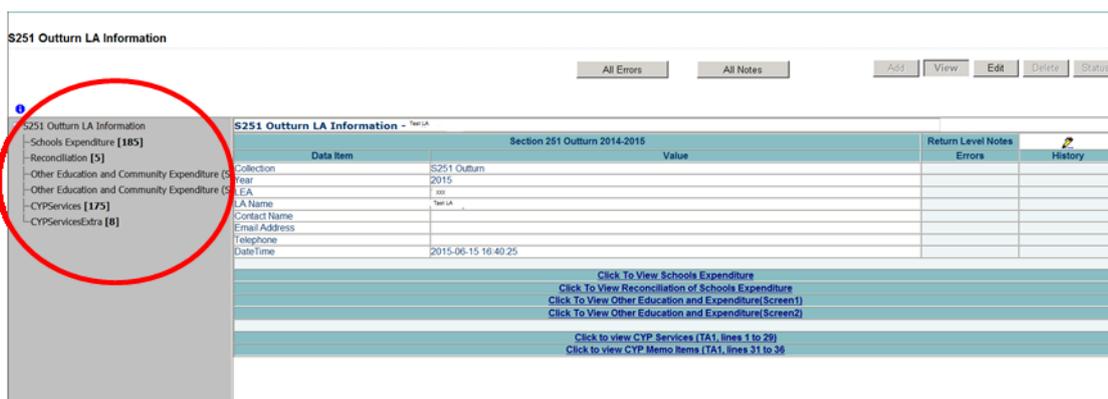
Mode buttons

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

Left-hand menu



The grey left-hand menu can also be used to navigate to different screens.

Help

If you are experiencing problems with COLLECT or have a Section 251 Outturn data collection query, please submit a [service request form](#) to the Education Data Division Helpdesk.



Department
for Education

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