



Department  
for Education

# **Parental responsibility measures: attendance data collection (PRM-A)**

**Instructions for local authorities on  
how to use COLLECT 2015**

**August 2015**

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# COLLECT and Secure Access

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

The screenshot shows the 'Secure access' login page. At the top, there is a link for 'Forgotten username or password?'. Below this are input 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 contains the text 'Welcome to Secure access' and a sub-header 'First time here?' with a right-pointing arrow and the text 'Visit the Secure Access Help page'. Below the banner, under the heading 'Announcements', there are three entries: 1) '07/04/2014 S2S Secure Data Transfer - Essential Maintenance' with details about system unavailability on 8th April 2014; 2) '28/03/2014 Secure Access - Scheduled Downtime' with details about unavailability on Friday 4th April 4-6pm; 3) '09/12/2013 School Access to COLLECT, s2s and KTS' with instructions to contact an Approver.

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

Once successfully registered, click on to 'Home' and then click on 'COLLECT' to enter COLLECT as below

The screenshot shows the 'Secure access' dashboard. At the top left, a 'Home' button is circled in red. Below the navigation bar, it says 'Signed in as [name] from [IP] Your account. Sign out.' A large blue banner contains the text 'Welcome to Secure access' and a sub-header 'Need help?' with a right-pointing arrow and the text 'Visit the Secure access help page'. Below the banner, under the heading 'Your applications', there is a 'COLLEC' button circled in red. Below this button, the text reads 'Collections On-Line for Learning, Education, Children, and Teachers.' A paragraph of text follows: '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 your organisation's Approver.' At the bottom, a note states: 'Note, Local Authority users should continue to use their EAS login for Key to Success.'

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



Click on 'continue', as above

**Please note: some screen shots refer to 2013 however the process is the same for all 2015 collections.\***

Some screenshots are taken from our test environment. They should not be any different to the screens you use.

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.

Home Page

<a href="#">Data Collection</a>	<a href="#">User Role</a>	<a href="#">Organisation</a>	<a href="#">Status</a>	<a href="#">Due Date</a>	<a href="#">Days Due</a>
ParentalResponsibilityM-A2015	Source	XXX	Testing	30/10/2015 00:00:00	74

[Select Data Collection](#)

## LA (Source Page) Screen

The Source page provides a summary of the latest position with respect to the data collection

Source Page ParentalResponsibilityM-A2013

**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.

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)

## My data return

This area shows the status of the return, the number of errors, queries and OK errors.

Status will be one of the following:

**No Data** – the return has not been added to the system.

**Loaded and Validated** – A data return has been added and validated but not yet submitted.

**Submitted** – the return has been submitted by the local authority.

**Amended by Source** - the return has been amended by the local authority (source).

**Authorised** – the return has been checked and authorised by the Collector (DfE).

Status is followed by a series of buttons as listed below:

**Add Return on Screen** – allows the source to type the return on screen – this return should be added on screen.

**Open Return** – This option is unavailable until data has been entered and is used to access the data for editing or viewing.

**Submit Return** – This option is unavailable until the data has been entered and is used to submit the data to the DfE – this should only be done when the data is complete and clean. Control then passes to the DfE.

**Export to File** – This is unavailable until the data has been entered and is used to

export the data either as a single XML file or a CSV file.

**Launch Reports** – There is one report available for this data collection

**Delete Return** – This option is only available when data has been entered and is used to delete the local authority data from the system.

# Adding a Return

To add a return, the user must click the 'Add Return on screen' button.

Source Page ParentalResponsibilityM-A2016

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?

     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      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.  
 For further help please contact the help desk on 01325 392626 and select Option 1, or dsq.helpdesk@education.gsi.gov.uk

The next screen to appear is the Parental Responsibility Measures Attendance return form, as shown.

Parental Responsibility Measures Attendance

Add new record ?           

Parental Responsibility Measures Attendance - City of London

Data Item	Value	Errors	OK Errors	Notes	History
LA number		0	0		
For Attendance queries					
First Name of Attendance Queries Contact		0	0		
Last Name of Attendance Queries Contact		0	0		
Email Address for Attendance Queries		0	0		
Telephone Number for Attendance Queries		0	0		

First click on 'Save'

Parental Responsibility Measures Attendance

Add new record ?           

Parental Responsibility Measures Attendance - City of London

Data Item	Value	Errors	OK Errors	Notes	History
LA number		0	0		
For Attendance queries					
First Name of Attendance Queries Contact		0	0		
Last Name of Attendance Queries Contact		0	0		
Email Address for Attendance Queries		0	0		
Telephone Number for Attendance Queries		0	0		

Your LA number and Name will be automatically pre-populated.

Parental Responsibility Measures Attendance

All Errors      All Notes                             

Parental Responsibility Measures Attendance - City of London

Data Item	Value	Errors	OK Errors	Notes	History
LA number	XXX	0	0		
For Attendance queries					
First Name of Attendance Queries Contact		0	0		
Last Name of Attendance Queries Contact		0	0		
Email Address for Attendance Queries		0	0		
Telephone Number for Attendance Queries		0	0		

# Navigating through the screens

## Contact Details

The first screen of the PRMA return allows the user to edit their contact details.

Parental Responsibility Measures Attendance

All Errors All Notes Add View Edit Delete Status

Parental Responsibility Measures Attendance [21]  
Attendance Questions

Contact Details		Return Level Notes		Errors	OK Errors	Notes	History
Data Item	Value						
LA number				0	0		
For Attendance queries							
First Name of Attendance Queries Contact				0	0		
Last Name of Attendance Queries Contact				0	0		
Email Address for Attendance Queries				0	0		
Telephone Number for Attendance Queries				0	0		

Once completed and to navigate to the attendance questions section of the return, click on Attendance Questions.

Parental Responsibility Measures Attendance

All Errors All Notes Add View Edit Delete Status

Parental Responsibility Measures Attendance [21]  
Attendance Questions

Contact Details		Attendance Questions		Errors	OK Errors	Notes	History
Data Item	Value						
LA number				0	0		
For Attendance queries							
First Name of Attendance Queries Contact				0	0		
Last Name of Attendance Queries Contact				0	0		
Email Address for Attendance Queries				0	0		
Telephone Number for Attendance Queries				0	0		

## Attendance Questions

The next screen to appear, allows the local authority user to input their attendance data.

Parental Responsibility Measures Attendance - Attendance Questions

All Errors All Notes Add View Edit Delete Status

Parental Responsibility Measures Attendance [21]  
Attendance Questions

Contact details		Attendance Questions		Errors	Queries	OK Errors	Notes	History
Data Item	Value							
Attendance								
Penalty Notices (for unauthorised absence)								
Q1	Number of penalty notices issued during the period			1	0	0		
During the period:								
Q2	Number of penalty notices paid within 21 days			1	0	0		
Q3	Number of penalty notices paid between 22-28 days			1	0	0		
Q4	Number of penalty notices withdrawn			1	0	0		
Reasons for withdrawal:								
Q4a	PN has been issued outside of the terms of the local code of conduct (total number)			1	0	0		
Q4b	It ought not to have been issued or issued to the person named as the recipient (total number)			1	0	0		
Q4c	It appears that the notice contains material errors (total number)			1	0	0		
Q4d	Where after the expiry of 28 days the penalty is unpaid and LA do not wish to bring legal proceedings under s444 (total number)			1	0	0		
Q5	Number of cases prosecuted following non-payment within the period			1	0	0		
Fast-track case management (absence from School)								
Q6	Total number of cases entering the Fast-track case management system during the period			1	0	0		
Q7	Total number of Fast-track cases prosecuted during the period			1	0	0		
Q8	Total number of Fast-track cases withdrawn, before prosecution, during the period			1	0	0		
Reasons for withdrawal:								
Q8a	Attendance improved (total number)			1	0	0		
Q8b	Other (please specify) (total number)			1	0	0		
Q8c	Comments for Q8b:			0	0	0		

To enter data the user must first click on 'Edit'.



# Editing a return

Clicking on the 'Edit' button, opens the value boxes, allowing the user to add and amend their data next to each questions (Q1 to Q14).

Parental Responsibility Measures Attendance - Attendance Questions

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

Parental Responsibility Measures Attendance - Attendance Questions -		Value	Errors	Queries	OK Errors	Notes	History
<b>Attendance</b>							
Penalty Notices (for unauthorised absence)							
Q1	Number of penalty notices issued during the period		1	0	0		
During the period:							
Q2	Number of penalty notices paid within 21 days		1	0	0		
Q3	Number of penalty notices paid between 22-28 days		1	0	0		
Q4	Number of penalty notices withdrawn		1	0	0		
Reasons for withdrawal:							
Q4a	PN has been issued outside of the terms of the local code of conduct (total number)		1	0	0		
Q4b	It ought not to have been issued or issued to the person named as the recipient (total number)		1	0	0		
Q4c	It appears that the notice contains material errors (total number)		1	0	0		
Q4d	Where after the expiry of 28 days the penalty is unpaid and LA do not wish to bring legal proceedings under s444 (total number)		1	0	0		
Q5	Number of cases prosecuted following non-payment within the period		1	0	0		
Fast-track case management (absence from School)							
Q6	Total number of cases entering the Fast-track case management system during the period		1	0	0		
Q7	Total number of Fast-track cases prosecuted during the period		1	0	0		
Q8	Total number of Fast-track cases withdrawn, before prosecution, during the period		1	0	0		
Reasons for withdrawal:							
Q8a	Attendance improved (total number)		1	0	0		
Q8b	Other (please specify) (total number)		1	0	0		
Q8c	Comments for Q8b:		0	0	0		

Clicking on view will close the value boxes and save any data that has been added/amended.

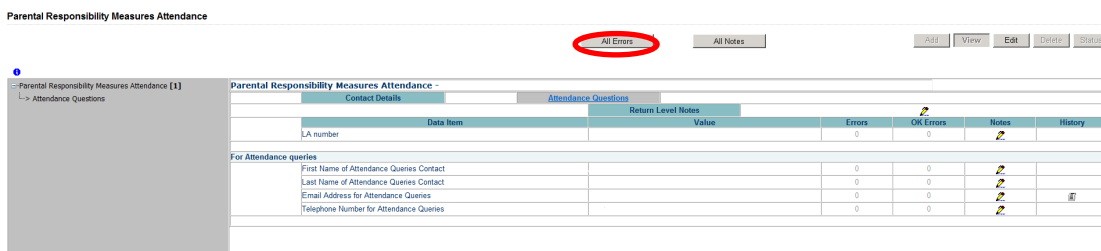
Parental Responsibility Measures Attendance - Attendance Questions

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

Parental Responsibility Measures Attendance - Attendance Questions -		Value	Errors	Queries	OK Errors	Notes	History
<b>Attendance</b>							
Penalty Notices (for unauthorised absence)							
Q1	Number of penalty notices issued during the period		0	0	0		
During the period:							
Q2	Number of penalty notices paid within 21 days		0	0	0		
Q3	Number of penalty notices paid between 22-28 days		0	0	0		
Q4	Number of penalty notices withdrawn		0	0	0		
Reasons for withdrawal:							
Q4a	PN has been issued outside of the terms of the local code of conduct (total number)		0	0	0		
Q4b	It ought not to have been issued or issued to the person named as the recipient (total number)		0	0	0		
Q4c	It appears that the notice contains material errors (total number)		0	0	0		
Q4d	Where after the expiry of 28 days the penalty is unpaid and LA do not wish to bring legal proceedings under s444 (total number)		0	0	0		
Q5	Number of cases prosecuted following non-payment within the period		0	0	0		
Fast-track case management (absence from School)							
Q6	Total number of cases entering the Fast-track case management system during the period		0	0	0		
Q7	Total number of Fast-track cases prosecuted during the period		0	0	0		
Q8	Total number of Fast-track cases withdrawn, before prosecution, during the period		0	0	0		
Reasons for withdrawal:							
Q8a	Attendance improved (total number)		0	0	0		
Q8b	Other (please specify) (total number)		0	0	0		

## Viewing errors/queries screen

A user can view an error by clicking on the 'All Errors' button on the first page of the return.

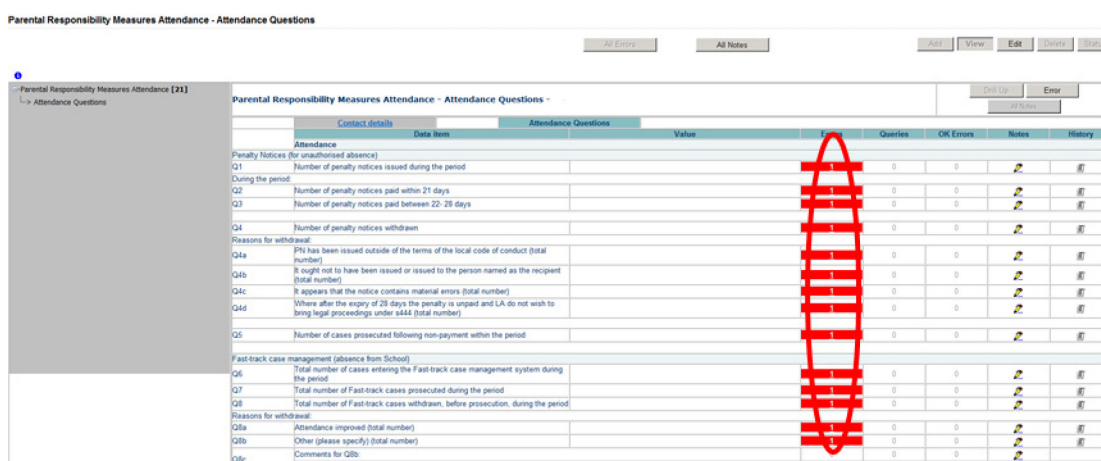


A user can also access the error report by clicking in the error field next to each data value

Once a user has clicked on either 'All Errors' or the data field error, they will be taken to the Blade Error Report page.



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

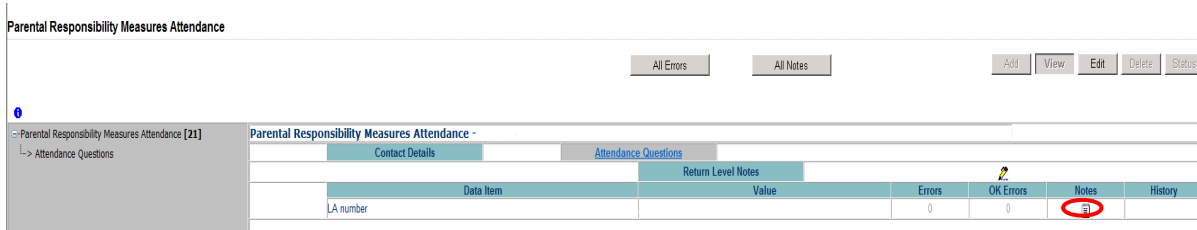


The user can then navigate to an error by clicking the 'Value' of an error on the right hand side of the screen (which is 'null' in this case).

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

## Adding return level notes

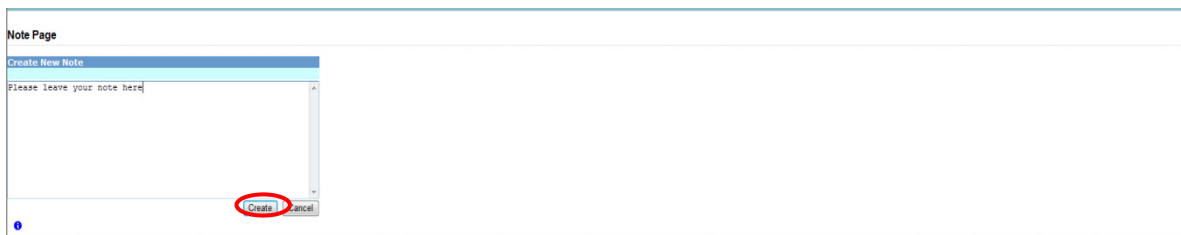
There is a pencil icon located next to the 'LA number' section. To add a note relating to an outstanding query, please click on the pencil.



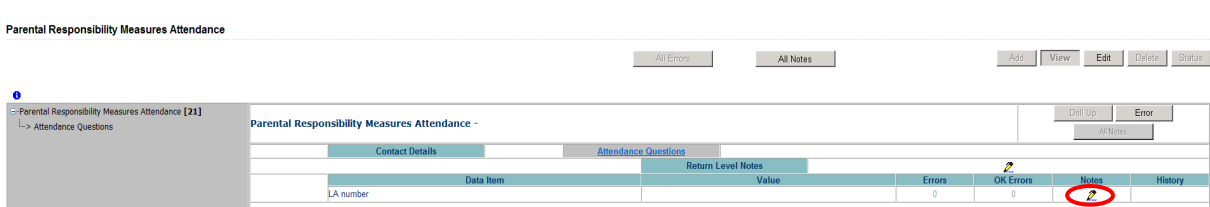
You will then be presented with the Note Page screen below:



The user will need to click on 'Add New Note' to enable them to type in the note detail box.



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



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

## Submitting a return

You won't be able to submit your return in COLLECT if it contains validation errors. These must be corrected before the 'submit' button becomes available (COLLECT will alert you to any fields where errors have been identified).

You will still be able to submit your data where queries are present, although these must be accompanied by an explanatory note.

Once the user is happy for their return to be submitted for DfE access the procedure is very straightforward. First return to the 'Source Page' by clicking on 'Back to my COLLECT page' located at the top of the form.

Department for Education  
You are logged in as [Name] | Log out

BLADE UAT COLLECT Portal

Parental Responsibility Measures Attendance

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

Parental Responsibility Measures Attendance (21)  
Attendance Questions

Parental Responsibility Measures Attendance - Contact Details		Attendance Questions		Return Level Notes			
JA number	Data Item	Value	Errors	OK Errors	Notes	History	
For Attendance queries							
	First Name of Attendance Queries Contact		0	0			
	Last Name of Attendance Queries Contact		0	0			
	Email Address for Attendance Queries		0	0			
	Telephone Number for Attendance Queries		0	0			

Then select Submit Return.

Source Page ParentalResponsibilityM-A2015

MY DATA RETURN

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

Errors : 21 | Queries : 0 | OK Errors : 0

What can I do with My Data Return?

- Upload Return from file...
- Add Return from screen...
- Submit Return...**
- Export to file...
- Launch Reports...
- Delete Return...

What is happening to My Data Return?

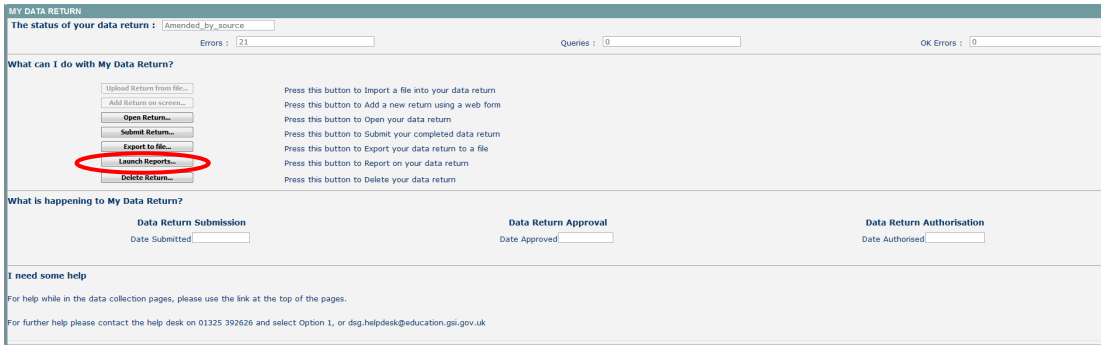
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted: [ ]	Date Approved: [ ]	Date Authorised: [ ]

I need some help

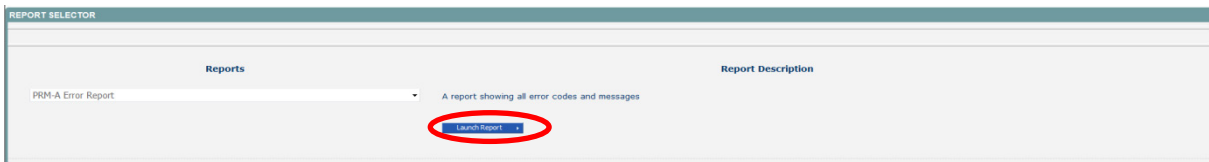
For help while in the data collection pages, please use the link at the top of the pages.  
For further help please contact the help desk on 01325 392626 and select Option 1, or [dsg.helpdesk@education.gsi.gov.uk](mailto:dsg.helpdesk@education.gsi.gov.uk)

# Launch a report

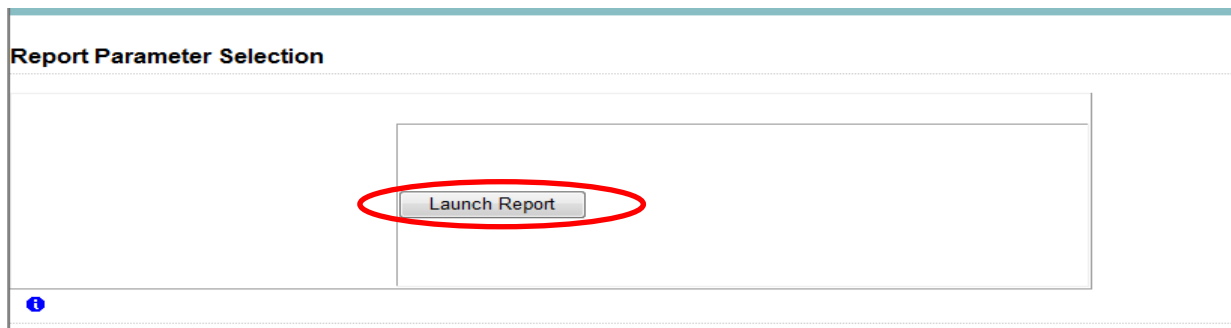
If a user wants to launch a report, they can do so by clicking on 'Launch Reports'.



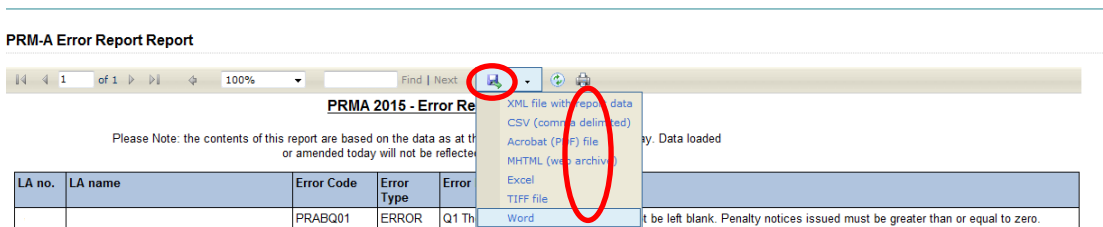
The only report available will already be highlighted; the user will need to click on 'launch report'.



Once the launch reports button has been, the user will be taken to a new page where they will need to click on the 'launch report' button again.



This will then launch the report, if the user wants to export the report, they can do this by clicking on the floppy disk symbol and clicking on a document type, such as 'Excel'.



The document can then be saved to a location of the users choice.

## Deleting a return

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

The screenshot shows a web interface for 'MY DATA RETURN'. At the top, it says 'Source Page ParentalResponsibilityM-A2015'. Below that, there's a header 'MY DATA RETURN' and a sub-header 'The status of your data return : Amended\_by\_source'. There are three input fields: 'Errors : 21', 'Queries : 0', and 'OK Errors : 0'. The main section is titled 'What can I do with My Data Return?' and contains several buttons: 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...', 'Export to file...', 'Launch Reports...', and 'Delete Return...'. The 'Delete Return...' button is circled in red. To the right of these buttons are instructions for each action. Below this section is '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's a section 'I need some help' with a link and contact information for the help desk.

The status of the data return will revert back to 'No Data' and the user will need to click on 'Add return on screen' to re-enter their data.

## Exporting a return

Once the data has been submitted you can produce an export. An export will show all data submitted in either XML format or CSV (spreadsheet). You can then save a hard copy of the submitted data for reference.

Exporting data can be performed by clicking on the 'Export to file' button

Source Page ParentalResponsibilityM-A2015

**MY DATA RETURN**

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

Errors : 21      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...** (highlighted with a red circle)  
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.  
For further help please contact the help desk on 01325 392626 and select Option 1, or deg.helpdesk@education.gsi.gov.uk

Once the user has clicked 'Export to File' button, they will be taken to the Export Report Format.

ParentalResponsibilityM-A2015 Export

**CHOOSE EXPORT FORMAT**

Export the current data for the selected Source

Please select the format that you wish to export this data:

Export as XML    
Export as CSV

Please Select the Status that you wish to export this data:  
Either:

All

Or one or more of the following

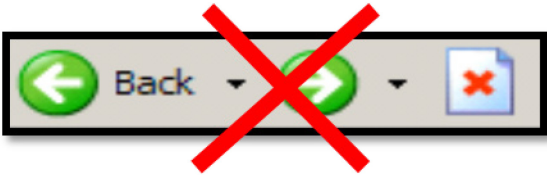
- Loaded and validated
- Amended by source
- Submitted
- Amended by agent
- Approved
- Amended by collector
- Authorised

Export

Select the format of exported data that you require and when prompted you can either save the file to a specific location, or can open the file for viewing.

## Screen Functionality

Before viewing the return it is useful to understand some of the basic controls and screen operations.



**Don't use the browser buttons!** When in the data collection, unpredictable behaviour may be experienced if you use the back/forward buttons on your web browser's toolbar.

## Navigation through a return

To navigate through the system, links are provided on all pages either as **Back** or **Drill Up** options, please use these links to navigate between screens when using the system.

Control	Usually located	Action
<a href="#">Back to My Collect page</a>	All screens within a return except the main page which shows Back to Home page	Returns you to the main page for your user role (Agent, Source etc.)
<input type="button" value="Drill Up"/>	Any data screen within a return apart from the header screen	Returns you to the previous data screen
<a href="#">Return</a>	Report screens, e.g. History and errors	Returns you to the previous screen

## Mode Buttons

Those buttons determine which operation mode the data form on screen is in and which operations are available.



Dark Grey text on sunken button with light border = Active Mode

Black Text on button and highlighted border = Available Mode

Light Grey text on button with light border = Unavailable Mode



# Left Hand Menu

The left hand menu can also be used to migrate to different screens however this is read only.

Parental Responsibility Measures Attendance

All Errors All Notes Add View Edit Delete Status

0

Parental Responsibility Measures Attendance [21]

Attendance Questions

Parental Responsibility Measures Attendance

Contact Details Attendance Questions

Data Item	Value	Errors	OK Errors	Notes	History
LA number		0	0		

For Attendance queries

First Name of Attendance Queries Contact		0	0		
Last Name of Attendance Queries Contact		0	0		
Email Address for Attendance Queries		0	0		
Telephone Number for Attendance Queries		0	0		

# Help

## COLLECT issues and data collection queries

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

## Secure Access issues

If you are having problems logging into Secure Access, please refer to the 'Help' section on Secure Access. If you are still unable to resolve your issue, please submit a [service request](#) to the SA service desk.

The screenshot shows the top of the Secure Access portal. At the top left is the Department for Education logo and name. Below this is the heading 'Secure access'. There is a link for 'Forgotten username or password?'. Below that are input 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 sub-header 'First time here?' with a right-pointing arrow and the text 'Visit the Secure Access Help page'. Below the banner is an 'Announcements' section. At the bottom of the page, there is a navigation bar with links for 'Secure access', 'Help' (circled in red), and 'Terms of use'. The footer contains copyright information and links for 'Legal information', 'Accessibility', 'Cookies', 'Contact DfE', and 'Freedom of information'.



Department  
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