



Department
for Education

School admission appeals data collection (APAD) 2016

COLLECT user guide

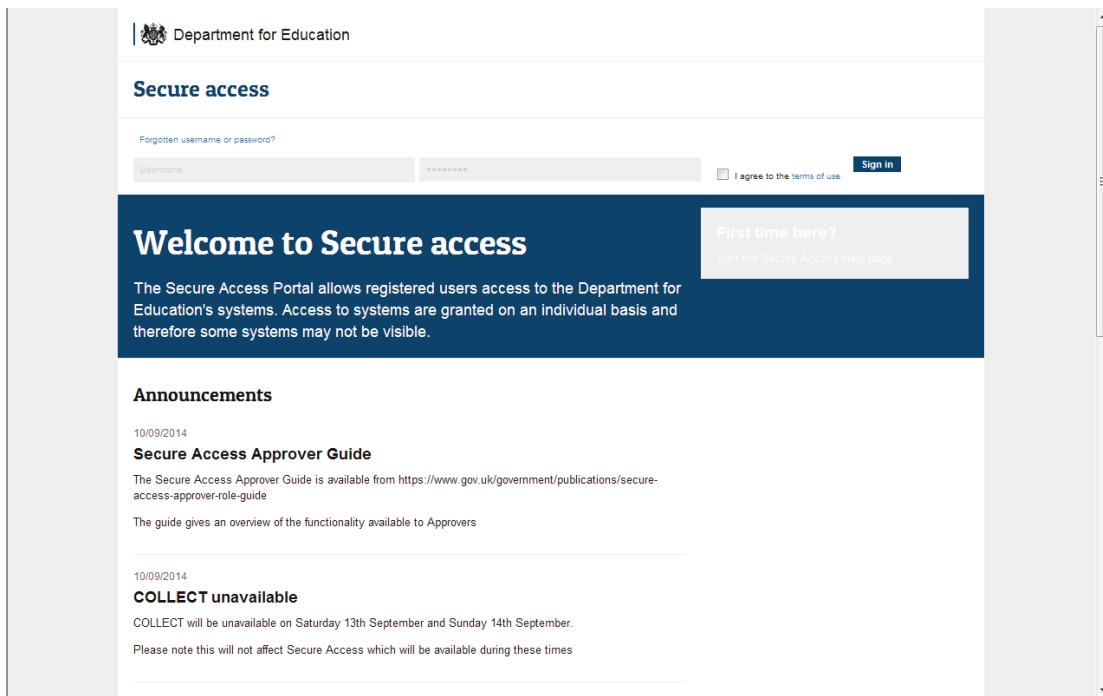
December 2015

Contents

COLLECT and Secure Access	3
Local authority ('Source' page) screen	5
Adding a return	7
Navigating through the screens	8
Editing a return	10
Viewing errors and queries screen	11
Adding return level notes	13
Submitting a return	15
Deleting a return	16
Export a return	17
Screen functionality	18
Navigation through a return	18
Mode buttons	19
COLLECT issues and data collection enquiries	19
Secure Access issues	19

COLLECT and Secure Access

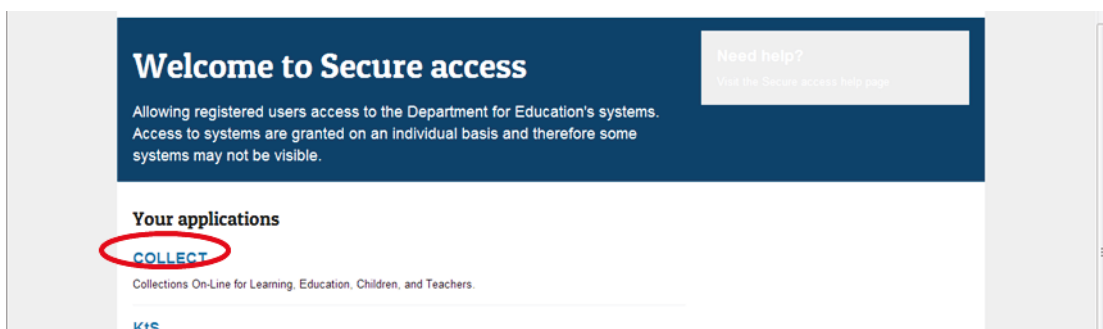
Access to COLLECT is through the department's Secure access system (SA).



Please note some screen shots may refer to 2014 however the process is the same for all 2016 collections.

If you are a new user and require access to COLLECT, you will need to contact the approver within your local authority.

Full Secure Access information is published on the [Secure Access website](#). Once successfully registered, open the 'Your applications' tab to access COLLECT, as below.



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



Click on 'continue', as above.

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.

The screenshot shows a table titled "MY DATA COLLECTIONS" with the following columns: Data Collection, User Role, Organisation, Status, Due Date, and Days Due. The table contains six rows of data. Below the table, there is a button labeled "Select Data Collection" which is circled in red.

Data Collection	User Role	Organisation	Status	Due Date	Days Due
APAD2014	Collector	Department for Education	Testing	07/02/2014 00:00:00	57
APAD2014	Administrator	Department for Education	Testing/Live	07/02/2014 00:00:00	57
APAD2014	Source		Testing	07/02/2014 00:00:00	57
APEX2014	Source		Testing	10/02/2014 00:00:00	60
APEX2014	Collector	Department for Education	Testing	10/02/2014 00:00:00	60
APEX2014	Administrator	Department for Education	Testing/Live	10/02/2014 00:00:00	60

Local authority ('Source' page) screen

The next screen ('Source' page) provides a summary of the latest position with respect to the data collection.

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?

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.

The different status of data is as follows:

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:

Upload return form – this function will not be available for the collection as the user can only add data on screen.

Add return on screen – allows the source to type the return on screen – must be used for this return.

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 are no reports 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.

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?

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

The next screen to appear is the return form, as shown.

First click on 'save'.

APAD

Add new record ?

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

On clicking on 'Save' your local authority number and name will be automatically pre-populated.

Navigating through the screens

The first screen of the return is your return details.

APAD

APAD -		Validation Results			Notes	
RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields)		Errors	Queries	OK		
		0	0	0		
Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number		0	0	0		
Section 1: Community and controlled primary schools (including middle deemed primary)						
1. Total number of appeals lodged by parents		1	0	0		
2. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0		
3. Number of appeals heard by an appeals panel		1	0	0		
4. Number of appeals heard:						
4a. Number of appeals decided in parents favour		1	0	0		
4b. Number of appeals rejected		1	0	0		
Section 2: Infant classes in Community and controlled primary schools (sub-section of figures provided in Section 1 - infant classes should be included in both sections 1 and 2)						
5. Total number of appeals lodged by parents		1	0	0		
6. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0		
7. Number of appeals heard by an appeals panel		1	0	0		
8. Number of appeals relating to infant classes heard:						
8a. Number of appeals decided in parents favour		1	0	0		
8b. Number of appeals rejected		1	0	0		
Section 3: Community and controlled secondary schools (including middle deemed secondary)						
9. Total number of appeals lodged by parents		1	0	0		

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

Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number		0	0	0		
Section 1: Community and controlled primary schools (including middle deemed primary)						
1. Total number of appeals lodged by parents		1	0	0		
2. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0		
3. Number of appeals heard by an appeals panel		1	0	0		
4. Number of appeals heard:						
4a. Number of appeals decided in parents favour		1	0	0		
4b. Number of appeals rejected		1	0	0		
Section 2: Infant classes in Community and controlled primary schools (sub-section of figures provided in Section 1 - infant classes should be included in both sections 1 and 2)						
5. Total number of appeals lodged by parents		1	0	0		
6. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0		
7. Number of appeals heard by an appeals panel		1	0	0		
8. Number of appeals relating to infant classes heard:						
8a. Number of appeals decided in parents favour		1	0	0		
8b. Number of appeals rejected		1	0	0		
Section 3: Community and controlled secondary schools (including middle deemed secondary)						
9. Total number of appeals lodged by parents		1	0	0		
10. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0		
11. Number of appeals heard by an appeals panel		1	0	0		
12. Number of appeals heard:						
12a. Number of appeals decided in parents favour		1	0	0		
12b. Number of appeals rejected		1	0	0		
Section 4: Completion Time						
13. Form Completion time (to the nearest hour)		1	0	0		
Section 5: Contact Details						
Contact Forename		1	0	0		
Contact Surname		1	0	0		
Telephone Number		0	1	0		
Email Address		0	1	0		

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



APAD

[All Errors](#) [All Notes](#) [Add](#) [View](#) [Edit](#) [Delete](#) [Status](#)



Editing a return

Clicking on the 'Edit' button opens the value boxes, allowing the user to add and amend their data next to each question.

APAD

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

APAD [20]

APAD -		Validation Results			Notes
RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields)		Errors	Queries	OK	
		0	0	0	
Data Item Name	Data Item Value	Errors	Queries	OK	Notes
LA Number		0	0	0	
Section 1: Community and controlled primary schools (including middle deemed primary)					
1. Total number of appeals lodged by parents		1	0	0	
2. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0	
3. Number of appeals heard by an appeals panel		1	0	0	
4. Number of appeals heard:					
4a. Number of appeals decided in parents favour		1	0	0	
4b. Number of appeals rejected		1	0	0	
Section 2: Infant classes in Community and controlled primary schools (sub-section of figures provided in Section 1 - infant classes should be included in both sections 1 and 2)					
5. Total number of appeals lodged by parents		1	0	0	
6. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0	
7. Number of appeals heard by an appeals panel		1	0	0	
8. Number of appeals relating to infant classes heard:					
8a. Number of appeals decided in parents favour		1	0	0	
8b. Number of appeals rejected		1	0	0	
Section 3: Community and controlled secondary schools (including middle deemed secondary)					
9. Total number of appeals lodged by parents		1	0	0	

Clicking on 'View' will close the value boxes and save any data that has been added or amended.

APAD

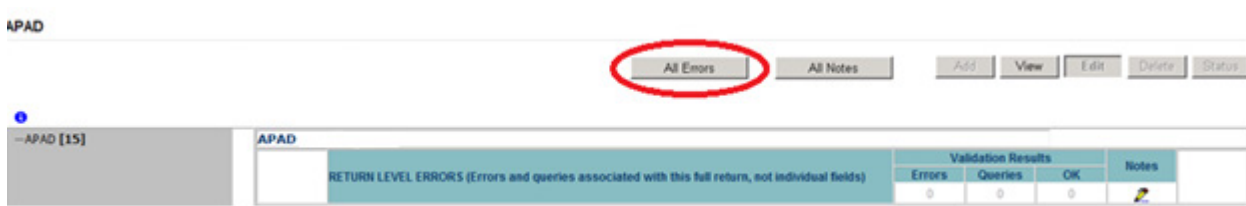
All Errors All Notes Add **View** Edit Delete Status

APAD [15]

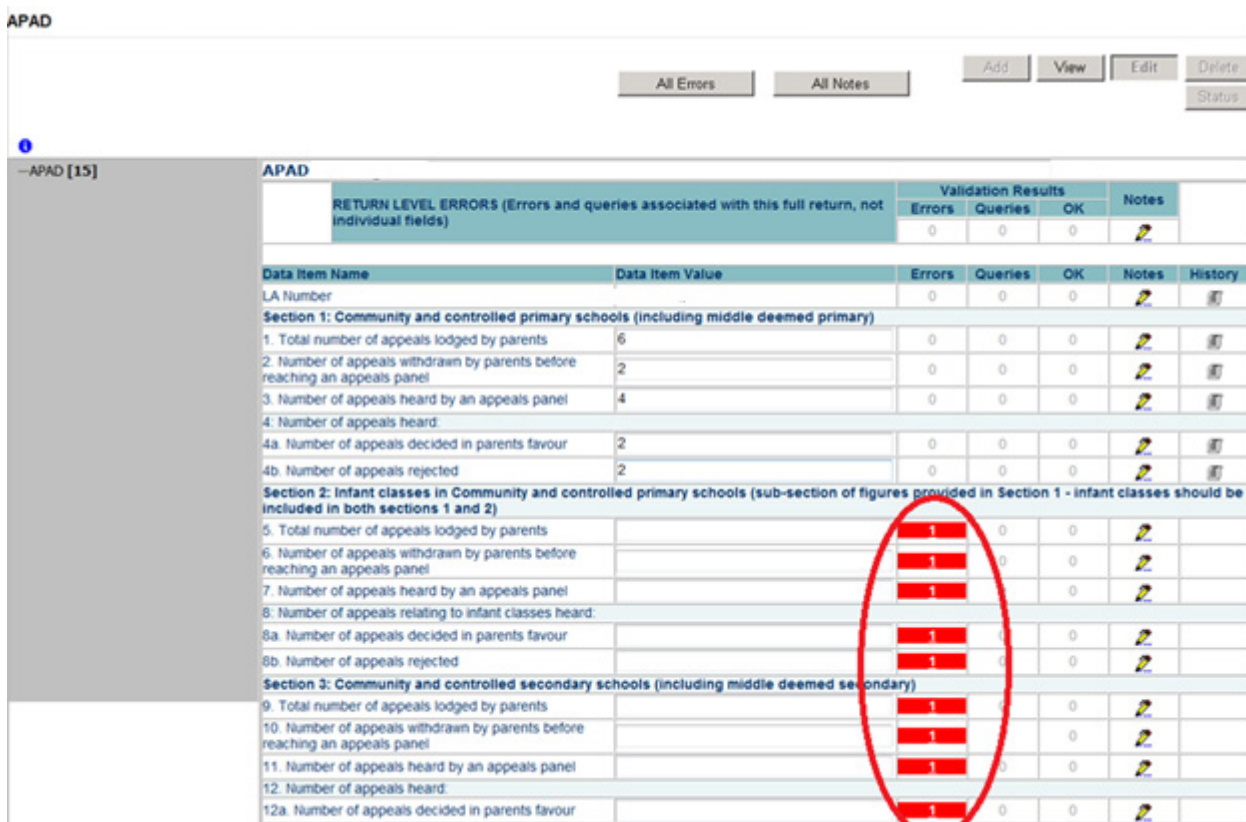
APAD -		Validation Results			Notes
RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields)		Errors	Queries	OK	
		0	0	0	

Viewing errors and 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.

Blade Error Report

Return

Error report on Count 17

Rule No.	Return Level	Error Message	Priority OK'd	Notes
3173		Infant Classes: The total number of appeals lodged by parents (5) must be greater than or equal to 0.	Errors	Details
3174		Infant Classes: The number of appeals withdrawn (6) must be greater than or equal to 0.	Errors	Details
3175		Infant Classes: The number of appeals heard (7) must be greater than or equal to 0.	Errors	Details
3176		Infant Classes: The number of appeals heard which were decided in the parents favour (8a) must be greater than or equal to 0.	Errors	Details
3177		Infant Classes: The number of appeals rejected (8b) must be greater than or equal to 0.	Errors	Details
3185		The total number of appeals lodged by parents (9) must be greater than or equal to 0.	Errors	Details
3186		The number of appeals withdrawn (10) must be greater than or equal to 0.	Errors	Details
3187		The number of appeals heard (11) must be greater than or equal to 0.	Errors	Details
3188		The number of appeals heard which were decided in the parents favour(12a) must be greater than or equal to 0.	Errors	Details
3189		The number of appeals rejected (12b) must be greater than or equal to 0.	Errors	Details

Page 1 of 2

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.

Return

Error report on Count 17

Rule No.	Return Level	Error Message	Priority OK'd	Notes	Field	Value
3173		Infant Classes: The total number of appeals lodged by parents (5) must be greater than or equal to 0.	Errors	Details	5. Total number of appeals lodged by parents	null
3174		Infant Classes: The number of appeals withdrawn (6) must be greater than or equal to 0.	Errors	Details		
3175		Infant Classes: The number of appeals heard (7) must be greater than or equal to 0.	Errors	Details		
3176		Infant Classes: The number of appeals heard which were decided in the parents favour (8a) must be greater than or equal to 0.	Errors	Details		
3177		Infant Classes: The number of appeals rejected (8b) must be greater than or equal to 0.	Errors	Details		
3185		The total number of appeals lodged by parents (9) must be greater than or equal to 0.	Errors	Details		
3186		The number of appeals withdrawn (10) must be greater than or equal to 0.	Errors	Details		
3187		The number of appeals heard (11) must be greater than or equal to 0.	Errors	Details		
3188		The number of appeals heard which were decided in the parents favour(12a) must be greater than or equal to 0.	Errors	Details		
3189		The number of appeals rejected (12b) must be greater than or equal to 0.	Errors	Details		

Page 1 of 2

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. They can then make the required amendment.

Adding return level notes

To add a note relating to an outstanding query, please click on the pencil icon located next to the local authority number section.

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields)		Validation Results			Notes	
Errors	Queries	OK				
0	0	0				
Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number		0	0	0		
Section 1: Community and controlled primary schools (including middle deemed primary)						
1. Total number of appeals lodged by parents	6	0	0	0		
2. Number of appeals withdrawn by parents before reaching an appeals panel	2	0	0	0		
3. Number of appeals heard by an appeals panel	4	0	0	0		
4. Number of appeals heard:						
4a. Number of appeals decided in parents favour	2	0	0	0		
4b. Number of appeals rejected	2	0	0	0		
Section 2: Infant classes in Community and controlled primary schools (sub-section of figures provided in Section 1 - infant classes should be included in both sections 1 and 2)						
5. Total number of appeals lodged by parents		1	0	0		
6. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0		
7. Number of appeals heard by an appeals panel		1	0	0		
8. Number of appeals relating to infant classes heard:						
8a. Number of appeals decided in parents favour		1	0	0		
8b. Number of appeals rejected		1	0	0		
Section 3: Community and controlled secondary schools (including middle deemed secondary)						
9. Total number of appeals lodged by parents		1	0	0		
10. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0		
11. Number of appeals heard by an appeals panel		1	0	0		
12. Number of appeals heard:						
12a. Number of appeals decided in parents favour		1	0	0		
12b. Number of appeals rejected		1	0	0		
Section 4: Completion Time						
13. Form Completion time (to the nearest hour)		1	0	0		

You will then be presented with the note page screen below

Note Page

Notes

Data Item: LA

User	Role	Organisation	Native ID	Date and Time
------	------	--------------	-----------	---------------

Note Detail

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

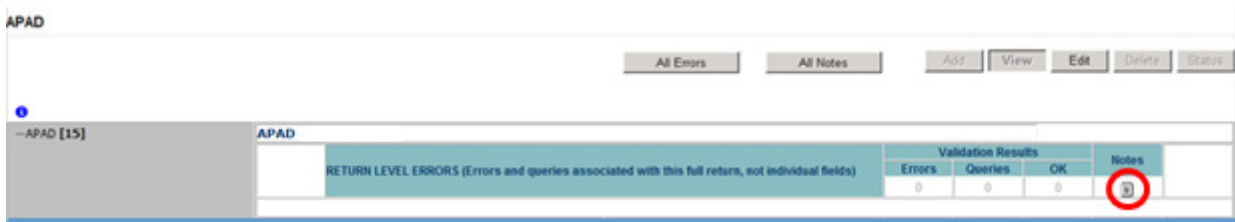
Note Page

Create New Note


please add note here.

© Crown copyright | Disclaimer | Privacy

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



The screenshot shows the APAD interface. At the top, there are buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. Below this is a table with the following structure:

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

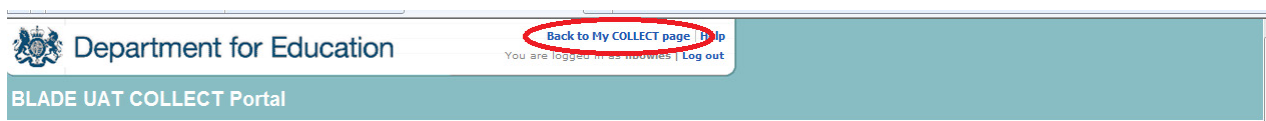
Please note all errors must be resolved. Return level notes added against outstanding queries will be reviewed by the department on submission of the return by the local authority.

Submitting a return

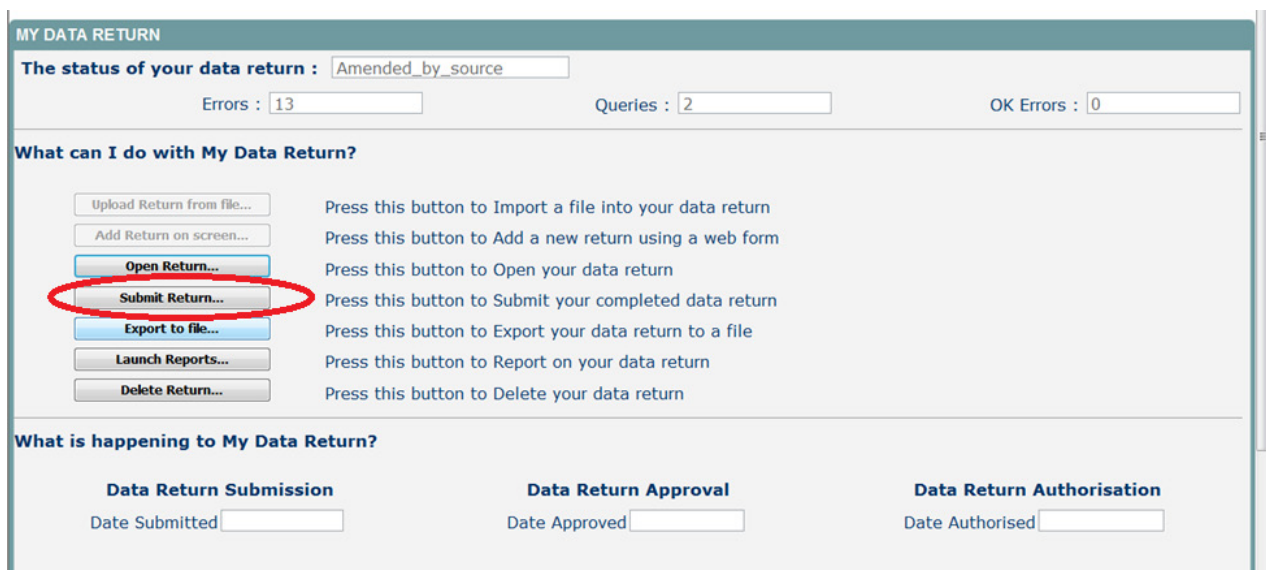
'Clean data submit' in COLLECT.

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). This new function is called 'clean data submit'. You will still be able to submit your data where queries are present, although these must be accompanied by an explanatory note.

Once the local authority user is happy for their return to be submitted for departmental 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.



Then select 'Submit Return'.



Deleting a return

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

The screenshot displays the 'MY DATA RETURN' interface. At the top, it shows 'The status of your data return : Amended_by_source'. Below this, there are three input fields: 'Errors : 13', 'Queries : 2', and 'OK Errors : 0'. The main section is titled 'What can I do with My Data Return?' and contains a list of actions with corresponding buttons and descriptions:

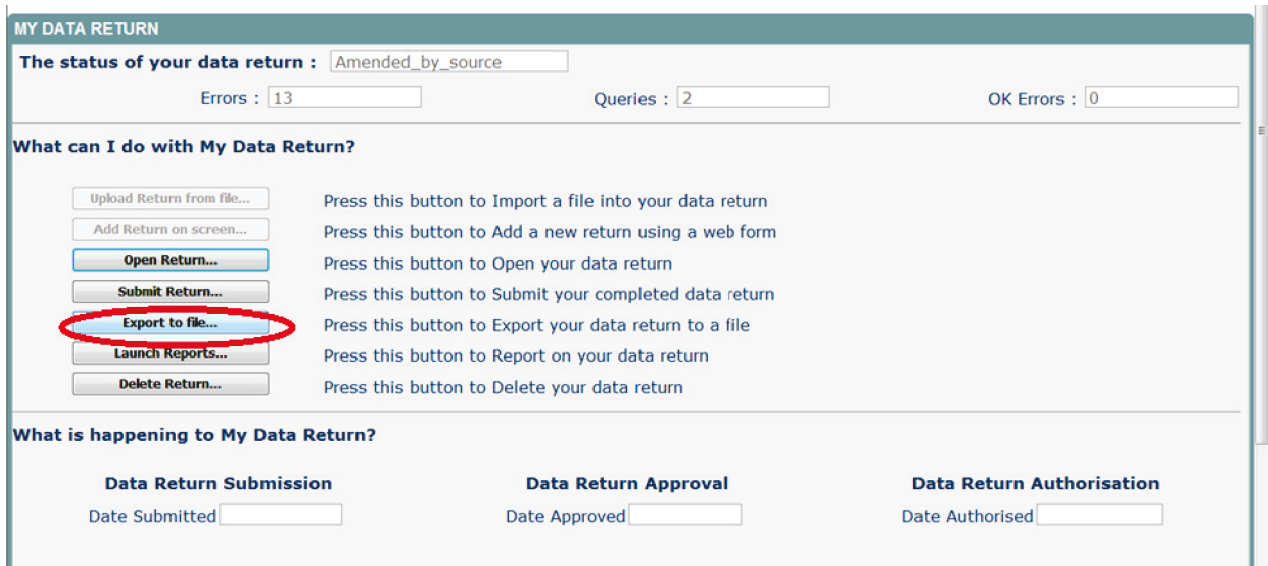
- Upload Return from file...: Press this button to Import a file into your data return
- Add Return on screen...: Press this button to Add a new return using a web form
- Open Return...**: Press this button to Open your data return
- Submit Return...: Press this button to Submit your completed data return
- 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 'Delete Return...' button is circled in red. Below this section is another titled 'What is happening to My Data Return?' which includes three sub-sections: 'Data Return Submission' (Date Submitted), 'Data Return Approval' (Date Approved), and 'Data Return Authorisation' (Date Authorised), each with an input field.

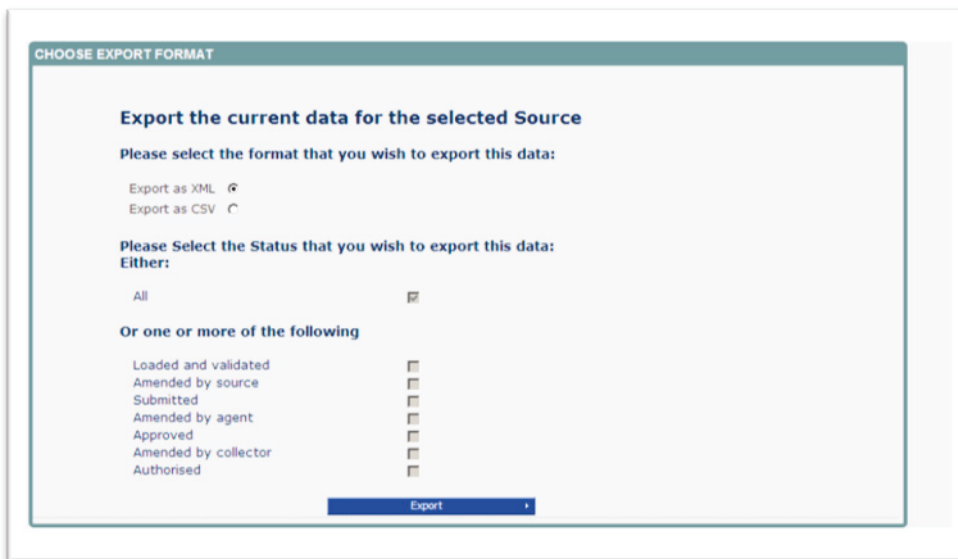
The status of the data return will revert back to 'No Data' and the local authority user will need to click on 'Add return on screen' to re-enter their data.

Export a return

COLLECT provides options to export data in CSV or XML format. Exporting data can be performed by clicking on the 'Export to file' button.



Once the user has clicked 'Export to File' button, they will be taken to the export report format.



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 and forward buttons on your web browser's toolbar.

Navigation through a return

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

Control	Usually located	Action
Back to MyCOLLECT page	All screens within a return except the main page which shows 'Back to Home page'	Returns you to the main page for your user role ('Agent', 'Source', etc)
Drill Up	Any data screen within a return apart from the header screen	Returns you to the previous data screen
Return	Report screens, eg 'History' and 'errors'	Returns you to the previous screen
Back	Notes screens	Returns you to the previous screen
View All	Data entry screens that have additional linked data, eg assessments	Takes you to the sub module level details

Mode buttons

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



Dark grey text on sunken button with light border = active mode.

Black text on button and highlighted border = available mode.

Light grey text on button with light border = unavailable mode.

COLLECT issues and data collection enquiries

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

Welcome to Secure access

Need help?
Visit the Secure access help page

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

Your applications

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

KtS
Key to Success.

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](#)



Department
for Education

© Crown copyright 2015

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/3

email psi@nationalarchives.gsi.gov.uk

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

About this publication:

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

download www.gov.uk/government/publications

Reference: DFE-00321-2015



Follow us on Twitter:
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:
facebook.com/educationgovuk