



Department
for Education

SLASC independent schools 2016

COLLECT user guide

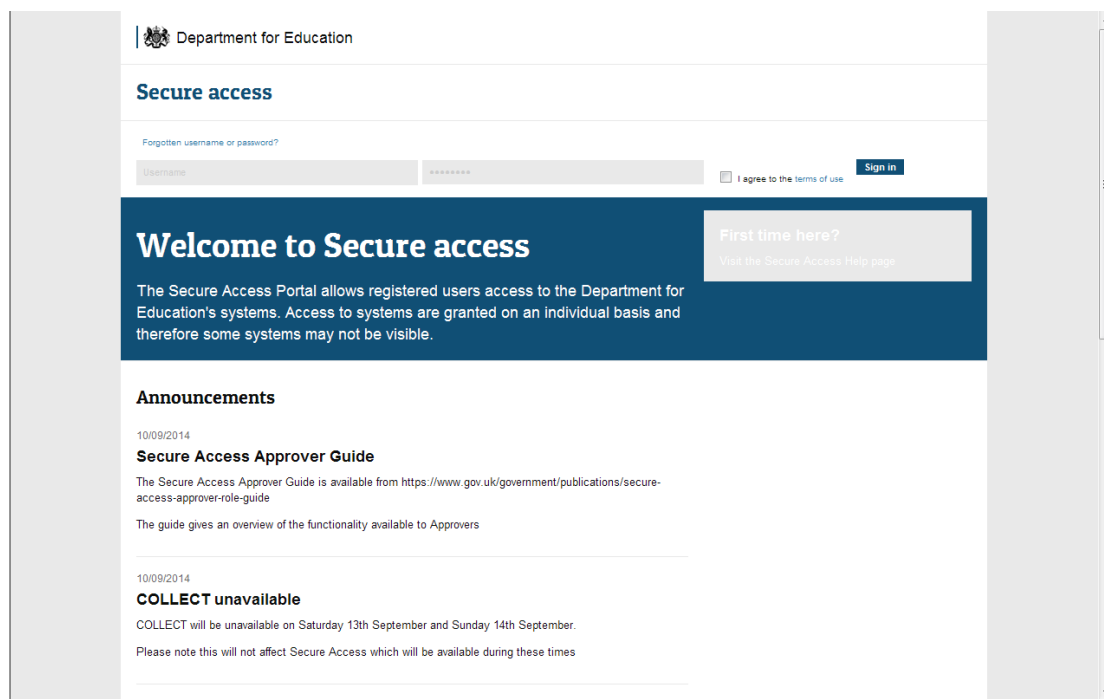
January 2016

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COLLECT and Secure Access

Access to COLLECT (collections online for learning, education, children and teachers) is through the department's Secure Access system (SA).



Please note some screen shots may refer to previous years; however the process is the same for the 2016 collection.

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

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

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.

You have now logged out of COLLECT. If you wish to access another application, click on its link. If you wish to exit Secure Access please click 'Sign out'.

Your applications

COLLECT

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

EduBase

The Department for Education's register of educational establishments in England and Wales.

KiS

Key to Success.

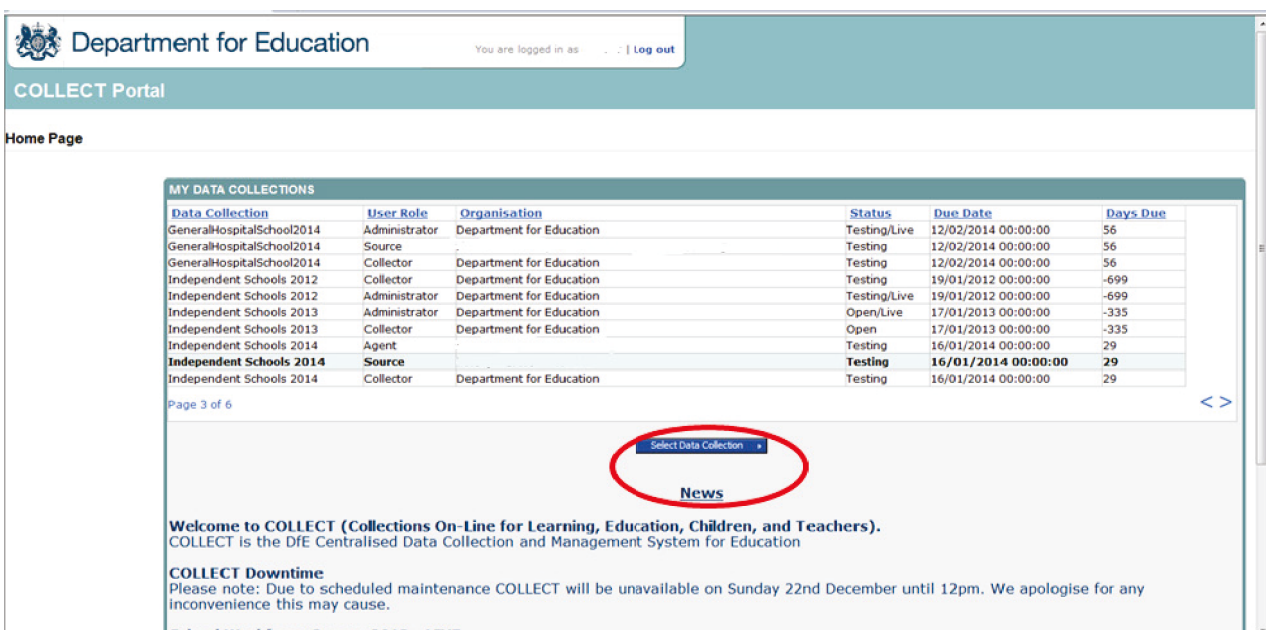
S2S

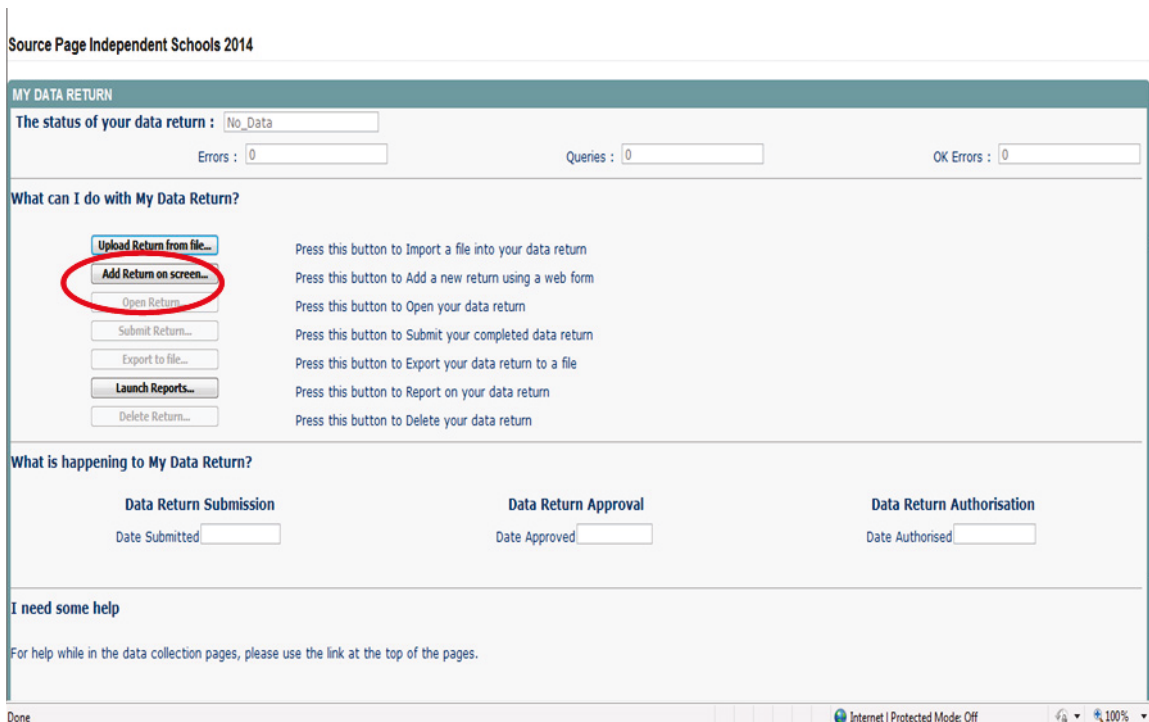
The School to School system.

Click on continue



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





Add Return on screen. Please note that you can only add a full return on screen using this function when there is a status of 'No Data'. If the status has any value other than 'No Data' then the 'Add Return on screen' button will be disabled, and you will then only be able to make changes using 'Open Return'.

To add a return manually, click the 'Add Return on screen'

The first time you access this section you will need to select 'Save' to verify the opening page of the form. After saving, you will be able to edit this page and access each part of the form section by section from this page.

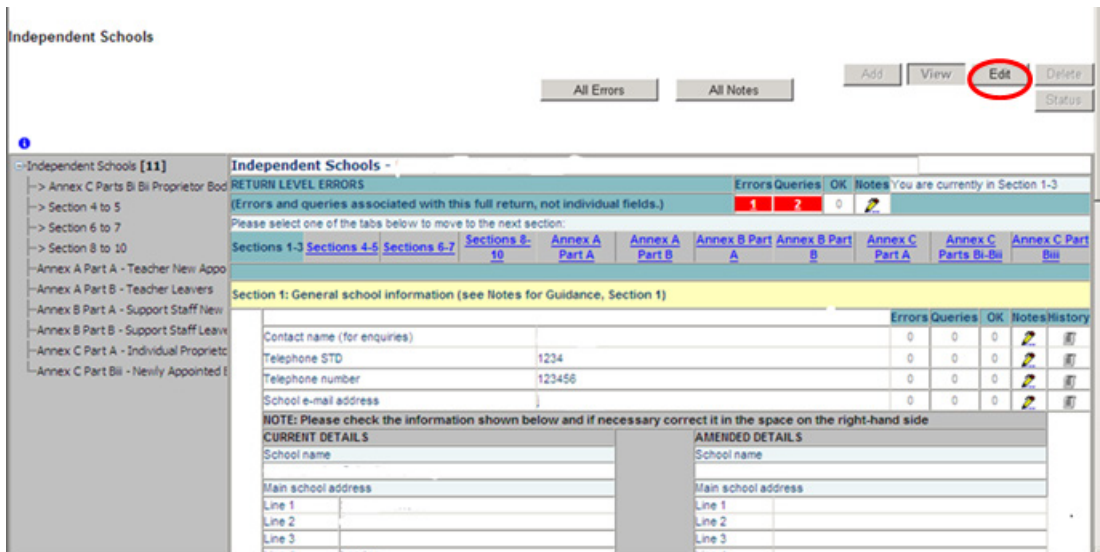
There are a number of independent schools which have installed Microsoft Internet Explorer IE11; these users may have experienced problems with column spacing when adding and editing returns in COLLECT, making it impossible to enter data in some cases. We have successfully implemented a solution to this problem.

In IE11 the traditional compatibility button has been removed, and replaced with Compatibility View settings where you add affected sites to a list. The instructions below have been taken directly from Microsoft Support pages:

To change your Compatibility View settings

1. Open Internet Explorer for the desktop, click 'Tools', and then click 'Compatibility View settings'.
2. In the 'Compatibility View Settings' box, add the problematic website URL, and then click 'Add'.

- Compatibility View is turned on for this single website, for this specific computer.
- Decide if you want your intranet sites displayed using 'Compatibility View', decide whether to use Microsoft compatibility lists, and then click 'Close'.



Sections 1-3

The first time you access this section there will be no data present; as with the previous screen you will need to click on the grey edit button on the top right hand side.

Sections 4 - 5

The first time you access this section there will be no data present; as with the previous screen you will need to click on the grey edit button on the top right hand side.

Independent Schools - Section 4 to 5

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

Independent Schools [12]

- Annex C Parts B: Bil Proprietor Body and C
- Section 4 to 5
- Section 6 to 7
- Section 8 to 10
- Annex A Part A - Teacher New Appointments
- Annex A Part B - Teacher Leavers
- Annex B Part A - Support Staff New Appointments
- Annex B Part B - Support Staff Leavers
- Annex C Part A - Individual Proprietors
- Annex C Part B:ii - Newly Appointed Body Members

Independent Schools - Section 4 to 5

RETURN LEVEL ERRORS Errors Queries OK Notes You are in Sections 4-5
 (Errors and queries associated with this full return, not individual fields) 3 2 0

Please select one of the tabs below to move to the next section:

Sections 1-3 Sections 4-5 Sections 6-7 Sections 8-10 Annex A Part A Annex A Part B Annex B Part A Annex B Part B Annex C Part A Annex C Part B:ii Annex C Part B:iii

Section 4: Boarding Schools ONLY (see Notes for Guidance, Section 4)

a. Approved Places

How many beds are available (including those unoccupied on the census date) in boarding accommodation? 0 0 0 0

b. Pupils provided with accommodation for more than 295 days a year. (If you are already registered as a Children's Home with Ofsted please do not complete this section)

How many pupils were provided with accommodation for more than 295 days at the school, or elsewhere under arrangements made by the school's proprietor, in each of the 2 years preceding 31st December 2012? If none go to Section 5

	Errors	Queries	OK	Notes	History
Boarding Pupils up to 31st Dec 2011	0	0	0	0	
Boarding Pupils up to 31st Dec 2012	0	0	0	0	

How many pupils do you intend to provide with accommodation for more than 295 days at the school, or elsewhere under arrangements made by the school's proprietor, in the forthcoming year? If none go to Section 5

	Errors	Queries	OK	Notes	History
Boarding pupils up to 31st Dec 2013	0	0	0	0	

Section 5: Teaching Staff (including headteacher) employed in week commencing 14th January 2013. (see Notes for Guidance, Section 5)

Include:

- staff on short term paid absence (less than a term);
- relief staff filling nominal vacancies;
- relief staff covering long term absence (a term or more);

Exclude:

- staff on long term paid absence (a term or more);
- relief staff covering short term absence;
- And other vacancies not filled by relief staff;
- Non-teaching staff;
- Student teachers on school centred ITT courses;

	Errors	Queries	OK	Notes	History
Full-time staff					
Number of men	10	0	0	0	
Number of women	10	0	0	0	
Part-time staff					
Number of men	5	0	0	0	
Total hours per week (including lunch hours)	25	0	0	0	
Number of women	3	0	0	0	
Total hours per week (including lunch hours)	15	0	0	0	

You have reached the end of this page. Please go back to the top of the page to select a different Section or Annex by clicking on one of the tabs at the top of the page.

Sections 6-7

The first time you access this section there will be no data present; as with the previous screen you will need to click on the grey edit button on the top right hand side.

Independent Schools - Section 6 to 7

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

Independent Schools [6]

- Annex C Parts B: Bil Proprietor Body
- Section 4 to 5
- Section 6 to 7
- Section 8 to 10
- Annex A Part A - Teacher New Appointments
- Annex A Part B - Teacher Leavers
- Annex B Part A - Support Staff New Appointments
- Annex B Part B - Support Staff Leavers
- Annex C Part A - Individual Proprietors
- Annex C Part B:ii - Newly Appointed Body Members

Independent Schools - Section 6 to 7

RETURN LEVEL ERRORS Errors Queries OK Notes You are in Sections 6-7
 (Errors and queries associated with this full return, not individual fields) 1 0 0

Please select one of the tabs below to move to the next section:

Sections 1-3 Sections 4-5 Sections 6-7 Sections 8-10 Annex A Part A Annex A Part B Annex B Part A Annex B Part B Annex C Part A Annex C Part B:ii Annex C Part B:iii

Section 6: Pupils on the register (see Notes for Guidance, Section 6)

6.1 ALL pupils on the register on Thursday 17th January 2013

- Only show those pupils who are entered on an Admissions Register in accordance with Regulation 5 of the Education (Pupil Registration)(England) Regulations 2006
- Do not enter zeros in the boxes where no entry is required

Age on 31.8.12	Date of Birth	Full-time		Part-time		Errors	Queries	OK	Notes
		Boys	Girls	Boys	Girls				
19 and over	31.8.93 and earlier					0	0	0	
18	1.9.93 to 31.8.94					0	0	0	
17	1.9.94 to 31.8.95					0	0	0	
16	1.9.95 to 31.8.96					0	0	0	
15	1.9.96 to 31.8.97					0	0	0	
14	1.9.97 to 31.8.98					0	0	0	
13	1.9.98 to 31.8.99					0	0	0	
12	1.9.99 to 31.8.00					0	0	0	
11	1.9.00 to 31.8.01					0	0	0	
10	1.9.01 to 31.8.02					0	0	0	
9	1.9.02 to 31.8.03					0	0	0	
8	1.9.03 to 31.8.04					0	0	0	

On completing your data you must select 'View' or 'Save' to continue, or 'Cancel' to delete the data you have just added.

Sections 8 – 10

The first time you access this section there will be no data present; as with the previous screen you will need to click on the grey edit button on the top right hand side.

Independent Schools - Section 8 to 10

All Errors All Notes Add View Edit Delete Status

Independent Schools [16]

- > Annex C Parts B Bii Proprietor Body and Ch
- > Section 4 to 5
- > Section 6 to 7
- > Section 8 to 10
- Annex A Part A - Teacher New Appointments
- Annex A Part B - Teacher Leavers
- Annex B Part A - Support Staff New Appointm
- Annex B Part B - Support Staff Leavers
- Annex C Part A - Individual Proprietors
- Annex C Part Biii - Newly Appointed Body Merr

Independent Schools - Section 8 to 10

RETURN LEVEL ERRORS Errors Queries OK Notes You are currently in Sections 8-10

(Errors and queries associated with this full return, not individual fields.) 1 0 0

Please select one of the tabs below to move to the next section:

Sections 1-3 Sections 4-5 Sections 6-7 Sections 8-10 Annex A Part A Annex A Part B Annex B Part A Annex B Part B Annex C Part A Annex C Parts Bi-Bii Annex C Part Biii

Section 8: Courses of study for all pupils aged 16 and over as at 31st August 2015

8.1 Courses of study for boys - only enter pupils once in this section under their first applicable course

Principal aim of study	15	16	17	18 and over	Errors	Queries	OK	Notes
Level 4 and above					0	0	0	
International Baccalaureate					0	0	0	
GCE 'A' Level/Pre-U Principal Subject					0	0	0	
GCE 'A' Level/Pre-U Short Course Subject					0	0	0	
Other Level 3 Equivalent (e.g. BTEC National Diploma)					0	0	0	
GCSE / IGCSE					0	0	0	
Other Level 2 Courses					0	0	0	
Other Level 1 Courses					0	0	0	
Other Courses (e.g. SEN pupils who complete a course but do not receive a qualification)					0	0	0	
TOTALS (must agree with the relevant boxes in Section 6.1)	0	0	0	0	0	0	0	

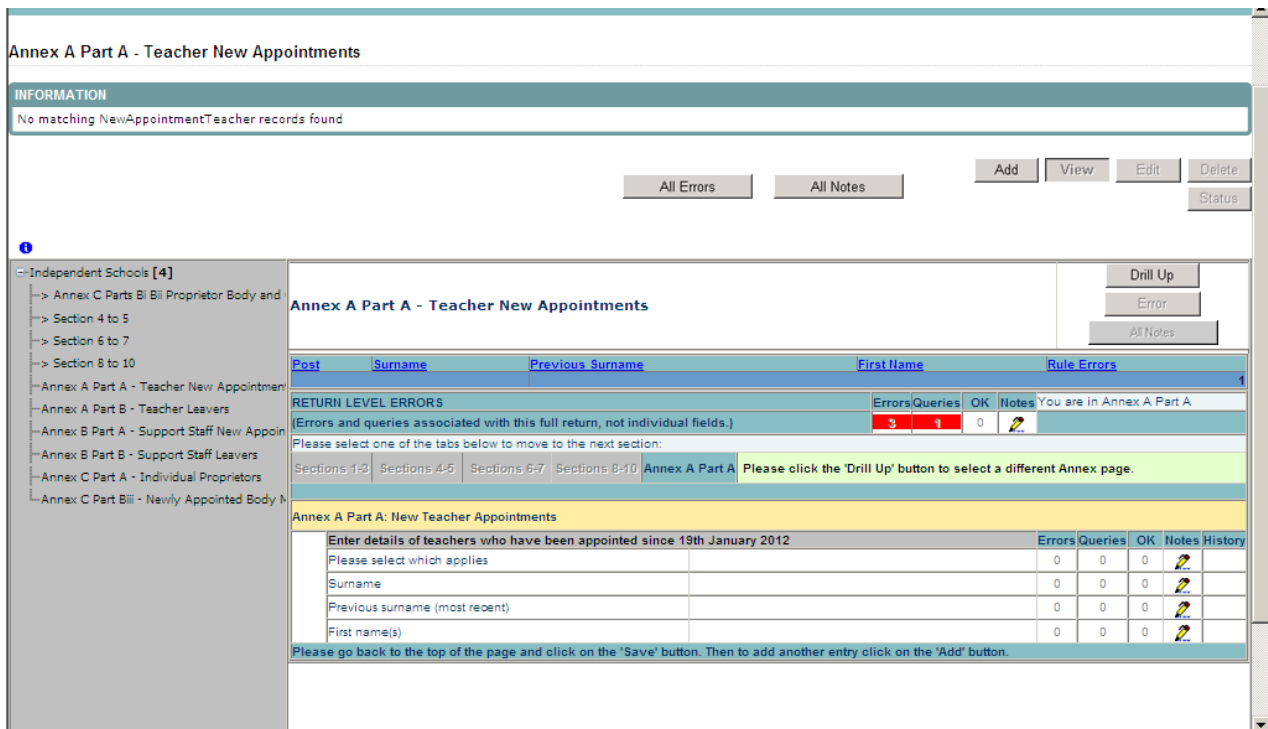
8.2 Courses of study for girls - only enter pupils once in this section under their first applicable course

Principal aim of study	15	16	17	18 and over	Errors	Queries	OK	Notes
Level 4 and above					0	0	0	

Annexes

On each of the annexes you can add one record or more than one record.

The first time you access this section there will be no data present; please click on the 'Add' button, this will activate the screen to enable you to add your data.



On completing your data you must select 'View' or 'Save' to continue, or 'Cancel' to delete the data you have just added if necessary.

After saving, the user will be able to 'Add', 'Edit' or 'Delete'. This is applicable to each annex completed.

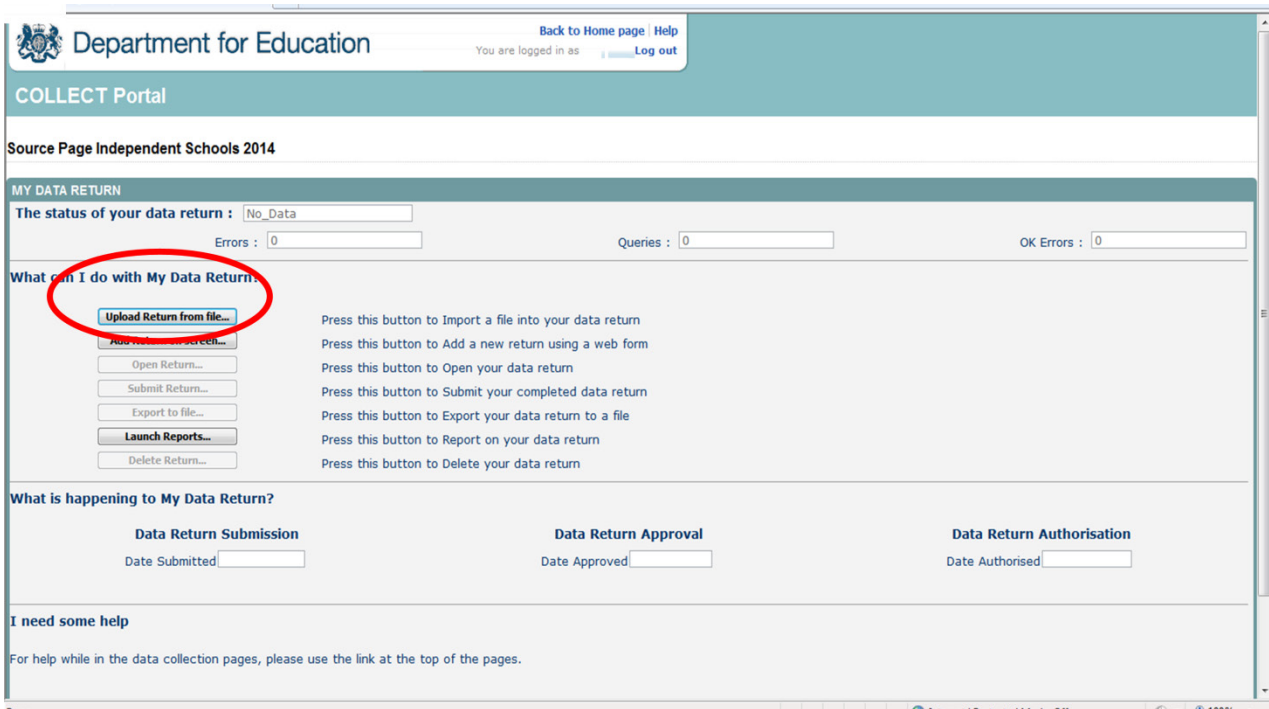
By drilling up, the user will return to the 'Nil Return' page.

On completing your data you must select 'View' or 'Save' to continue, or 'Cancel' to delete the data you have just added if necessary.

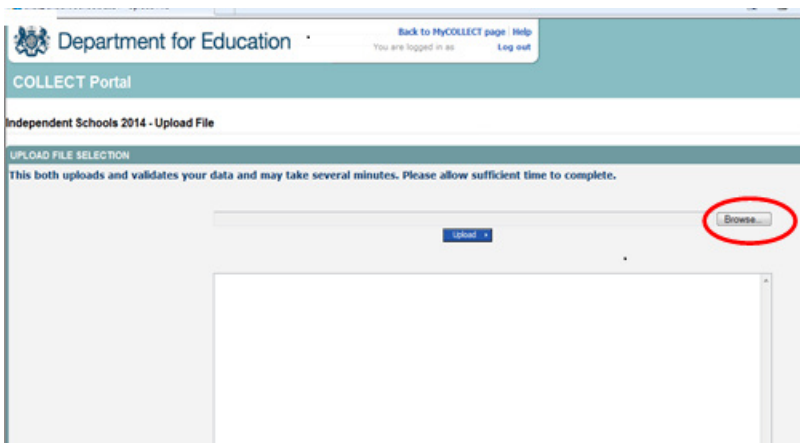
Uploading your return

If you have output an XML file direct from your management information system (MIS) you should follow this section for information on how to load the file into COLLECT.

To upload a file, click the 'Upload Return from File' button; the following screen will be displayed:



Enter the file path/name of the return, or alternatively click on the 'Browse...' button to navigate to the required file.



If you have used the 'Browse...' option, once the relevant file has been located, either highlight the file and click on the 'open' button, or double click on the file name. With the file name displayed click on the 'Upload' button to load the data into COLLECT.

Once the file has been successfully loaded, the following message may appear if the system is busy.



The return has now been placed in a queue to be validated. When COLLECT is busy this process may take some time and users can come back later to view any validation errors present within the return.

Important: If you have uploaded a return from a XML file, it is important that you check the amended address section of the return in COLLECT to confirm that the data currently held by the department is correct as amendments will not be brought through into COLLECT from your uploaded XML file (where details are no longer correct amendments should be made directly in COLLECT).

You must also return to COLLECT in order to submit your data return to the Department for Education.

Submitting a return

Once your return has been completed or loaded, you have checked the amended address section and you are satisfied with its content, the data is ready to be submitted; to do this, click the 'Submit Return' button.

The screenshot shows the 'Department for Education' COLLECT Portal. The user is logged in as 'You are logged in as'. The page title is 'Source Page Independent Schools 2014'. The 'MY DATA RETURN' section shows the status as 'Loaded_and_Validated', with 5 errors and 4 queries. The 'Submit Return...' button is highlighted with a red circle. Below this, there are sections for 'What can I do with My Data Return?' and 'What is happening to My Data Return?'. The 'What can I do with My Data Return?' section lists several actions: 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...', 'Export to file...', 'Launch Reports...', and 'Delete Return...'. The 'What is happening to My Data Return?' section shows '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 for 'I need some help' with a link to help pages.

Awaiting submission

Once the user has selected 'Submit Return', the status may change to awaiting submission if the system is busy. This is in a queue. The user still has several options at this stage.

At this stage the user can:

- 'Upload Return from file...' - if the user needs to re-upload the file for any reason they can do so at this stage. This will delete the current submission and replace it with the new return. The return will re-join the queue to be validated.
- 'Open Return...' - the user can open and view the return they have made, all errors will now be available to view.
- 'Launch Reports...' - the user is able to launch reports.
- 'Delete Return...' - if the user is unhappy with the return submitted, they can delete it at this point. This will completely delete the return. Any new uploads will join at the end of the validation queue.

Submission in progress

At this stage submission has begun. The user cannot make any further changes to the return at this stage.

Submitted

At this stage the return has been submitted to the DfE. This means that the return is now available for any appropriate checking and verification actions by the Department for Education (DfE).

If required, you can reload a data return or edit it. On doing so, the status will return to 'Loaded' after loading or 'Amended by Source' if amended on screen.

Note: after making changes you must 'Submit Return' again to pass the return back to the DfE.

My data return

This area shows the status of the return, the number of errors, queries and OK errors.

Status will be one of the following:

No_Data	Data hasn't been loaded
Waiting_for_Validation	Data loaded and waiting to be validated
Validation_in_progress	Data loaded and validation in progress
Loaded	Data loaded and validated but not submitted
Amended_by_Source	Data has been manually edited by the school
Awaiting_Submission	Data queued, waiting for submission
Submission_in_progress	Submitted snapshot is being created
Submitted	Data loaded and submitted
Amended_by_Collector	Data has been manually edited by DfE after submission
Authorised	Data loaded, submitted by school and authorised by DfE
Rejected	Data load rejected – due to invalid format and/or contents

Navigating around your return on COLLECT

To open your return, click 'Open return'.

Table of contents

The table of contents allows the user to navigate to a specific part of the collection. For example, if the user selects an item from the table of contents, they are taken directly to that corresponding page.

Independent Schools - Section 4 to 5

All Errors All Notes Add View Edit Delete Status

Independent Schools [12]

- > Annex C Parts B, B1, Proprietor Body and C
- > Section 4 to 5
- > Section 6 to 7
- > Section 8 to 10
- Annex A Part A - Teacher New Appointments
- Annex A Part B - Teacher Leavers
- Annex B Part A - Support Staff New Appointments
- Annex B Part B - Support Staff Leavers
- Annex C Part A - Individual Proprietors
- Annex C Part B1 - Newly Appointed Body Members

Independent Schools - Section 4 to 5 -

RETURN LEVEL ERRORS Errors: Queries: OK: Notes: **You are in Sections 4-5**

(Errors and queries associated with this full return, not individual fields)

Please select one of the tabs below to move to the next section.

Sections 1-3 Sections 4-5 Sections 6-7 Sections 8-10 Annex A Part A Annex A Part B Annex B Part A Annex B Part B Annex C Part A Annex C Parts B1-B3 Annex C Part B1

Section 4: Boarding Schools ONLY (see Notes for Guidance, Section 4)

A. Approved Places

How many beds are available (including those unoccupied on the census date) in boarding accommodation? Errors: Queries: OK: Notes: History

0 0 0 0

B. Pupils provided with accommodation for more than 295 days a year (if you are already registered as a Children's Home with Ofsted please do not complete this section)

How many pupils were provided with accommodation for more than 295 days at the school, or elsewhere under arrangements made by the school's proprietor, in each of the 2 years preceding 31st December 2012? If none go to Section 5.

	Errors	Queries	OK	Notes	History
Boarding Pupils up to 31st Dec 2011	0	0	0	0	
Boarding Pupils up to 31st Dec 2012	0	0	0	0	

How many pupils do you intend to provide with accommodation for more than 295 days at the school, or elsewhere under arrangements made by the school's proprietor, in the forthcoming year? If none go to Section 5.

	Errors	Queries	OK	Notes	History
Boarding pupils up to 31st Dec 2013	0	0	0	0	

Section 5: Teaching Staff (including headteacher) employed in week commencing 14th January 2013. (see Notes for Guidance, Section 5)

Include:

- staff on short term paid absence (less than a term);
- relief staff filling nominal vacancies;
- relief staff covering long term absence (a term or more);

Exclude:

- staff on long term paid absence (a term or more);
- relief staff covering short term absence;
- Any other vacancies not filled by relief staff;
- Non-teaching staff;
- Student teachers on school centred ITT courses;

	Errors	Queries	OK	Notes	History
Full-time staff					
Number of men	10	0	0	0	
Number of women	10	0	0	0	
Part-time staff					
Number of men	5	0	0	0	
Total hours per week (excluding lunch hours)	25	0	0	0	
Number of women	5	0	0	0	
Total hours per week (including lunch hours)	15	0	0	0	

You have reached the end of this page. Please go back to the top of the page to select a different Section or Annex by clicking on one of the tabs at the top of the page.

All errors and all notes

Selecting this option will allow you to see all errors and queries that currently exist against the collection.

BLADE UAT COLLECT Portal

Blade Error Report - Independent Schools 2016

Error report on 21/10/2015 at 17:47 Return

Rule No.	Return Level	Error Message	Priority	OK'd	Count	Notes
		Estab is mandatory	Errors	Details		
		Data File Date / Time is mandatory	Errors	Details		
3228		School contact name is missing.	Errors	Details		
3229		Telephone number of contact is missing	Errors	Details		
3230Q		School email address is missing	Queries	Details		
860cQ		There are no full time staff present	Queries	Details		
3246Q		There are no pupils with SEN recorded. Are you sure?	Queries	Details		
4270		Total pupils entry is missing	Errors	Details		
		Invalid Code Value	Errors	Details		
3231		School accommodation change value must be present.	Errors	Details		

Page 1 of 2 1 2

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By selecting

- (a) 'DETAILS', you can see the details that the error sits against.
- (b) 'VALUE, COLLECT' will take you to the field and allow you to correct the error.
- (c) 'RETURN', once pressed this will return you to the previous screen.

Blade Error Report - Independent Schools 2013

Department for Education

Back to MyCOLLECT page | You are logged in as | Log out

BLADE UAT COLLECT Portal

Blade Error Report - Independent Schools 2013

Error report on 24/10/2012 at 11:30

Count 14

Return Details

Rule No.	Return Level	Error Message	Priority	OK'd	Notes	Field	Value
		Invalid Code Value	Errors			LA	blank
3239	Y	There must be details for either individual proprietors (Annex C Part A) or proprietor body (Annex C Part B)	Errors				
3005d		Total of boys aged 18 and 19 and over on the register does not equal boys aged 18+ on a course of study	Errors				
3005h		Total of girls aged 18 and 19 and over on the register does not equal girls aged 18+ on a course of study	Errors				
3005g		Total of girls aged 17 on the register does not equal girls aged 17 on a course of study	Errors				
3005f		Total of girls aged 16 on the register does not equal girls aged 16 on a course of study	Errors				
3005e		Total of girls aged 15 on the register does not equal girls aged 15 on a course of study	Errors				
3010b		Girl pupils aged 15+ on the register but no course of study data provided	Errors				
YonY01	Y	There are significantly more pupils than last year	Queries				
YonY04	Y	There are significantly less pupils with a Statement of SEN than last year	Queries				

Page 1 of 2

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Local intranet 87%

Return level errors and queries

Return level errors and queries relate to a validation rule that applies to the return as a whole rather than an individual data item within the return.

Return level errors and queries are displayed and are accessible from the 'Header Information' screen by selecting the field when highlighted in red.

Independent Schools [16]

Independent Schools

RETURN LEVEL ERRORS

Errors Queries OK Notes You are currently in Section 1-3

1 0 0

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

Please select one of the tabs below to move to the next section:

Sections 1-3 Sections 4-5 Sections 6-7 Sections 8-10 Annex A Part A Annex A Part B Annex B Part A Annex B Part B Annex C Part A Annex C Part B Annex C Part Bi-Bii Annex C Part Bii

Section 1: General school information (see Collection Guide)

	Errors	Queries	OK	Notes	History
Contact name (for enquiries)	1	0	0		
Telephone STD	1	0	0		
Telephone number	1	0	0		
School e-mail address	0	1	0		

Notes and history

Each data item within the return has a note field. This allows the user to add explanatory information about a data value, in particular when an item has an associated query against it. To add a note, the user should select the pencil icon.

Errors	Queries	OK	Notes	History
0	0	0		
0	0	0		
0	0	0		
0	0	0		

This will take you to the note page; by selecting Add New Note you can then add free text to the box.

Note Page

Notes - Independent Schools 2013 Back

Validation Rule: 3239

User	Role	Organisation	Native ID	Date and Time
<input type="button" value="Add New Note"/> <input type="button" value="Remove Note"/>				

Note Detail

i

To save this, select Create.

Note Page

Create New Note

i

When you return to the main screen the pencil icon will have changed to a note pad icon.

Errors	Queries	OK	Notes	History
0	0	0		
0	0	0		
0	0	0		
0	0	0		

History

The history item appears next to a field every time a data item is changed. By selecting the history scroll icon any previous entries can be viewed.

Errors	Queries	OK	Notes	History
0	0	0		
0	0	0		
0	0	0		
0	0	0		

You can view the changes of value, user details and the date when the changes were made.

BLADE UAT COLLECT Portal

Note Page

Notes - Independent Schools 2016 Back

Data Item: 295 Days Accommodation Check

User	Role	Organisation	Native ID	Date and Time
	Collector	Department for Education	001	22/10/2015 16:32:20

Note Detail

test1

Errors

Data item errors/queries/'OK' errors are highlighted against the item to which they relate. All data items that are part of a failed validation rule will contain an error marker, not only the item containing the potentially invalid value. 'Return level' errors relate to a validation rule that applies to the return as a whole rather than an individual data item within the return.

To view the error, select the red marker.

Errors	Queries	OK	Notes	History
0	2	0		
0	2	0		
0	0	0		
0	1	0		
0	0	0		
0	1	0		

Selecting this option will allow you to see all errors that currently exist against the field. From here, you can view the field details that the error sits against. As with "All Errors" errors can be edited from here.

Important: if you have completed this form using an XML file output from a management information system (MIS), any changes made directly in COLLECT must also be made to the MIS. If there are large numbers of changes it is advised that changes are made in the MIS first, and the users then reload the data file into COLLECT. This is to ensure consistency and accuracy between a schools MIS system and COLLECT.

Changes by the DfE will always be done in consultation with the source (ie the school).

Mode buttons

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

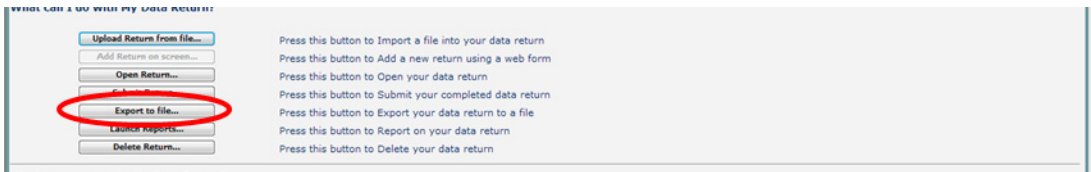
- Dark grey text on sunken button with light border = active mode.
- Black text on button and highlighted border = available mode.
- Light grey text on button with light border = unavailable mode.



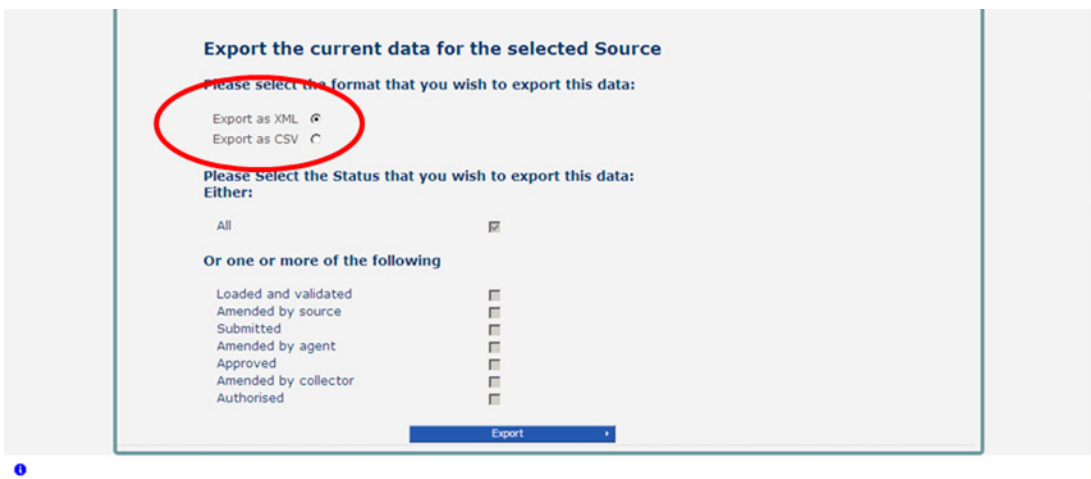
1. Add - allows the user to add a new record to the return.
2. View - allows the user to view the record data.
3. Edit - allows the user to edit existing record data.
4. Status - allows the user to view the status of the record.
5. Delete - allows the user to delete the record.

Exporting data

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



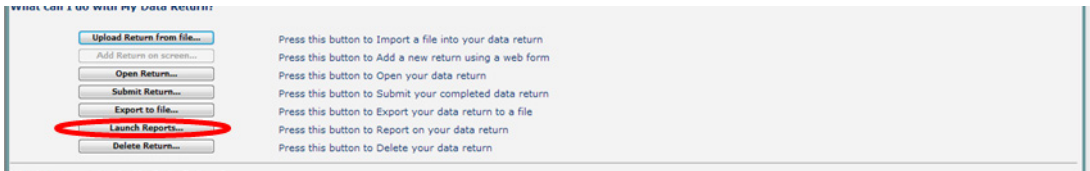
This displays the output options of either CSV or XML.



Exporting as XML will generate a zip file containing the export XML data. Exporting as CSV generates a zip file containing CSV files that relate to how data is stored within COLLECT ie 1 file per table in the database.

Reports

There are a number of reports available, which can be run at any time once data has been loaded for your school. These can be accessed by selecting 'Launch Reports' on the COLLECT portal screen.



Selecting 'Launch Reports' gives you the report page with a drop down list of any reports which are available.

Help

For all queries regarding COLLECT or –is the data collection in general please contact the Data Collections Helpdesk via a data collection [service request form](#).



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