



Department  
for Education

# **Special educational needs survey 2016**

**SEN2 COLLECT guide for local  
authorities**

**December 2015**

# Contents

Secure Access (SA)	3
Logging In	4
Return Status	7
Checking Data	11
Errors	12
Adding Notes	13
Submitting Return	14
Deleting a Return	15
Reports	16
Exporting Data	17
Screen Functionality	18
Navigation through a return	18
Mode Buttons	18
Help	20
COLLECT issues and data collection queries	20
Secure Access issues	20

## Secure Access (SA)

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

To access Secure Access existing users will need their COLLECT username and password.

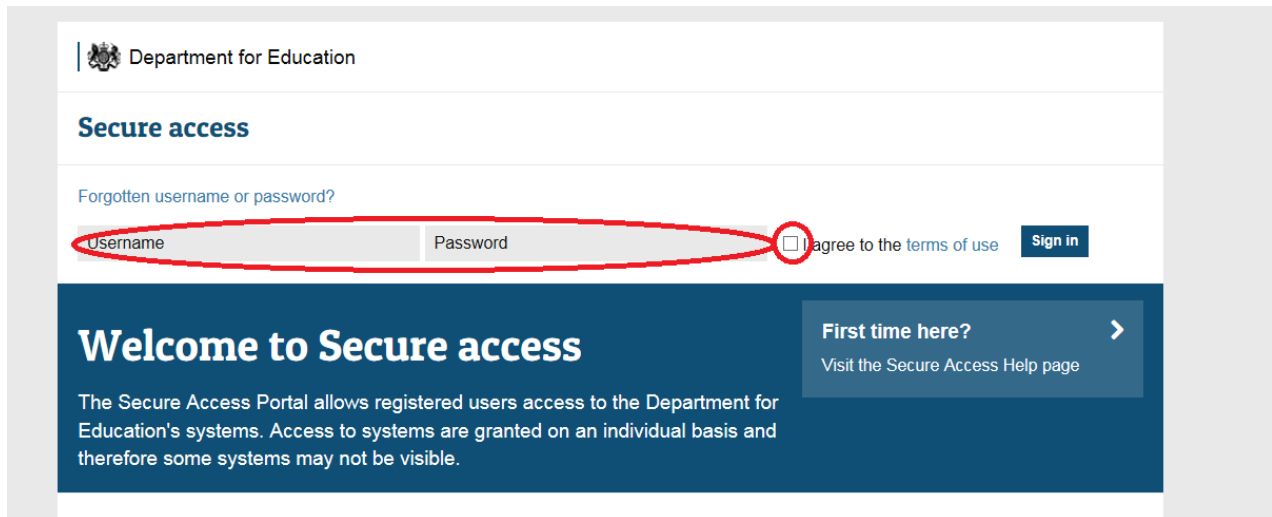
If you are a new user and require access or have forgotten your username and password to COLLECT, you will need to speak to your Approver. Full Secure Access guidance is published on the [Secure Access Website](#).

**Please note:** Although some of the screenshots in the guide refer to pre 2016 the process of logging on to SA and completing the return on COLLECT have remained unchanged.

# Logging In

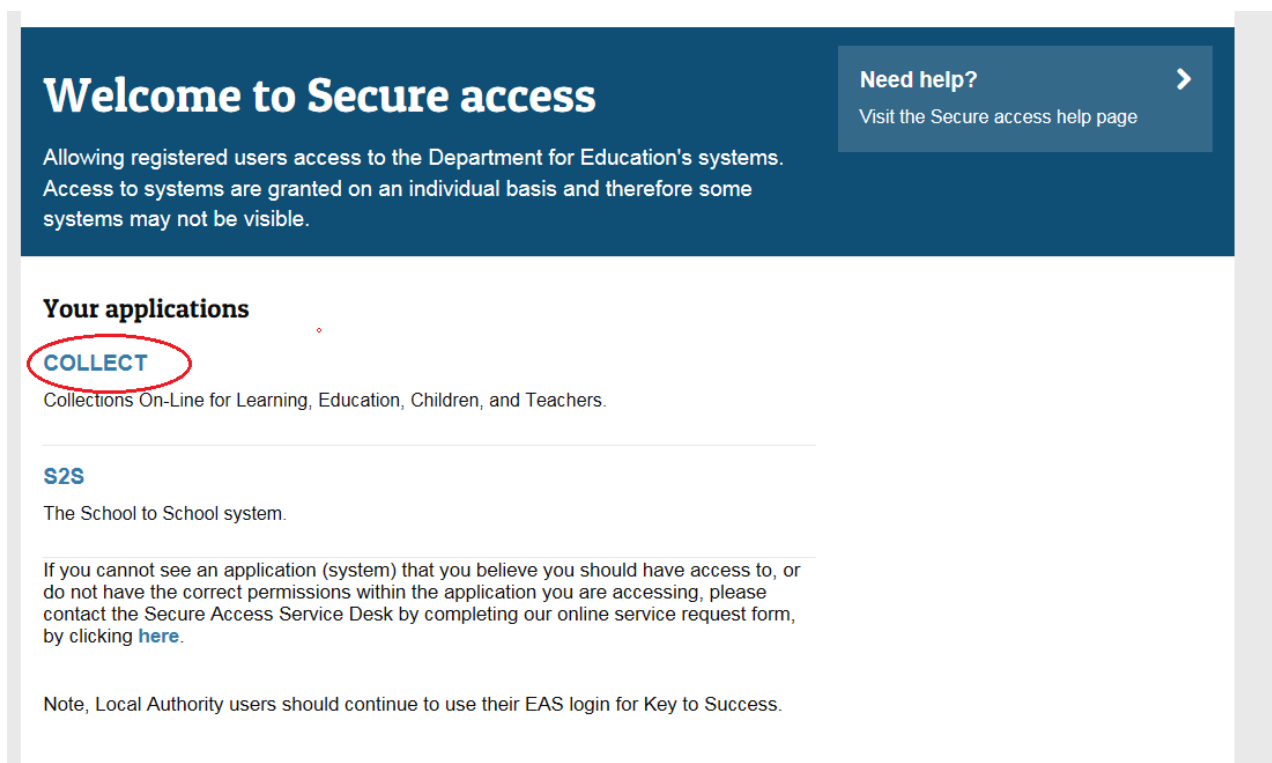
To access Secure Access existing users will need their username and password.

Insert your username and password and click to agree to the terms of use.



If you are a new user and require access to COLLECT, you will need to speak to your Approver. Full Secure Access guidance is published on the [Secure Access Website](#).

Once you have logged in you will see the link for COLLECT, click on this link highlighted below.



You will be taken into the COLLECT portal. Click Continue to proceed.



If you are bounced back to your homepage at this point please check that you are not trying to access the site from a link within an e-mail. Please copy and paste the address into the address bar then save it to your favourites.

Please follow the steps below to add the web addresses to your trusted sites

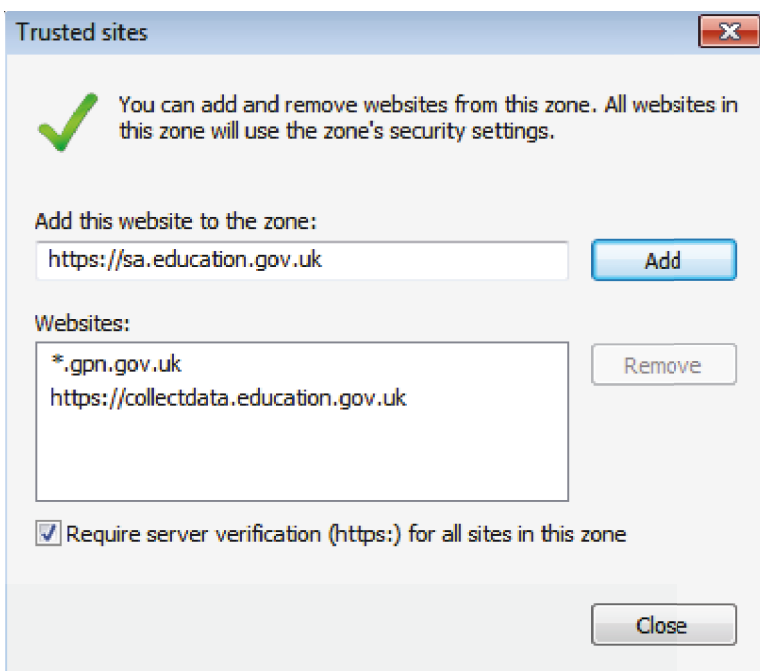
Go into the **'Tools'** menu option at the top of the screen.

Select **'Internet Options'** from the drop down menu. Select **'Security'** from the option buttons, Selected **'Trusted Sites'**, Select **'Sites'**, Then select **'Add'** and type the following into the text box:

<https://collectdata.education.gov.uk>

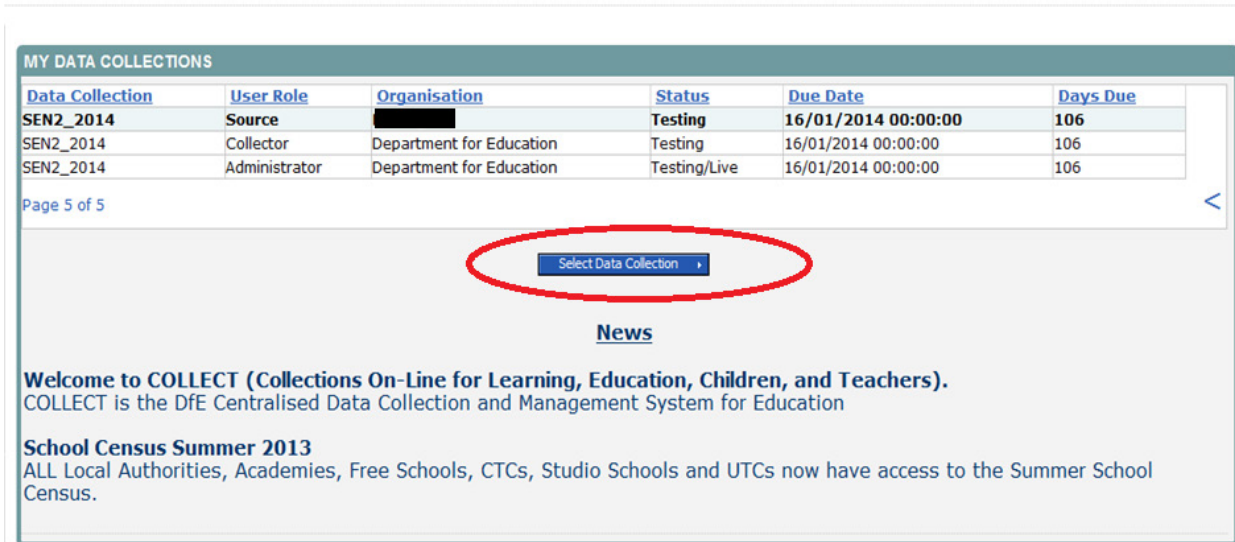
Then select ok and ok. Please check that the secure access site is also in the trusted sites

The addresses should appear in the large box



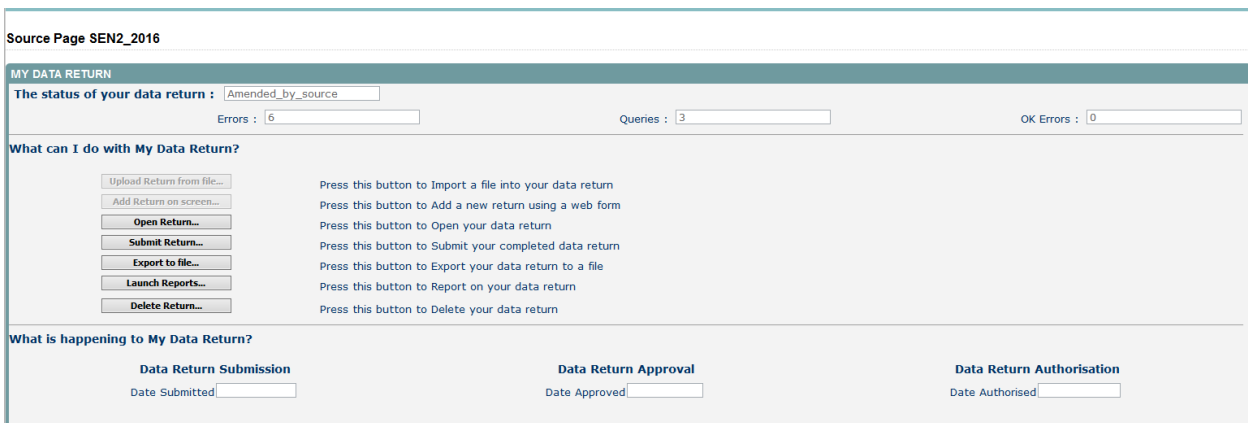
# COLLECT Portal

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.



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.

The Source data return screen will be displayed



The screen is divided into three main sections:

- Return Status;
- Return Management;
- Return Progress.

## Return Status

The status of your data return :   
Errors :       Queries :       OK Errors :

This shows the current status of the return and a breakdown of the errors within it. All information is read only. In the example above no return data has been added so the status reads 'No\_Data'

The valid status values are:

No Data	Data hasn't been loaded
Loaded	Data loaded but not submitted
Submitted	Data loaded and submitted
Authorised	Data loaded, submitted and authorised by DfE
Amended by Source	Data amended by LA
Rejected	Data loaded but rejected due to invalid format and or contents
Amended by collector	Data amended by DfE

## Return Management

**What can I do with My Data Return?**

<b>Upload Return from file...</b>	Press this button to Import a file into your data return
<b>Add Return on screen...</b>	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
<b>Launch Reports...</b>	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 the return. Those with bold text and highlighted borders are available. The availability of the functions is dictated by the status of the return.

## Return Progress

**What is happening to My Data Return?**

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

This 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

Click on the 'Add Return on Screen' button.

Source Page SEN2\_2016

**MY DATA RETURN**

The status of your data return :

Errors :       Queries :

**What can I do with My Data Return?**

<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; text-align: center;"> <span style="border: 2px solid red; border-radius: 50%; padding: 2px;">Add Return on screen...</span> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; text-align: center;">Open Return...</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; text-align: center;">Submit Return...</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; text-align: center;">Export to file...</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; text-align: center;">Launch Reports...</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; text-align: center;">Delete Return...</div>	<p>Press this button to Import a file into your data return</p> <p>Press this button to Add a new return using a web form</p> <p>Press this button to Open your data return</p> <p>Press this button to Submit your completed data return</p> <p>Press this button to Export your data return to a file</p> <p>Press this button to Report on your data return</p> <p>Press this button to Delete your data return</p>
--	--

**What is happening to My Data Return?**

<p><b>Data Return Submission</b></p> <p>Date Submitted <input type="text"/></p>	<p><b>Data Return Approval</b></p> <p>Date Approved <input type="text"/></p>
---	--

The next screen to appear is the SEN2 web form. You will need to enter the information in each field then click 'Save'.

**SEN2**

Add new record ? Save

---

**SEN2**

- > Part 1
- > Part 2 1
- > Part 2 2
- > Part 3
- > Part 4
- > Part 5
- > Part 6
- > Part 7
- > Part 8

**SEN2 - Darlington**

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

LA Level Data    **Part 1**    **Part 2.1 to 2.5**    **Part 2.6 to 2.8**    **Part 3**    **Part 4**

The information collected via the annual SEN2 survey form provides the major source of data collected on children and young people with statements and Care (EHC) plans.

It is the only source of data on the totality of statements and EHC plans maintained by individual local authorities.

Without this information it would be very difficult for Ministers, Parliament, central and local government, external organisations and the public at large to see how many children and young people with statements and EHC plans there are in individual local authorities.

Data Item	Value	Errors	
		E	Q
Local Authority code	<input type="text"/>	0	0
Completion Time : Amount of time (to nearest hour) spent on completing this form	<input type="text"/>	0	0
Contact Forename	<input type="text"/>	0	0
Contact Surname	<input type="text"/>	0	0
Telephone Number (including STD code)	<input type="text"/>	0	0
E-mail Address	<input type="text"/>	0	0



Once the contact details have been completed and saved you can then move on to enter the data in Part 1 of the form. To navigate to Part 1, click on the tab.

All Errors All Notes

SEN2 [193]

SEN2 - Darlington

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

Validation Results			Notes
Errors	Queries	OK Errors	
0	0	0	

LA Level Data **Part 1** Part 2.1 to 2.5 Part 2.6 to 2.8 Part 3 Part 4

The information collected via the annual SEN2 survey form provides the major source of data collected on children and young people with statements of and Care (EHC) plans.

It is the only source of data on the totality of statements and EHC plans maintained by individual local authorities.

Without this information it would be very difficult for Ministers, Parliament, central and local government, external organisations and the public at large to and to see how many children and young people with statements and EHC plans there are in individual local authorities.

Data Item	Value	Errors	
		E	Q
Local Authority code	841	0	0
Completion Time : Amount of time (to nearest hour) spent on completing this form		0	0
Contact Forename		0	1
Contact Surname		0	1
Telephone Number (including STD code)		0	1
E-mail Address		0	1

To continue you will need to click 'Edit' then enter your data.

SEN2 - Part 1

All Errors All Notes Add View **Edit**

SEN2 [193]

SEN2 - Part 1 - Darlington

LA Data Part 1 Part 2.1 to 2.5 Part 2.6 to 2.8 Part 3 Part 4 Part 5 Part 6

PART 1: Education arrangements for all children and young people for whom the authority maintains a statement or an Education, Health and Care (EHC) plan.

	Value	Errors		OK Errors	Notes	History	Value	Errors		OK Errors
		Error	Query					Error	Query	
1.1 Please state the number of children and young people, as at 21 January 2016, for whom the authority maintains a statement (A) or an EHC plan (B). The age breakdown refers to age as at 31 August 2015										
(A) a statement of special educational needs under the provisions of the Education Act 1996							(B) an Education, Health and Care (EHC) plan and Families Act 2014.			
a. Under age 5		2	0	0			2	0	0	
b. Aged 5 to 10		2	0	0			2	0	0	
c. Aged 11 to 15		2	0	0			2	0	0	
d. Aged 16 to 19		2	0	0			2	0	0	
e. Aged 20 to 25							2	0	0	
f. TOTAL (a + b + c + d + e)		3	0	0			3	1	0	

Once all the sections within Part 1 have been completed move on to part 2.1 to 2.5 by clicking the Part 2.1 to 2.5 tab. As in Part 1 you will need to click 'Edit' before entering data into the fields.

SEN2 - Part 2 1

**SEN2 [179]**

- > Part 1
- > Part 2 1
- > Part 2 2
- > Part 3
- > Part 4
- > Part 5
- > Part 6
- > Part 7
- > Part 8

**SEN2 - Part 2 1 - Darlington**

**Part 2: Assessments and placements by the local authority during the 2015 calendar year**

	Value	Error		OK Errors	Note	History	Value	Error		OK Errors	Note	History
		Error	Query					Error	Query			
Section 2.1 and 2.2 continues to include new statements as it is possible there were some assessments for statements that began before September 2014 that were not complete before the end of 2014 and were completed in the 2015 calendar year. The age breakdown refers to age as at 31 August 2015. NOTE: These do not include: reassessments of statements or EHC plans; or transitions from statements or Learning Difficulty Assessments (LDAs) to EHC plans. Please refer to the guide for information on EHC plan pathfinder areas and transfers between local authorities.												
		(A) a statement of special educational needs under the provisions of the Education Act 1996 was made for the first time during the 2015 calendar year.						(B) an Education, Health and Care (EHC) plan under Children and Families Act 2014 was made for the first time during the 2015 calendar year.				
a. Under age 5	2	0	0	0	0		2	0	0	0	0	
b. Aged 5 to 10	2	0	0	0	0		2	0	0	0	0	
c. Aged 11 to 15	2	0	0	0	0		2	0	0	0	0	
d. Aged 16 to 19	2	0	0	0	0		2	0	0	0	0	
e. Aged 20 to 25	2	0	0	0	0		2	0	0	0	0	
f. TOTAL (a + b + c + d + e)	3	0	0	0	0		3	0	0	0	0	

Continue through the return, completing all sections up to and including Part 8.

# Checking Data

COLLECT will highlight to the user any values outside the expected parameters by producing a red box next to that field, users can navigate to an error by clicking 'All Errors'. If there are no errors on your return please proceed to submitting return.

SEN2 - Part 1

All Errors All Notes

SEN2 [178]

- > Part 1
- > Part 2 1
- > Part 2 2
- > Part 3
- > Part 4
- > Part 5
- > Part 6
- > Part 7
- > Part 8

**SEN2 - Part 1 - Darlington**

LA Data	Part 1	Part 2.1 to 2.5	Part 2.6 to 2.8	Part 3	Part 4
<b>PART 1: Education arrangements for all children and young people for whom the authority maintains a statement of special educational needs</b>					
	Value	Errors	OK Errors	Notes	History
		Error	Query		
1.1 Please state the number of children and young people, as at 21 January 2016, for whom the authority maintains a statement of special educational needs under the provisions of the Education Act 1996. The age breakdown refers to age as at 31 August 2015					
(A) a statement of special educational needs under the provisions of the Education Act 1996					
a. Under age 5	5	1	0		
b. Aged 5 to 10	10	1	0		
c. Aged 11 to 15	16	1	0		
d. Aged 16 to 19	10	1	0		
e. Aged 20 to 25					
f. TOTAL (a + b + c + d + e)	41	2	1		
1.2a Of the children and young people entered in 1.1, please state the number:					
i On the roll of the following establishments. This should be the type of establishment named on the statement or EHC plan appeal.					
a. non-maintained early years settings in the private and voluntary sector		2	0		
b. resourced provision in LA maintained mainstream schools		2	0		

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

## Blade Error Report - SEN2\_2016

Error report on 11/12/2015 at 14:26 Count 178

Rule No.	Return Level	Error Message	Priority	OK'd	Details	Notes
		<b>1.2i a Meyedset is mandatory</b>	Errors		Details	
		1.2i a Meyedset EHC is mandatory	Errors		Details	
		1.2i b Mrpmain is mandatory	Errors		Details	
		1.2i b Mrpmain EHC is mandatory	Errors		Details	
		1.2i c Msen is mandatory	Errors		Details	
		1.2i c Msen EHC is mandatory	Errors		Details	
		1.2i d Mmmain is mandatory	Errors		Details	
		1.2i d Mmmain EHC is mandatory	Errors		Details	
		1.2i e Mmspec is mandatory	Errors		Details	
		1.2i e Mmspec EHC is mandatory	Errors		Details	

Page 1 of 18 1 2 3 4 5 6 7 8 9 10 ...

# Errors

Once the user has clicked the 'Details' button they will see the details appear on the right hand side of the screen. The user can then navigate to an error by clicking on the 'Value' of an error, which will take them to the section of the return where that error is occurring.

Blade Error Report - SEN2\_2016

Darlington		Error report on 11/12/2015 at 14:48				Return
Rule No.	Return Level	Error Message	Priority	OK'd	Notes	Field
		<b>1.2i a Meyedset is mandatory</b>	Errors			1.2i a Meyedset
		1.2i a Meyedset EHC is mandatory	Errors			Value NULL
		1.2i b Mrpmain is mandatory	Errors			
		1.2i b Mrpmain EHC is mandatory	Errors			
		1.2i c Msen is mandatory	Errors			
		1.2i c Msen EHC is mandatory	Errors			
		1.2i d Mmmain is mandatory	Errors			
		1.2i d Mmmain EHC is mandatory	Errors			
		1.2i e Mmspec is mandatory	Errors			
		1.2i e Mmspec EHC is mandatory	Errors			

Count 179

Page 1 of 18      1 2 3 4 5 6 7 8 9 10 ...

A user can then amend the data by clicking the edit button or if the data is correct then a user can add notes against the relevant data items.

# Adding Notes

Where the data supplied is correct, a user can add notes against data items to provide information as to why the data is outside the expected parameters. This is done by selecting the note icon (pencil) on the return screen.

SEN2 - Part 2 1

All Errors All Notes Add View Edit Delete Status

SEN2 [178]

- > Part 1
- > Part 2 1
- > Part 2 2
- > Part 3
- > Part 4
- > Part 5
- > Part 6
- > Part 7
- > Part 8

**SEN2 - Part 2 1 - Darlington**

LA Data	Part 1	Part 2.1 to 2.5	Part 2.6 to 2.8	Part 3	Part 4	Part 5	Part 6	Part 7	Part 8				
<b>Part 2: Assessments and placements by the local authority during the 2015 calendar year</b>													
		Value	Error Error	Query	OK Errors	Note	History	Value	Error Error	Query	OK Errors	Note	History
<p>Section 2.1 and 2.2 continues to include new statements as it is possible there were some assessments for statements that began before September 2014 that were not complete before the end of 2014 and were completed in the 2015 calendar year.</p> <p>The age breakdown refers to age as at 31 August 2015.</p> <p>NOTE: These do not include: reassessments of statements or EHC plans; or transitions from statements or Learning Difficulty Assessments (LDAs) to EHC plans.</p> <p>Please refer to the guide for information on EHC plan pathfinder areas and transfers between local authorities.</p>													
		(A) a statement of special educational needs under the provisions of the Education Act 1996 was made for the first time during the 2015 calendar year.						(B) an Education, Health and Care (EHC) plan under Children and Families Act 2014 was made for the first time during the 2015 calendar year.					
a. Under age 5		2	0	0	0			2	0	0	0		
b. Aged 5 to 10		2	0	0	0			2	0	0	0		
c. Aged 11 to 15		2	0	0	0			2	0	0	0		
d. Aged 16 to 19		2	0	0	0			2	0	0	0		
e. Aged 20 to 25		2	0	0	0			2	0	0	0		
f. TOTAL (a + b + c + d + e)		3	0	0	0			3	0	0	0		
<b>2.2a Of the children and young people entered in 2.1, please state the number:</b>													
i On the roll of the following establishments. This should be the type of establishment named on the statement or EHC plan. Include children and young people whose statement/EHC plan is under appeal.													
a. non-maintained early years settings in the private and voluntary sector		2	0	0	0			2	0	0	0		
b. resourced provision in LA maintained mainstream schools		2	0	0	0			2	0	0	0		
c. SEN units in LA maintained mainstream schools		2	0	0	0			2	0	0	0		
d. LA maintained mainstream schools (including foundation schools)		2	0	0	0			2	0	0	0		

To add a note to an error or query click on 'Add New Note' button and add a valid explanation as to why the error cannot be rectified. Please make sure that any notes are as comprehensive as possible.

Department for **Education**

**COLLECT Portal**

[Back to MyCOLLECT page](#)

You are logged in as [Log out](#)

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**Note Page**

Notes - SEN2- 2011 Back

**Data Item: 2.1a New05**

User	Role	Organisation	Native ID	Date and Time	
					<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">Add New Note</span> <span style="margin-left: 10px;">Remove Note</span>

**Note Detail**

# Submitting Return

Once you are satisfied with the quality of the data select 'Submit Return'. This indicates to the DfE that your return is complete.

The screenshot shows a web interface titled "MY DATA RETURN". At the top, it displays "The status of your data return : Amended\_by\_source". Below this, there are three input fields: "Errors : 176", "Queries : 2", and "OK Errors : 0".

The main section is titled "What can I do with My Data Return?". It contains a list of buttons with corresponding instructions:

- 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

The "Submit Return..." button is circled in red.

The next section is "What is happening to My Data Return?". It contains three columns:

- Data Return Submission**: Date Submitted [input field]
- Data Return Approval**: Date Approved [input field]
- Data Return Authorisation**: Date Authorised [input field]

The final section is "I need some help". It contains two lines of text:

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)

## Deleting a Return

If you need to delete your return, you can do this by selecting the Delete Return option. All of the data you have entered will be deleted and the status of your return will then be set back to No\_Data.

The screenshot shows the 'MY DATA RETURN' interface. At the top, it displays 'The status of your data return : Amended\_by\_source' and three input fields: 'Errors : 176', 'Queries : 2', and 'OK Errors : 0'. Below this is a section titled 'What can I do with My Data Return?' containing 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 is another section titled 'What is happening to My Data Return?' with three columns: 'Data Return Submission' (Date Submitted: [input]), 'Data Return Approval' (Date Approved: [input]), and 'Data Return Authorisation' (Date Authorised: [input]). At the bottom, there is a section 'I need some help' with instructions on how to get help.

If you select the 'Delete Return' option, you will be presented with the following confirmation

The screenshot shows a 'Delete Return Confirmation' dialog box. It has a teal header with the text 'Delete Return Confirmation'. Below the header is a question: 'Are you sure you wish to delete this Data Return?'. At the bottom of the dialog are two buttons: 'Yes' and 'No', both with a right-pointing arrow.

If you select 'Yes', the return will be deleted. If you selected the 'Delete Return' option in error and/or wish to return to the 'My Data Return' section in COLLECT, then select 'No'.

## Reports

No reports are available for this data collection.



# Exporting Data

Once the data has been submitted you can produce an export of the data from COLLECT. 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

**MY DATA RETURN**

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

Errors : 176      Queries : 2      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	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](mailto:dsg.helpdesk@education.gsi.gov.uk)

Select the format for the export, either CSV or XML, and then select the 'Export' button. You will be prompted to save or open the export file. Once this has run you will get an option to open or save the 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**

# 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

In addition to directly selecting the links for each section of the return, the left hand menu can also be used to navigate to the different sections within COLLECT.

SEN2

**SEN2 - Darlington**

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

[LA Level Data](#)
[Part 1](#)
[Part 2.1 to 2.5](#)
[Part 2.6 to 2.8](#)
[Part 3](#)
[Part 4](#)
[Part 5](#)
[Part 6](#)
[Part 7](#)
[Part 8](#)

The information collected via the annual SEN2 survey form provides the major source of data collected on children and young people with statements of special educational need (statements) or Education, Health and Care (EHC) plans. It is the only source of data on the totality of statements and EHC plans maintained by individual local authorities. Without this information it would be very difficult for Ministers, Parliament, central and local government, external organisations and the public at large to monitor government policies and their effectiveness, and to see how many children and young people with statements and EHC plans there are in individual local authorities.

Data Item	Value	Errors		OK Errors	Notes	History
		E	Q			
Local Authority code	841	0	0	0		
Completion Time : Amount of time (to nearest hour) spent on completing this form		0	0	0		
Contact Forename		0	1	0		
Contact Surname		0	1	0		
Telephone Number (including STD code)		0	1	0		
E-mail Address		0	1	0		

## 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

# 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 displays the 'Your applications' section of the Secure Access interface. It lists two applications: 'COLLECT' (Collections On-Line for Learning, Education, Children, and Teachers) and 'S2S' (The School to School system). Below the application list, there is a paragraph of text: '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](#).' A note follows: 'Note, Local Authority users should continue to use their EAS login for Key to Success.' 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 and legal information links: '© Crown copyright', 'Legal information', 'Accessibility', 'Cookies', 'Contact DfE', and 'Freedom of information'.

**Your applications**

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

**S2S**  
The School to School system.

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](#).

Note, Local Authority users should continue to use their EAS login for Key to Success.

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

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Department  
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write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

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