



Department
for Education

School exclusion reviews survey 2016

Local authority COLLECT guide

December 2015

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Introduction

The COLLECT (Collections Online for Learning, Education, Children and Teachers) Portal is used by schools, academies, local authorities and the Department for Education (DfE) for processing data collection returns. Major benefits of the portal include real time data collection monitoring and progress reporting, the ability of a local authority to view exactly the same information as DfE when queries arise and being a website there are no installation issues.

This document is designed to guide users through the various aspects of COLLECT as related to the school workforce census data return from initial submission, data validation and final approval by DfE.

The department now collects data from a wide range of users; generic terminology must be used within COLLECT. A provider of data is known as a 'source', an 'agent' is someone who undertakes verification and checking of the data and a 'collector' is the final destination of the information.

Secure Access and the COLLECT portal

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

Secure access

[Forgotten username or password?](#)

 I agree to the terms of use

Welcome to Secure access

The Secure Access Portal allows 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.

First time here?

[Visit the Secure Access Help page](#)

Announcements

12/08/2015

Essential Maintenance Work

Due to essential maintenance required on the Secure Access servers, the system will be unavailable on **Friday 21st August at 5pm** for one hour to allow Eduserv to complete the work.

If you are a new user and require access to COLLECT, you will need to speak to your approver. Full Secure Access information 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.

Welcome to Secure access

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.

Need help?

[Visit the Secure access help page](#)

Your applications

COLLECT

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

Click the continue button.



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.

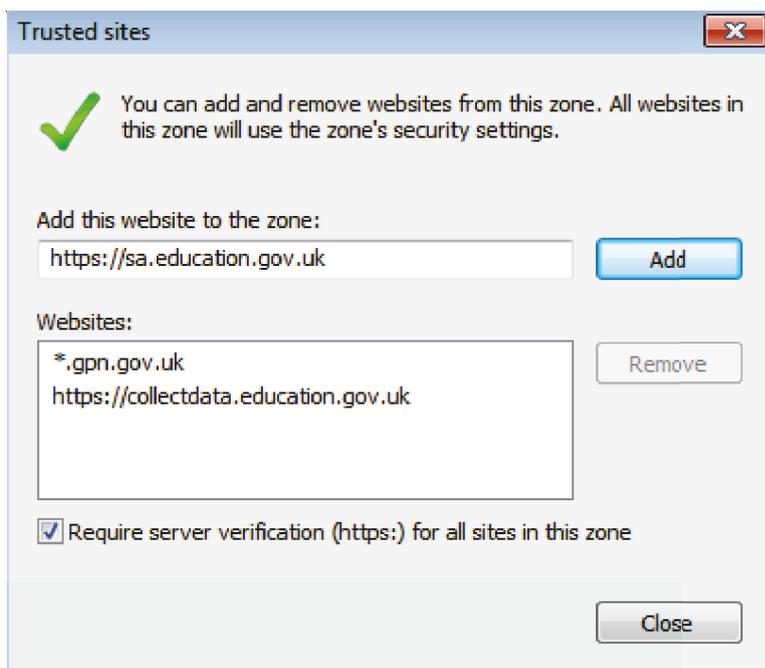
Go into the 'Tools' menu option at the top of the screen.

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>.

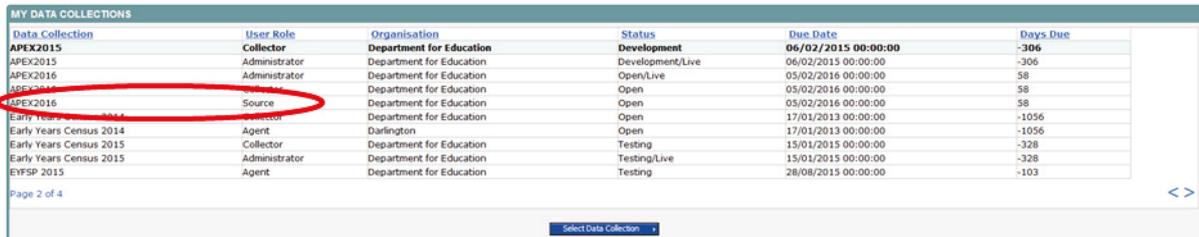
Then select 'ok' and 'ok'. Please check that the Secure Access site is also in the trusted sites.

The addresses should appear in the large box.



Local authority ('Source' page) screen

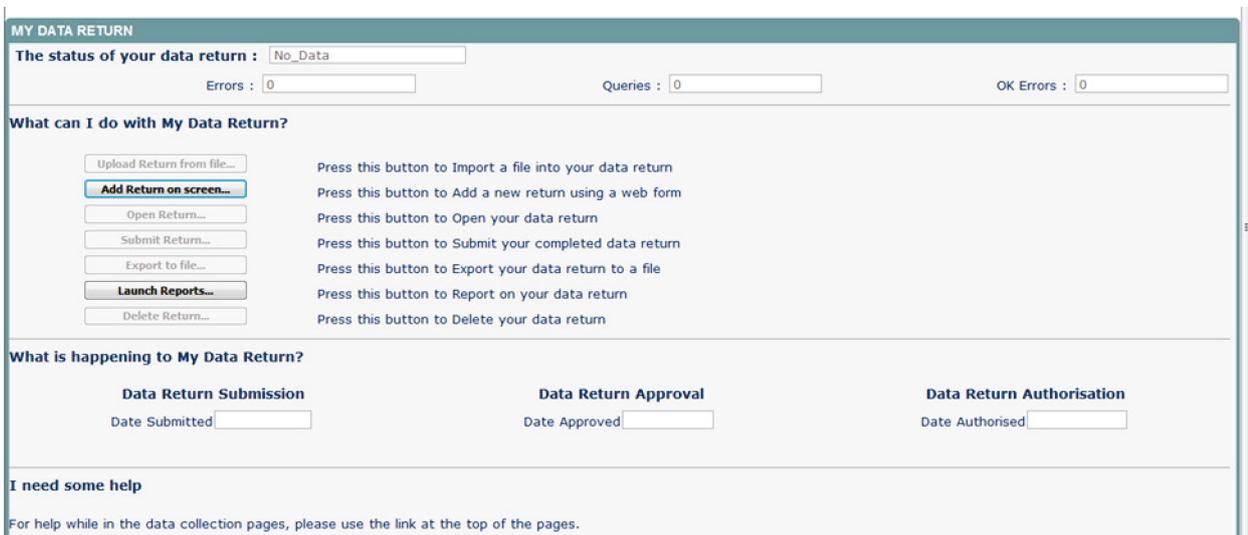
The source main screen will be displayed.



Data Collection	User Role	Organisation	Status	Due Date	Days Due
APEX2015	Collector	Department for Education	Development	06/02/2015 00:00:00	-306
APEX2015	Administrator	Department for Education	Development/Live	06/02/2015 00:00:00	-306
APEX2016	Administrator	Department for Education	Open/Live	05/02/2016 00:00:00	58
APEX2016	Source	Department for Education	Open	05/02/2016 00:00:00	58
APEX2016	Collector	Department for Education	Open	05/02/2016 00:00:00	58
Early Years Census 2014	Agent	Darlington	Open	17/01/2013 00:00:00	-1056
Early Years Census 2014	Agent	Darlington	Open	17/01/2013 00:00:00	-1056
Early Years Census 2015	Collector	Department for Education	Testing	15/01/2015 00:00:00	-328
Early Years Census 2015	Administrator	Department for Education	Testing/Live	15/01/2015 00:00:00	-328
EYFSP 2015	Agent	Department for Education	Testing	28/08/2015 00:00:00	-103

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 main screen will be displayed.



MY DATA RETURN

The status of your data return :

Errors : Queries : OK Errors :

What can I do with My Data Return?

- Press this button to Import a file into your data return
- Press this button to Add a new return using a web form
- Press this button to Open your data return
- Press this button to Submit your completed data return
- Press this button to Export your data return to a file
- Press this button to Report on your data return
- Press this button to Delete your data return

What is happening to My Data Return?

Data Return Submission	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.

Return status

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 APEX as users can only add data on screen.

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

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

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

Export to file – this option 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

Click on 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?

- Add Return on screen...** (circled in red) - Press this button to Add a new return using a web form
- Upload Return from file... - Press this button to Import a file into your data return
- 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.

The next screen to appear is the return form.

Add new record ?

APEX - Department for Education

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	<input type="text"/>	0	0	0		
Section 1: LA Maintained Primary, Secondary and Special Schools						
1. Total number of independent reviews lodged	<input type="text"/>	0	0	0		
2. No. of independent reviews determined by an independent reviews panel	<input type="text"/>	0	0	0		
3. Number of independent reviews where a SEN expert was requested	<input type="text"/>	0	0	0		
4. Number of independent reviews upholding the exclusion	<input type="text"/>	0	0	0		
5. Number of reviews recommending reconsideration by the governing body	<input type="text"/>	0	0	0		
6. Number of reviews directing reconsideration by the governing body	<input type="text"/>	0	0	0		
7. Number of pupils offered reinstatement where reconsideration by the governing body has been recommended	<input type="text"/>	0	0	0		
8. Number of pupils offered reinstatement where reconsideration by the governing body has been directed	<input type="text"/>	0	0	0		
Section 2: LA Maintained Pupil Referral Units						
9. Total number of independent reviews lodged	<input type="text"/>	0	0	0		
10. No. of independent reviews determined by an independent reviews panel	<input type="text"/>	0	0	0		
11. Number of independent reviews where a SEN expert was requested	<input type="text"/>	0	0	0		
12. Number of independent reviews upholding the exclusion	<input type="text"/>	0	0	0		

First click on 'save'.

Add new record ?

APEX - Department for Education

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	<input type="text"/>	0	0	0		
Section 1: LA Maintained Primary, Secondary and Special Schools						
1. Total number of independent reviews lodged	<input type="text"/>	0	0	0		
2. No. of independent reviews determined by an independent reviews panel	<input type="text"/>	0	0	0		
3. Number of independent reviews where a SEN expert was requested	<input type="text"/>	0	0	0		
4. Number of independent reviews upholding the exclusion	<input type="text"/>	0	0	0		
5. Number of reviews recommending reconsideration by the governing body	<input type="text"/>	0	0	0		
6. Number of reviews directing reconsideration by the governing body	<input type="text"/>	0	0	0		
7. Number of pupils offered reinstatement where reconsideration by the governing body has been recommended	<input type="text"/>	0	0	0		
8. Number of pupils offered reinstatement where reconsideration by the governing body has been directed	<input type="text"/>	0	0	0		
Section 2: LA Maintained Pupil Referral Units						
9. Total number of independent reviews lodged	<input type="text"/>	0	0	0		
10. No. of independent reviews determined by an independent reviews panel	<input type="text"/>	0	0	0		
11. Number of independent reviews where a SEN expert was requested	<input type="text"/>	0	0	0		
12. Number of independent reviews upholding the exclusion	<input type="text"/>	0	0	0		

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

All Errors All Notes Add View Edit Delete Status

APEX - Department for Education		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	001	0	0	0		

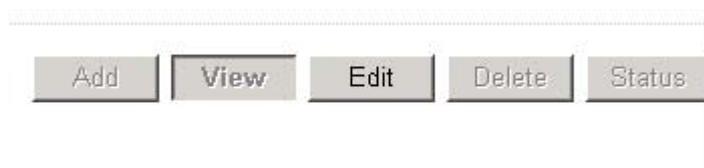
Screen functionality

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.

Mode buttons

Those buttons determine which operation mode the on-screen data form 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.

Navigating through the screens

The screen below is where local authority users add their return details.

APEX

All Errors All Notes Add View Edit Delete Status

APEX - Department for Education		Validation Results			Notes	
RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)		Errors	Queries	OK	Notes	
0	0	0	0	0		
Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number	001	0	0	0		
Section 1: LA Maintained Primary, Secondary and Special Schools						
1. Total number of independent reviews lodged		1	1	0		
2. No. of independent reviews determined by an independent reviews panel		1	0	0		
3. Number of independent reviews where a SEN expert was requested		1	0	0		
4. Number of independent reviews upholding the exclusion		1	0	0		
5. Number of reviews recommending reconsideration by the governing body		1	0	0		
6. Number of reviews directing reconsideration by the governing body		1	0	0		
7. Number of pupils offered reinstatement where reconsideration by the governing body has been recommended		1	0	0		
8. Number of pupils offered reinstatement where reconsideration by the governing body has been directed		1	0	0		
Section 2: LA Maintained Pupil Referral Units						
9. Total number of independent reviews lodged		1	1	0		
10. No. of independent reviews determined by an independent reviews panel		1	0	0		
11. Number of independent reviews where a SEN expert was requested		1	0	0		
12. Number of independent reviews upholding the exclusion		1	0	0		
13. Number of reviews recommending reconsideration by the governing body		1	0	0		
14. Number of reviews directing reconsideration by the governing body		1	0	0		
15. Number of pupils offered reinstatement where reconsideration by the governing body has been recommended		1	0	0		
16. Number of pupils offered reinstatement where reconsideration by the governing body has been directed		1	0	0		
Section 3: Academies (including special academies, PRU academies and free schools)						
17. Total number of independent reviews lodged		1	0	0		
18. No. of independent reviews determined by an independent reviews panel		1	0	0		
19. Number of independent reviews where a SEN expert was requested		1	0	0		
20. Number of independent reviews upholding the exclusion		1	0	0		

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

APEX

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

APEX - Department for Education		Validation Results			Notes	
RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields.)		Errors	Queries	OK	Notes	
0	0	0	0	0		
Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number	001	0	0	0		
Section 1: LA Maintained Primary, Secondary and Special Schools						
1. Total number of independent reviews lodged		1	1	0		
2. No. of independent reviews determined by an independent reviews panel		1	0	0		
3. Number of independent reviews where a SEN expert was requested		1	0	0		
4. Number of independent reviews upholding the exclusion		1	0	0		
5. Number of reviews recommending reconsideration by the governing body		1	0	0		
6. Number of reviews directing reconsideration by the governing body		1	0	0		
7. Number of pupils offered reinstatement where reconsideration by the governing body has been recommended		1	0	0		
8. Number of pupils offered reinstatement where reconsideration by the governing body has been directed		1	0	0		
Section 2: LA Maintained Pupil Referral Units						
9. Total number of independent reviews lodged		1	1	0		
10. No. of independent reviews determined by an independent reviews panel		1	0	0		
11. Number of independent reviews where a SEN expert was requested		1	0	0		
12. Number of independent reviews upholding the exclusion		1	0	0		
13. Number of reviews recommending reconsideration by the governing body		1	0	0		
14. Number of reviews directing reconsideration by the governing body		1	0	0		
15. Number of pupils offered reinstatement where reconsideration by the governing body has been recommended		1	0	0		
16. Number of pupils offered reinstatement where reconsideration by the governing body has been directed		1	0	0		
Section 3: Academies (including special academies, PRU academies and free schools)						
17. Total number of independent reviews lodged		1	0	0		
18. No. of independent reviews determined by an independent reviews panel		1	0	0		
19. Number of independent reviews where a SEN expert was requested		1	0	0		
20. Number of independent reviews upholding the exclusion		1	0	0		

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

Viewing erros and queries

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

APEX

APEX - Department for Education		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	001	0	0	0		
Section 1: LA Maintained Primary, Secondary and Special Schools						
1. Total number of independent reviews lodged	24	0	1	0		
2. No. of independent reviews determined by an independent reviews panel	24	0	0	0		
3. Number of independent reviews where a SEN expert was requested	0	0	0	0		
4. Number of independent reviews upholding the exclusion	4	0	0	0		
5. Number of reviews recommending reconsideration by the governing body	0	0	0	0		
6. Number of reviews directing reconsideration by the governing body	0	0	0	0		

Once the user has clicked on 'All Errors', they will be taken to the 'Blade Error Report' page.

Blade Error Report - APEX2016

Department for Education Error report on 09/12/2015 at 10:29 Return

Rule No.	Return Level	Error Message	Priority	QC/Cd	Count	Notes
3111Q		Please check: There has been a significant change since last years data in the number of appeals lodged for PRU's	Queries			
3135		PRU: The total number of appeals lodged (9) MUST be greater than or equal to zero.	Errors			
3136		PRU: The number of appeals determined by an appeals panel (10) MUST be greater than or equal to zero.	Errors			
3288		PRU: The number of independent reviews where a SEN expert was requested (11) MUST be greater than or equal to zero.	Errors			
3289		PRU: The number of independent reviews upholding the exclusion(12) MUST be greater than or equal to zero.	Errors			
3290		PRU: The number of reviews recommending reconsideration by the governing body (13) MUST be greater than or equal to zero.	Errors			
3291		PRU: The number of reviews directing reconsideration by the governing body (14) MUST be greater than or equal to zero.	Errors			
3292		PRU: The number of pupils offered reinstatement where reconsideration by the governing body has been recommended(15) MUST be greater than or equal to zero.	Errors			
3293		PRU: The number of pupils offered reinstatement where reconsideration by the governing body has been directed(16) MUST be greater than or equal to zero.	Errors			
3294		ACAD: The total number of appeals lodged (17) MUST be greater than or equal to zero.	Errors			

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If the user clicks on 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 on the right hand side of the screen. Once the user has clicked this they will be taken to the section where that error is occurring and allow an amendment to be made.

Blade Error Report - APEX2016

Department for Education Error report on 09/12/2015 at 10:34 Return

Rule No.	Return Level	Error Message	Priority	QC/Cd	Count	Notes	Field	Value
3111Q		Please check: There has been a significant change since last years data in the number of appeals lodged for PRU's	Queries				6. Total number of appeals lodged	
3135		PRU: The total number of appeals lodged (9) MUST be greater than or equal to zero.	Errors					
3136		PRU: The number of appeals determined by an appeals panel (10) MUST be greater than or equal to zero.	Errors					
3288		PRU: The number of independent reviews where a SEN expert was requested (11) MUST be greater than or equal to zero.	Errors					
3289		PRU: The number of independent reviews upholding the exclusion(12) MUST be greater than or equal to zero.	Errors					
3290		PRU: The number of reviews recommending reconsideration by the governing body (13) MUST be greater than or equal to zero.	Errors					
3291		PRU: The number of reviews directing reconsideration by the governing body (14) MUST be greater than or equal to zero.	Errors					
3292		PRU: The number of pupils offered reinstatement where reconsideration by the governing body has been recommended(15) MUST be greater than or equal to zero.	Errors					
3293		PRU: The number of pupils offered reinstatement where reconsideration by the governing body has been directed(16) MUST be greater than or equal to zero.	Errors					
3294		ACAD: The total number of appeals lodged (17) MUST be greater than or equal to zero.	Errors					

Page 1 of 3 1 2

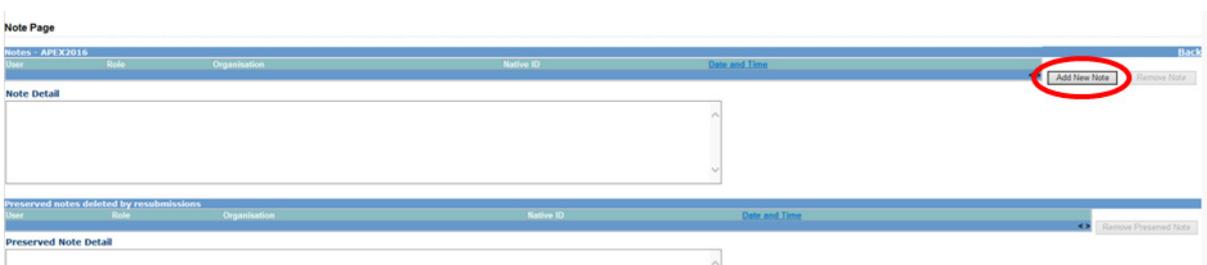
Adding return level notes

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

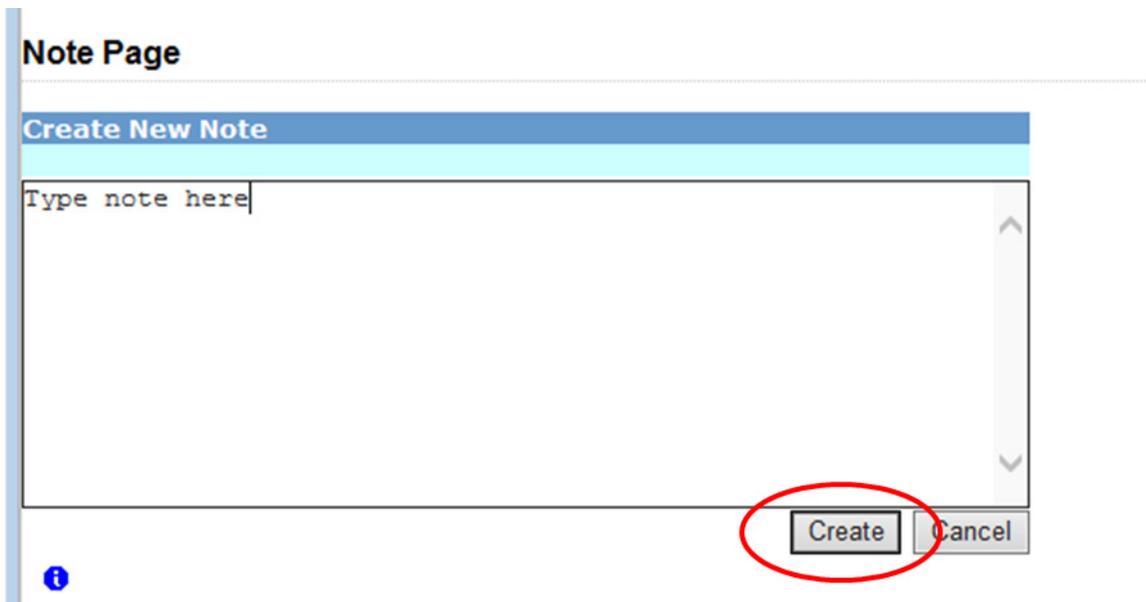


You will then be presented with the note page.

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



Once the user has added their note they will need to click on 'Create'.



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

APEX

All Errors All Notes Add View Edit Delete Status

APEX [27]

APEX - Department for Education

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
LA Number	001	0	0	0	
Section 1: LA Maintained Primary, Secondary and Special Schools					
1. Total number of independent reviews lodged	24	0	0	0	
2. No. of independent reviews determined by an independent reviews panel	24	1	0	0	
3. Number of independent reviews where a SEN expert was requested	0	0	0	0	
4. Number of independent reviews upholding the exclusion	4	1	0	0	
5. Number of reviews recommending reconsideration by the governing body	0	2	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.

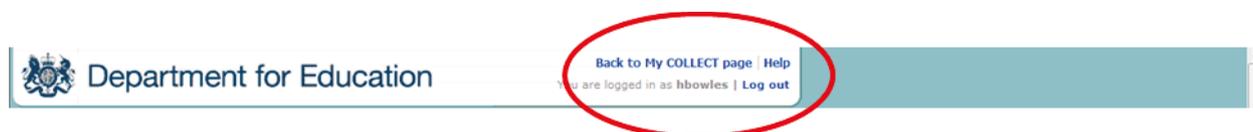
Submitting a return

Clean data submit

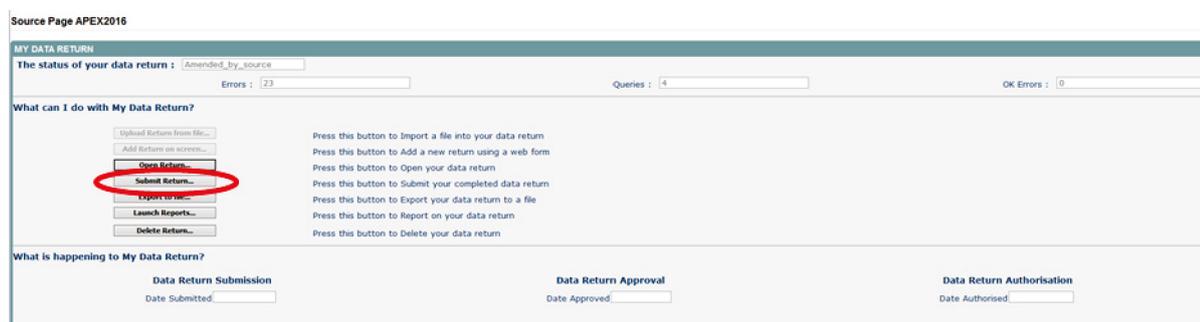
You won't be able to submit your return in COLLECT if it contains validation errors. These must be corrected before the 'submit' button becomes available (COLLECT will alert you to any fields where errors have been identified). This new function is called 'clean data submit'.

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 DfE access the procedure is very straightforward. First return to the 'Source Page' by clicking on 'Back to my COLLECT page' located at the top of the form.

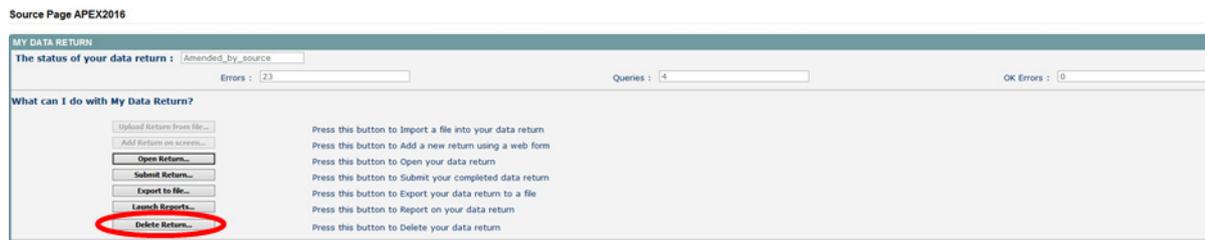


Then select 'Submit Return'.



Deleting a return

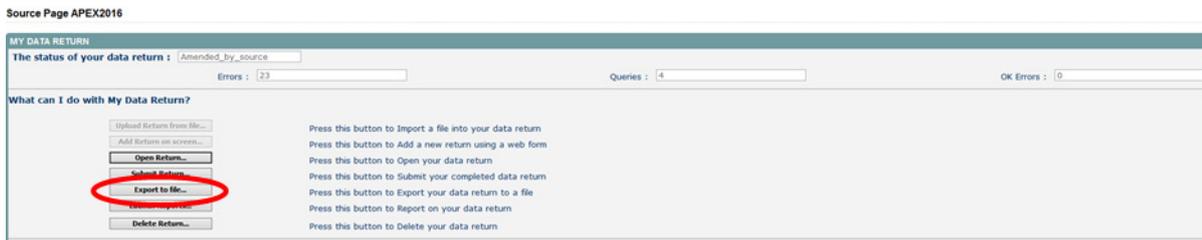
If the user wants to delete a full return, they can do so by clicking on 'Delete Return'.



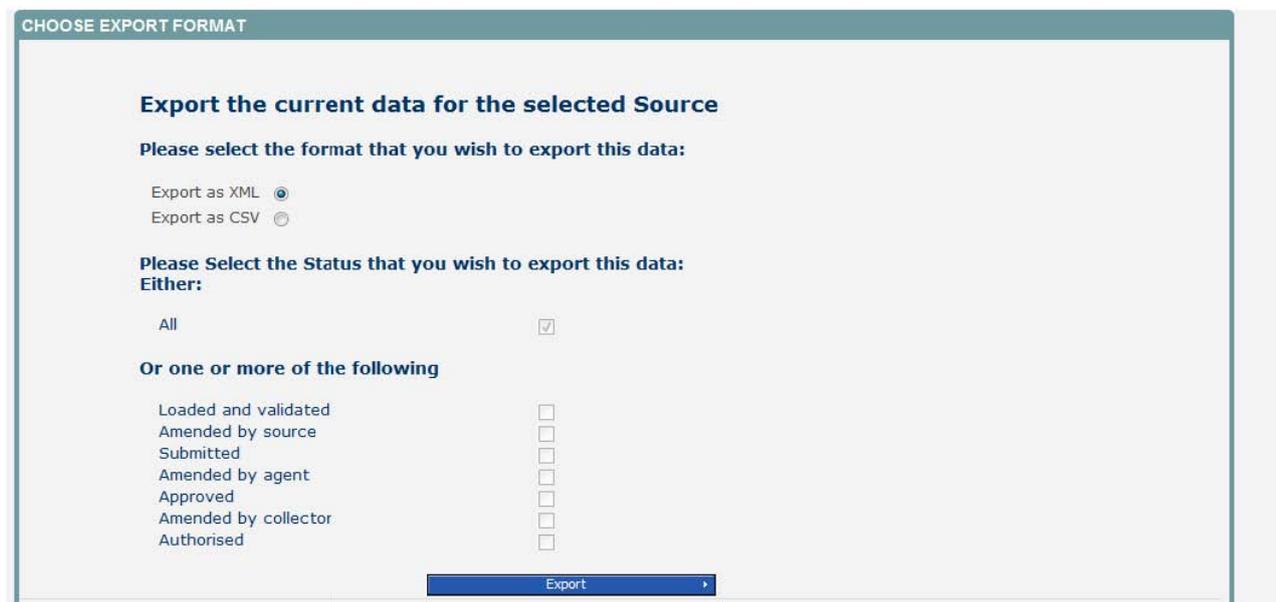
The status of the data return will revert back to 'No Data' and the local authority will need to click on 'Add Return on screen' to re-enter their data.

Exporting 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.



The following screen will be displayed. Select the format for the export, CSV or XML then select the 'Export' button.



Once this has run you will get an option to open or save the export.

Exporting as XML will generate a zip file containing the selected return data. Exporting as CSV generates a zip file containing CSV files that relate to how data is stored within COLLECT. Make your choice and click the 'Export' button and follow the web browser prompts on the screen.

The reports are run against a copy of the data as at close of play the previous day. If any data has been edited, deleted, inserted or reloaded since the data was copied, the report will not match the live data.

Important note If the export process fails, with a message stating that Internet Explorer has blocked download of a file, you might succeed if you try again. On the second attempt, hold down the 'ctrl' key continuously from before you click on 'Export' until after you see the resulting files displayed in Internet Explorer. If this is still not successful, you will have to adjust the security settings on your internet browser.

When complete the result of the export will be displayed and you will be offered the options of saving or opening the export file. Click on the 'Open' button.

The security settings on your computer may prevent the 'File Download' appearing. If this is the case then 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.

Select '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'.

Alternatively you could try changing your security settings by going into the 'Tools' menu option at the top of the screen, select 'Internet Options', **then** select 'Security'. Once undertaken click on the 'custom level' button and then make sure that 'automatic prompting for file downloads' is set to 'enabled' (it's a third of the way down the list).

Help

COLLECT access is administered directly by local authorities for their users. This includes registering for COLLECT, activating your account and giving you access to specific collections. Please get in touch with the approver in your local authority who will be able to make sure that you have the appropriate access.

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

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.



Department
for Education

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

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

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