Early years census 2016

Local authority COLLECT guide

December 2015

Contents

COLLECT and Secure Access

Access to COLLECT is through the department's Secure Access system (SA)

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

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

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 ▼	Go	Reset

Performance summary

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

Sources

							Errors		
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...

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 ▼	Go	Reset

Performance summary

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

Sources

							Errors		
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.

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 --| ▼

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.

This will present the Agent with the upload screen

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

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.

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.

Veiwing 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.

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

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.

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.

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**   **Return Details**

Count 15

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 / EY Weeks Open Per Year	40.0 / 21.0
		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

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

	EY Setting Details - TDU EY Setting 1						
EY Setting Details [7]	RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)		Errors	Queries	OK	Notes	
-> Characteristics			0	1	0	✏	
-> Children Staff							

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	✏	

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
EY Setting Details [7]							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	

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	✏	

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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.

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.

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.

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

Once the note has been entered click on the create button.
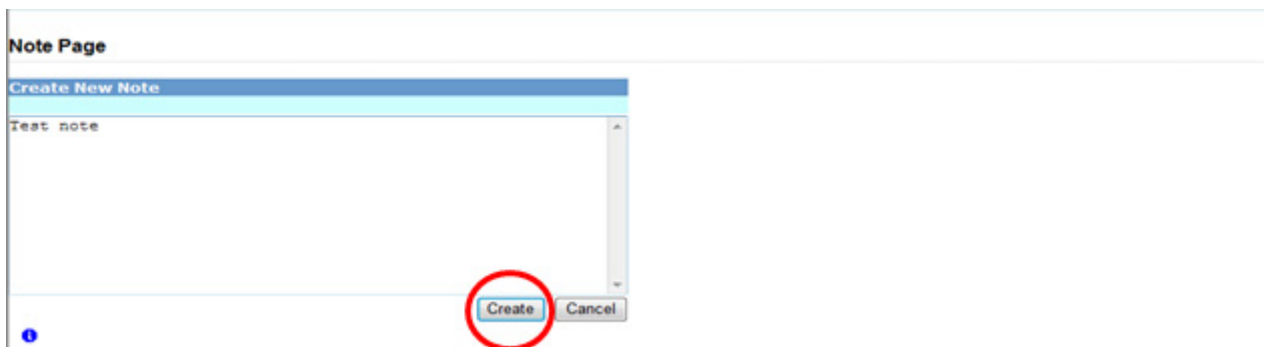
Approving a return

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.
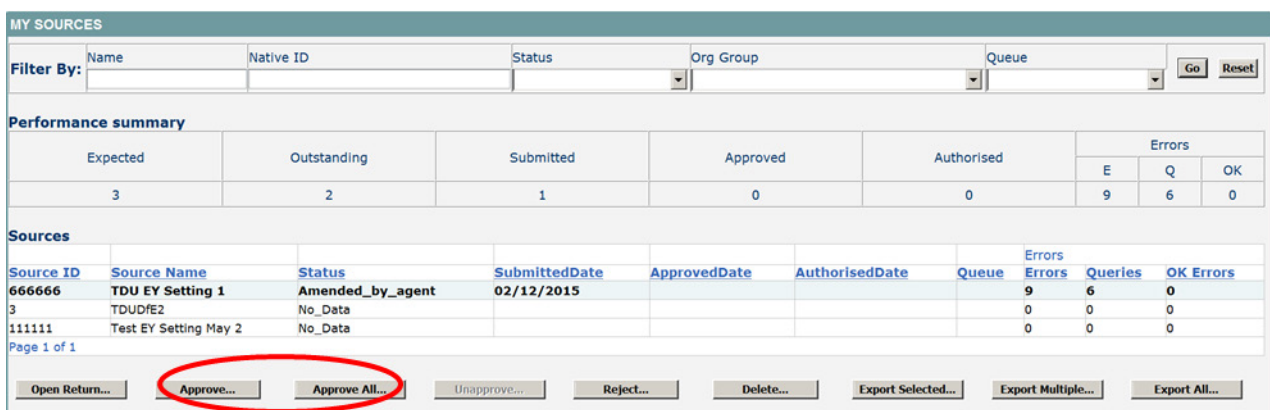
Exporting data

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.

Early Years Census 2014 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 ▶

Reports

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

MY SOURCES

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

Performance summary

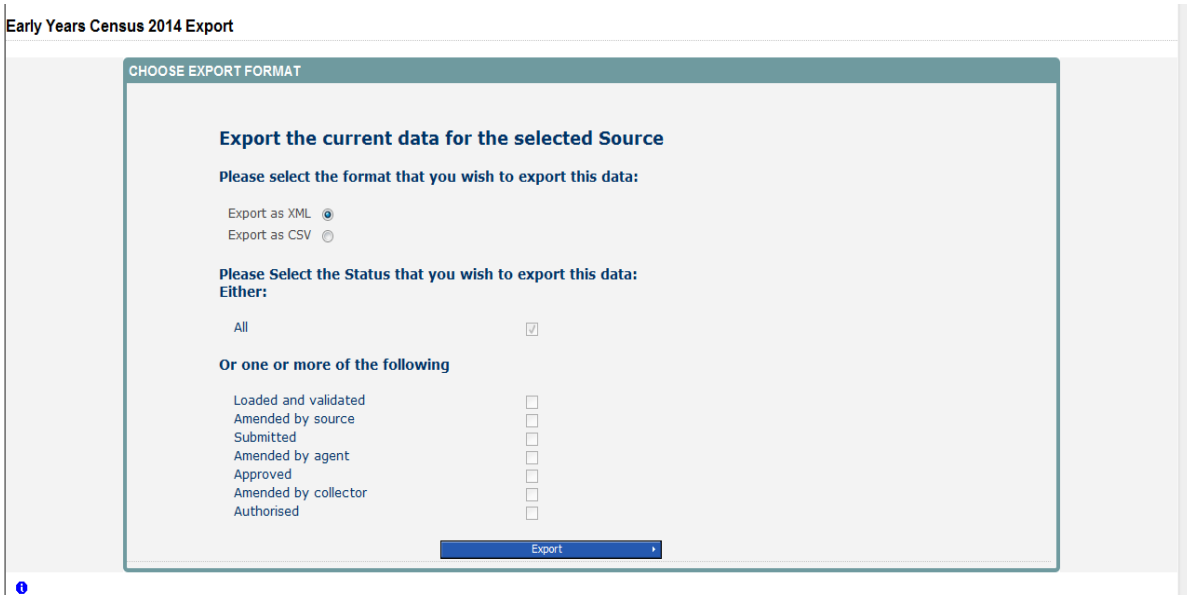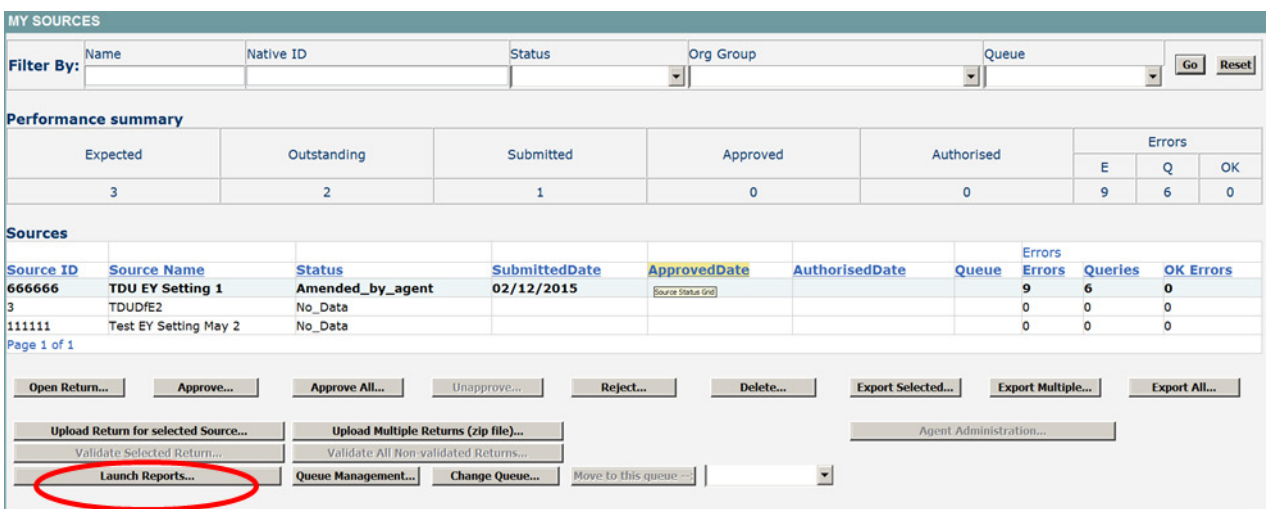| Expected	Outstanding	Submitted	Approved	Authorised	Errors		
					E	Q	OK
3	2	1	0	0	9	6	0

Sources

Source ID	Source Name	Status	SubmittedDate	ApprovedDate	AuthorisedDate	Queue	Errors Errors	Queries	OK Errors
666666	TDU EY Setting 1	Amended_by_agent	02/12/2015	Source Status Grid			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 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	**Report Description**
EYC Duplicates ▼	A report detailing the potential duplicate children that need further investigation.

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

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](#).

About this publication:

enquiries	https://www.education.gov.uk/form/data-collection-request-form
download	www.gov.uk/government/publications

Reference: DFE-00323-2015

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