



Department
for Education

Early years census 2016

Local authority COLLECT guide

December 2015

Contents

COLLECT and Secure Access	3
Local authority summary (Agent page)	4
Return status	5
Uploading a return	5
Upload a single return	6
Upload multiple returns	7
Viewing a submitted return	8
Handling errors and queries	9
Making amendments	11
History	12
Return level notes	12
Approving a return	13
Exporting data	13
Reports	14
Help	16

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 labeled '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, there is an 'Announcements' section with three entries: 07/04/2014 'S2S Secure Data Transfer - Essential Maintenance', 28/03/2014 'Secure Access - Scheduled Downtime', and 09/12/2013 'School Access to COLLECT, s2s and KTS'.

Full secure access guides are 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 'COLLECT Portal' home page. The header is a teal bar with 'COLLECT Portal' in white. Below the header, the text 'Collect Welcome' is circled in red. The main content area includes a welcome message: 'Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers). COLLECT is the DfE Centralised Data Collection and Management System for Education'. There are three sections: 'School Workforce Data Collection' with a notice about high volumes of returns, 'Network Issues' with a notice about session disconnections, and a 'PROCEED INTO COLLECT' button with a 'Continue...' link circled in red. Below the button is a 'Code of Conduct' link and a 'Show Code' link.

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

BLADE UAT COLLECT Portal

Home Page

MY DATA COLLECTIONS

Data Collection	User Role	Organisation	Status	Due Date	Days Due
Consistent Financial Reporting_2015-2016	Source	SA Test School 10	Testing	15/07/2016 00:00:00	221
Consistent Financial Reporting_2015-2016	Collector	Department for Education	Testing	15/07/2016 00:00:00	221
Consistent Financial Reporting_2015-2016	Administrator	Department for Education	Testing/Live	15/07/2016 00:00:00	221
Consistent Financial Reporting_2015-2016	Agent	SA Test LA Open	Testing	15/07/2016 00:00:00	221
Early Years Census 2016	Administrator	Department for Education	Testing/Live	21/01/2016 00:00:00	45
Early Years Census 2016	Collector	Department for Education	Testing	21/01/2016 00:00:00	45
Early Years Census 2016	Agent	Department for Education	Testing	21/01/2016 00:00:00	45
Early Years Census 2016	Source	Test EY Setting May 2	Testing	21/01/2016 00:00:00	45
Key Stage 1 2015	Agent	Department for Education	Testing	31/07/2015 00:00:00	-129
Key Stage 1 2015	Collector	Department for Education	Testing	31/07/2015 00:00:00	-129

Page 1 of 3

Select Data Collection

News

Local authority summary (Agent page)

The agent page provides a summary of the latest position with respect to the selected data collection. This performance summary shows how many returns that are expected, outstanding and the number that have been loaded and submitted and approved (by the local authority) and authorised (by the DfE).

Agent Page Early Years Census 2016

MY SOURCES

Filter By: Name Native ID Status Org Group Queue

Performance summary

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
3	2	1	0	0	9	6	0

Sources

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
666666	TDU EY Setting 1	Submitted	02/12/2015				9	6	0
3	TDUDFE2	No_Data					0	0	0
111111	Test EY Setting May 2	No_Data					0	0	0

Page 1 of 1

MY SOURCES

Filter By: Name Native ID Status Org Group Queue

Performance summary

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
3	2	1	0	0	9	6	0

Sources

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
666666	TDU EY Setting 1	Submitted	02/12/2015				9	6	0
3	TDUDFE2	No_Data					0	0	0
111111	Test EY Setting May 2	No_Data					0	0	0

Page 1 of 1

Only early years settings which the local authority is responsible for will be displayed. The columns can be sorted in ascending or descending order by clicking on each heading. Ten sources are shown per page with navigation through the pages being achieved by the page number buttons.

Return status

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

MY SOURCES

Filter By: Name Native ID Status Org Group Queue

Performance summary

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
3	2	1	0	0	9	6	0

Sources

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
666666	TDU EY Setting 1	Submitted	02/12/2015				9	6	0
3	TDUDFE2	No_Data					0	0	0
111111	Test EY Setting May 2	No_Data					0	0	0

Page 1 of 1

This provides a set of functions that can be used to manage/progress the returns. Those with bold text and highlighted borders are available.

Uploading a return

Local authority users can upload their returns on behalf of their early year's settings as either a single or multiple zipped file.

Upload a single return

To upload a single return the relevant early years setting must first be highlighted from the list of sources and then the 'Upload Return for Selected Source' button should be clicked.

MY SOURCES

Filter By: Name Native ID Status Org Group Queue Go Reset

Performance summary

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
3	2	1	0	0	9	6	0

Sources

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
666666	TDU EY Setting 1	Submitted	02/12/2015				9	6	0
3	TDUDFE2	No_Data					0	0	0
111111	Test EY Setting May 2	No_Data					0	0	0

Page 1 of 1

Open Return... Approve... Approve All... Unapprove... Reject... Delete... Export Selected... Export Multiple... Export All...

Upload Return for selected Source... Upload Multiple Returns (zip file)... Agent Administration...

Validate selected Return... Validate All Non-validated Returns...

Launch Reports... Queue Management... Change Queue... Move to this queue...

This will present the Agent with the upload screen

Source UpLoad In Progress

FILE UPLOAD PROGRESS ...

Your data return has been successfully loaded and is queued for validation. Please return later to view any validation errors identified.

OK

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The Agent needs to click on the browse button to navigate to the required file. Once selected the upload button should become available.

UPLOAD FILE SELECTION

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

Upload Browse...

UPLOAD FILE SELECTION

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

G:\EYC 2014\file\ .xml Upload Browse...

Once the return has been loaded, the following message will be displayed on the screen

This indicates that the return has successfully loaded and is now placed in the validation queue to be validated. Press the OK button to return to the Agent main page.

During periods of heavy demand, there may be a delay before the return is validated.

Whilst the return has a status of "Waiting_for_validation" then the return cannot be viewed or edited.

Once the return has been validated, the return status section on the source main page will display "Submitted" and the date. The total number of errors and queries found in the return will also be displayed.

MY SOURCES

Filter By: Name Native ID Status Org Group Queue

Performance summary

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
3	2	1	0	0	9	6	0

Sources

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors	Queries	OK Errors
666666	TDU EY Setting 1	Submitted	02/12/2015				9	6	0
3	TDUDFE2	No_Data					0	0	0
111111	Test EY Setting May 2	No_Data					0	0	0

Page 1 of 1

Upload multiple returns

To upload multiple returns the files must first be placed inside a zip file. The Agent should click on the upload multiple returns (.zip file) button.

The Agent will then be required to browse for the relevant zip file and click on the upload button.

Once the zip file has been completed loading the Agent will be presented with a page providing the upload result for each file contained in the zip file.

Agent Upload Multiple Files Results Page

FILE UPLOAD RESULTS

Results of multiple file upload

File Name	Organisation Type	Native ID Tags	Native ID	Source Organisation	Upload Result
Test School	xml	Early Years Settings	URN	XXXXX	File Loaded OK.
Test School		Early Years Settings	URN	XXXXX	File Loaded OK.

Successfully loaded data returns are now queued for validation. Please return later to view any validation errors identified.

Viewing a submitted return

From the My Collect page the local authority user can select an early years setting return that has been submitted and open it. To do so the relevant setting should be highlighted and then the open return button clicked.

MY SOURCES

Filter By: Name Native ID Status Org Group Queue

Performance summary

Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
3	2	1	0	0	9	6	0

Sources

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors		
							Errors	Queries	OK Errors
666666	TDU EY Setting 1	Submitted	02/12/2015				9	6	0
3	TDUDE2	No_Data					0	0	0
111111	Test EY Setting May 2	No_Data					0	0	0

Page 1 of 1

Once the return has been opened the Agent will see the following screen. The left hand menu bar enables the user to drill down into all records within a particular module.

Please note you cannot make amendments to the return via this left hand panel

EY Setting Details - TDU EY Setting 1

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)

Errors	Queries	OK	Notes
0	1	0	

Setting Details	Other Characteristics	Staff Information & Pupil/Child Statistics	Header Information				
Data Description	Value		Errors	Queries	OK	Notes	History
SETTING DETAILS							
Establishment Characteristics							
LA	001		1	0	0		
DCSF EY Setting URN	666666		0	0	0		
OFSTED EY URN	555999		0	0	0		
Establishment Name	Test Pre School		0	0	0		
UK Telephone Number	768318		0	0	0		
Postcode	AA1 1AA		0	0	0		
EY Setting Email	email@email.com		0	0	0		
Contact Details							
Contact Surname	Test_Contact_Surname		0	0	0		
Contact Forename	Test_Contact_Forename		0	0	0		
Contact Middle Names	Test_Contact_Middle		0	0	0		
Contact Position	Test_ContactPosition		0	0	0		
View Pupil/Child Details							
<input type="button" value="View All"/>							

View All enables the user to drill down to view child identifiers and characteristics.

Amendments can be made using this option.

When drilling down to pupil level the Agent will see all of the children that make up the return within the selection grid. Ten child records are shown per page and navigation through the pages is via the View All button. This page also contains a series of links to 'sibling' pages showing different categories of child level data.

Child Details

Approve All Errors All Notes Add View Edit Delete Status

Child Details - TDU EY Setting 1

Pupil/Child Surname: [] Pupil/Child Forename: [] Date of Birth: [] Gender: [] Postcode: [] Reset Go

Pupil/Child Surname	Pupil/Child Forename	Date of Birth	Gender	Child Ethnic Code	Postcode	Rule Errors
Child1_Surname	Child1_Forename	2013-11-16	2- Female	WBRI: White - British	AA1 1AA	3
Child2_Surname	Child2_Forename	2011-09-21	1- Male	WBRI: White - British	AA2 2AA	4

Data Description	Value	Errors			Notes	History
		Errors	Queries	OK		
Pupil/Child Identifiers & Characteristics						
Pupil/Child Surname	Child1_Surname	0	0	0		
Pupil/Child Forename	Child1_Forename	0	0	0		
Pupil/Child Middle Names	Child1_MiddleName	0	0	0		
Pupil/Child Preferred Surname	Child1_PREFERREDSurname	0	0	0		
Date of Birth	2013-11-16	0	6	0		
Gender	2- Female	0	0	0		
Pupil/Child Characteristics						
Child Ethnic Code	WBRI: White - British	0	0	0		

Handling errors and queries

You can view all the errors in a return by clicking the All Errors button in the top centre of the page. Alternatively, you can click on the specific error highlighted in red on any of the errors, queries or OK columns on the screen.

Child Details

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

Child Details - TDU EY Setting 1

Pupil/Child Surname: [] Pupil/Child Forename: [] Date of Birth: [] Gender: [] Postcode: [] Reset Go

Pupil/Child Surname	Pupil/Child Forename	Date of Birth	Gender	Child Ethnic Code	Postcode	Rule Errors
Child1_Surname	Child1_Forename	2013-11-16	2- Female	WBRI: White - British	AA1 1AA	3
Child2_Surname	Child2_Forename	2011-09-21	1- Male	WBRI: White - British	AA2 2AA	4











Data Description	Value	Errors			Notes	History
		Errors	Queries	OK		
Pupil/Child Identifiers & Characteristics						
Pupil/Child Surname	Child1_Surname	0	0	0		
Pupil/Child Forename	Child1_Forename	0	0	0		
Pupil/Child Middle Names	Child1_MiddleName	0	0	0		
Pupil/Child Preferred Surname	Child1_PREFERREDSurname	0	0	0		
Date of Birth	2013-11-16	0	6	0		
Gender	2- Female	0	0	0		
Pupil/Child Characteristics						

If you click one of these error buttons, you will see the appropriate errors on the return.

TDU EY Setting 1

Error report on 07/12/2015 at 14:00

Count 15

Rule No.	Return Level	Error Message	Priority	OK'd		Notes
8103		The number of weeks open must be greater than or equal to the number of weeks funded	Errors		Details	
		Invalid Code Value	Errors		Details	
8040		Setting Type and Day Care information must not be provided for this category of provider	Errors		Details	
8057		Other provider category information must not be provided for this category of provider	Errors		Details	
8085		Setting Continuous Opening missing or invalid	Errors		Details	
8090		Maintained School Relationship indicator is missing or invalid	Errors		Details	
8095		Other Establishment Partnership indicator is missing or invalid	Errors		Details	
2150Q		Please check: This child has a special educational need of EHC plan or statement, but this is not recorded as one of their basis for funding	Queries		Details	
2150Q		Please check: This child has a special educational need of EHC plan or statement, but this is not recorded as one of their basis for funding	Queries		Details	
2150Q		Please check: This child has a special educational need of EHC plan or statement, but this is not recorded as one of their basis for funding	Queries		Details	

Page 1 of 2 1 2

Any explanatory notes should be entered by clicking on the pencil symbol. Notes should be a full but brief explanation as to why the return has been approved yet still contains errors or queries.

Clicking on the details button will bring up the field and value. By clicking on the value the system will take you automatically to the page containing that error.

TDU EY Setting 1

Error report on 07/12/2015 at 14:06

Count 15

Return Details

Rule No.	Return Level	Error Message	Priority	OK'd	Notes	Field	Value
8103		The number of weeks open must be greater than or equal to the number of weeks funded	Errors		Details	EY Funding Weeks	40.0
		Invalid Code Value	Errors		Details	EY Weeks Open Per Year	21.0
8040		Setting Type and Day Care information must not be provided for this category of provider	Errors		Details		
8057		Other provider category information must not be provided for this category of provider	Errors		Details		
8085		Setting Continuous Opening missing or invalid	Errors		Details		
8090		Maintained School Relationship indicator is missing or invalid	Errors		Details		
8095		Other Establishment Partnership indicator is missing or invalid	Errors		Details		
2150Q		Please check: This child has a special educational need of EHC plan or statement, but this is not recorded as one of their basis for funding	Queries		Details		
2150Q		Please check: This child has a special educational need of EHC plan or statement, but this is not recorded as one of their basis for funding	Queries		Details		
2150Q		Please check: This child has a special educational need of EHC plan or statement, but this is not recorded as one of their basis for funding	Queries		Details		

Page 1 of 2 1 2

A return can legitimately contain data that raises a query but is perfectly acceptable. Once approved by the local authority the errors and queries will be processed by a DfE operator, providing that the local authority have given a satisfactory explanation why that return has information laying outside the usual parameters.

If there is no or inadequate explanation notes provided then the DfE will contact the local authority to gain clarification as to why the return has been approved. Errors always need to be corrected.

Making amendments

To make an amendment simply click the edit button, amend the field and by pressing the enter key or clicking the add button will re-validate the return.

EY Setting Details

Approve (Approve the data return) All Errors All Notes Add View **Edit** Delete Status

EY Setting Details - TDU EY Setting 1

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)

Errors	Queries	OK	Notes
0	1	0	

Setting Details	Other Characteristics	Staff Information & Pupil/Child Statistics	Header Information
Data Description	Value	Errors	Queries OK Notes History

SETTING DETAILS

Establishment Characteristics

Data Description	Value	Errors	Queries	OK	Notes	History
LA	001	1	0	0		
DCSF EY Setting URN	666666	0	0	0		
OFSTED EY URN	555999	0	0	0		
Establishment Name	Test Pre School	0	0	0		
UK Telephone Number	768318	0	0	0		
Postcode	AA1 1AA	0	0	0		

If you need to add a pupil record or address you will need to go via the view all route. Click the add button, add the information in the required fields and press save. Once the record has been saved any other changes must be made via the edit button.

Child Details

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

Child Details - TDU EY Setting 1

Drill Up Error

All Notes

Pupil/Child Surname Pupil/Child Forename Date of Birth Gender Postcode Reset Go

Pupil/Child Surname	Pupil/Child Forename	Date of Birth	Gender	Child Ethnic Code	Postcode	Rule Errors
Child1_Surname	Child1_Forename	2013-11-16	2- Female	WBRI: White - British	AA1 1AA	3
Child2_Surname	Child2_Forename	2011-09-21	1- Male	WBRI: White - British	AA2 2AA	4

Pupil/Child Identifiers & Characteristics	Pupil/Child Address Details	Errors	Queries	OK	Notes	History
Data Description	Value	Errors	Queries	OK	Notes	History
Pupil/Child Identifiers						
Pupil/Child Surname	Child1_Surname	0	0	0		
Pupil/Child Forename	Child1_Forename	0	0	0		
Pupil/Child Middle Names	Child1_MiddleName	0	0	0		
Pupil/Child Preferred Surname	Child1_PREFERREDSurname	0	0	0		

History

Changes that are made to data items are recorded in the history log and indicated with an icon in the history column against that data item.

EY Setting Details

Approve All Errors All Notes Add View Edit Delete Status

EY Setting Details [7]

- > Characteristics
- > Children Staff
- > Header
- > CBDS Levels
- > Child Details [7]
 - > Child Address
 - > Funding Basis Items [7]

EY Setting Details - TDU EY Setting 1

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)		Errors	Queries	OK	Notes
		0	1	0	

Setting Details	Other Characteristics	Staff Information & Pupil/Child Statistics	Header Information			
Data Description	Value	Errors	Errors Queries	OK	Notes	History
SETTING DETAILS						
Establishment Characteristics						
LA	001	1	0	0		
DCSF EY Setting URN	666666	0	0	0		
OFSTED EY URN	555999	0	0	0		
Establishment Name	Test Pre School	0	0	0		
UK Telephone Number	768318	0	0	0		
Postcode	AA1 1AA	0	0	0		

Clicking on the history icon will display the full audit history for that data item.

Once a data item has been changed the status of the return will change to Amended by Agent.

History Report - Early Years Census 2016 Back

TDU EY Setting 1
History report on 07/12/2015 at 15:33:55
Data OFSTED EY URN

Filter By: Action User Start Date End Date Go Reset

Action	Old Value	New Value	User	Role	Organisation	Date
Update		555999		Agent	Department for Education	07/12/2015 15:33:53
Update	555999			Agent	Department for Education	07/12/2015 15:33:48

Return level notes

To add notes to annotate the errors and queries that may appear on the return click on the pencil on the first screen of the return.

EY Setting Details

Approve All Errors All Notes Add View Edit Delete Status

EY Setting Details [7]

- > Characteristics
- > Children Staff
- > Header
- > CBDS Levels
- > Child Details [7]
 - > Child Address
 - > Funding Basis Items [7]

EY Setting Details - TDU EY Setting 1

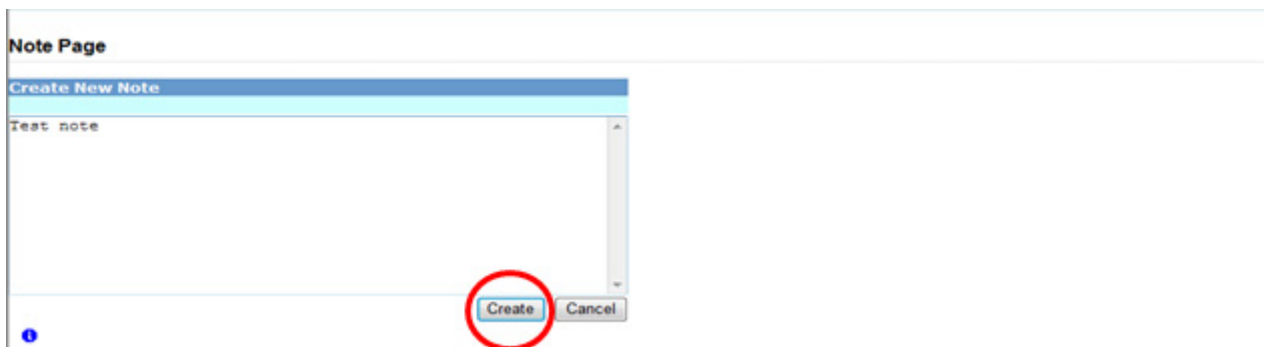
RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)		Errors	Queries	OK	Notes
		0	1	0	

Setting Details	Other Characteristics	Staff Information & Pupil/Child Statistics	Header Information			
Data Description	Value	Errors	Errors Queries	OK	Notes	History
SETTING DETAILS						
Establishment Characteristics						
LA	001	1	0	0		
DCSF EY Setting URN	666666	0	0	0		
OFSTED EY URN	555999	0	0	0		
Establishment Name	Test Pre School	0	0	0		
UK Telephone Number	768318	0	0	0		
Postcode	AA1 1AA	0	0	0		

To add a note click on the Add New Note button.

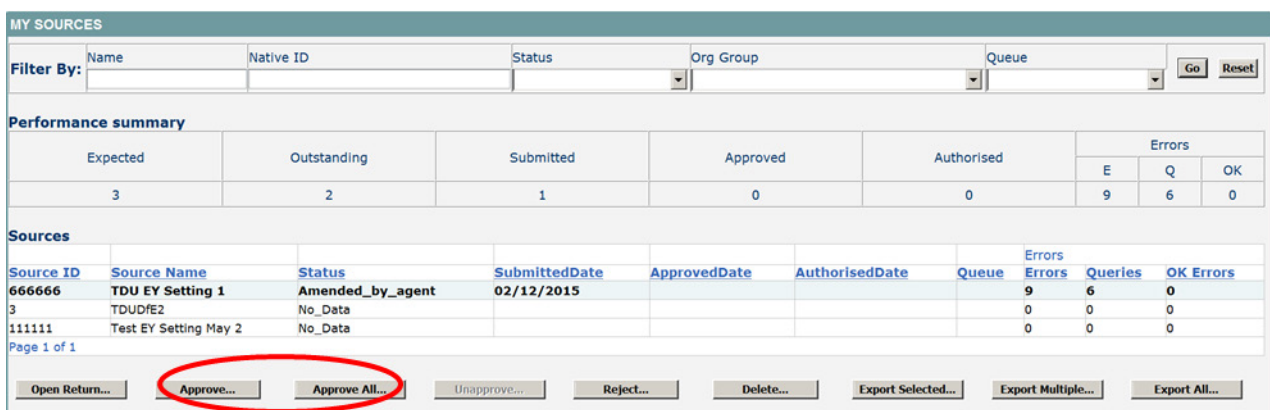


Once the note has been entered click on the create button.



Approving a return

Once the local authority is satisfied and happy to approve the data return, the relevant early years setting must be highlighted from the list of sources and click the approve button. You can also approve all records that have the status submitted or amended by agent, however, be very careful in using this, as there is not an unapprove all button. This would have to be performed on an individual setting basis.



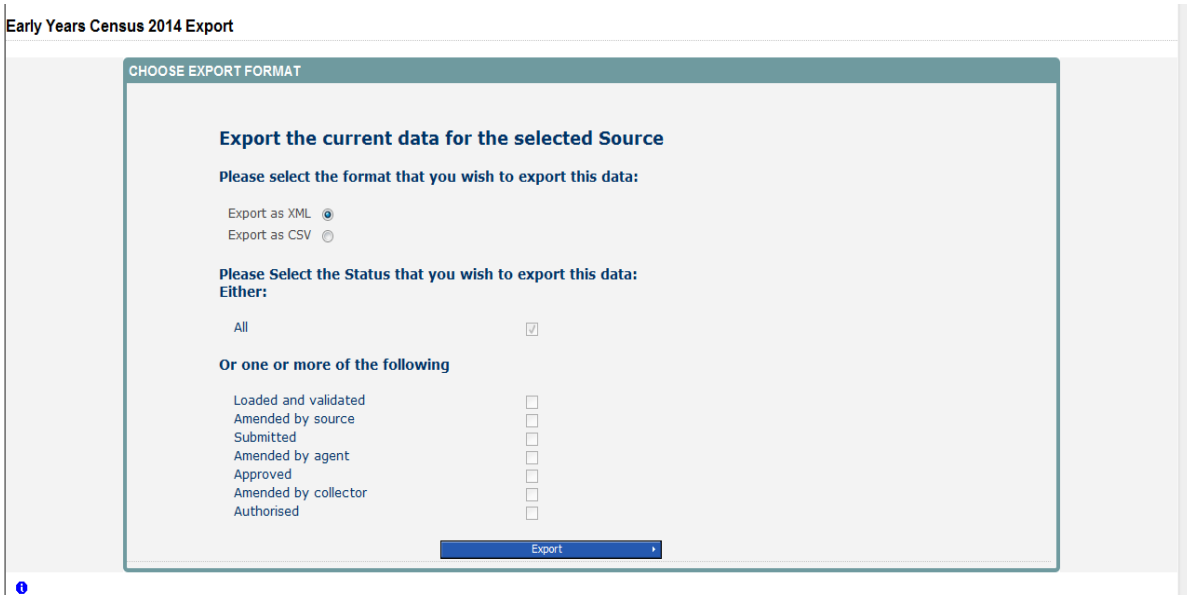
Exporting data

Collect provides options to export data returns in CSV or XML format.

Exporting data can be performed for the currently selected early years setting in the sources list by clicking on the export selected button. Alternatively data can be exported for all currently loaded returns by clicking on the export all button.

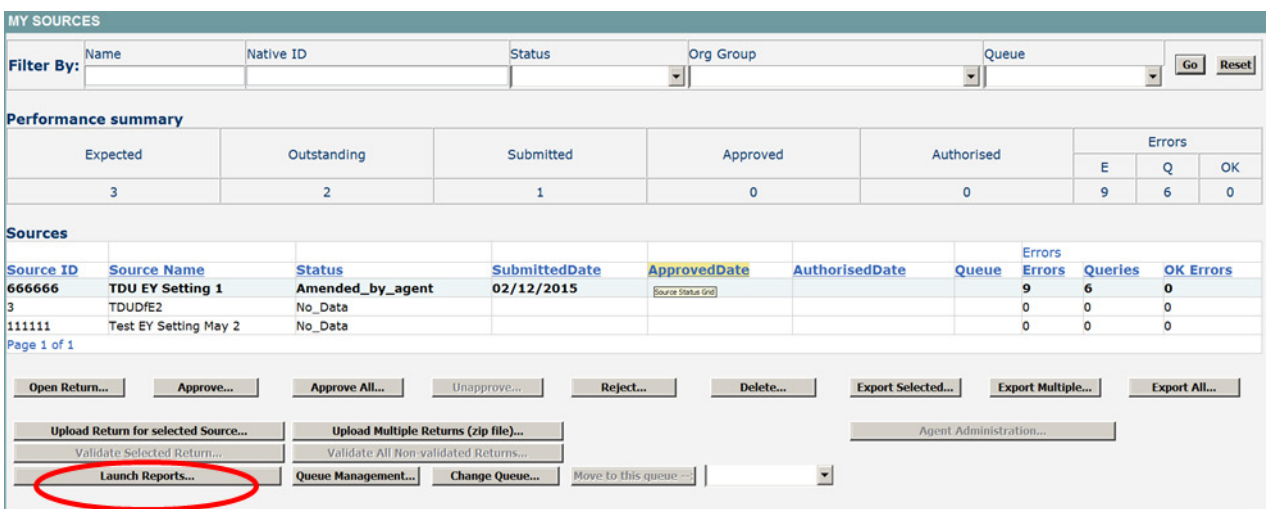
The user will be given the option of choosing the format in which the data should be exported.

Exporting as XML will generate a zip file containing the selected early years setting, exporting as CSV generates a zip file containing CSV files that relate to how data is stored within COLLECT.



Reports

There are a number of reports available to the local authority. To use click on launch reports on the source page.



This will take you to the list of reports available to you.

Report Launch

REPORT SELECTOR

Performance summary - Collection

Expected	Outstanding	Submitted	Approved	Authorised
21017	100.0%	0.0%	0.0%	0.0%

Performance summary - Agent

Expected	Outstanding	Submitted	Approved	Authorised
34	97.1%	2.9%	0.0%	0.0%

Reports

- EYC Duplicates
- EYC Duplicates**
- EYC Errors
- EYC Funded Children Hours Status Report
- EYC Funding Report (Approved Status or Above)
- EYC Funding Report (Submitted Status or Above)
- EYC Notes
- EYC Number of 2, 3 & 4 Year Olds
- EYC Private Providers By Type of Setting
- EYC Providers By Category
- EYC Prov's in Another Estab Partnership
- EYC Prov's on Maintained School Premises
- EYC SEN Analysis
- EYC Teaching Staff by Providers
- EYC Voluntary Providers By Type of Setting
- EYC Year on Year

Report Description

A report detailing the potential duplicate children that need further investigation.

[Launch Report](#)

Help

In order to access the COLLECT system for early years you will need to contact the approver within your local authority.

If you have any queries or have a change to your contact details please could you complete a [service request form](#).



Department
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About this publication:

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

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Reference: DFE-00323-2015



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