

School census 2015 to 2016

Editing data within COLLECT

May 2016

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Editing data

The 'edit' facility in COLLECT is made available for all COLLECT users, this includes **ALL** schools regardless of type. If small amendments are required to a schools return, it is acceptable to make the amendment directly on the return within COLLECT instead of providing a resubmission. However, from an audit/inspection viewpoint **it is important that any amendments are also reflected on the school's MIS**, by doing so it will also ensure that some amendments will now be required for the same record on each termly census.

Eg local authority maintained schools should consult with their local authority regarding editing of data within COLLECT and agree local responsibilities and/or processes for amending data directly in COLLECT. Audit reports will be available to both schools and local authorities in COLLECT to provide an audit trail of any data amendments.

Please note: Not all school census fields are editable. Anything that you cannot change on COLLECT will need updating in the MIS and the file re-running.

COLLECT screen functionality

Before viewing the return it is useful to understand some of the basic controls and screen operations.

Do not 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

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 my COLLECT 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 accesses contract details for a workforce member	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.

Add	View	Edit	Delete
			Status

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

Filter left hand menu

Please avoid using the left hand filter menu to navigate through the return as it does not always display sections of the return in the correct format.

		All Errors All Notes	Add	View	Edit	Delete Status
D						
-SC16 Summer [4]	SC16 Summer - Test Organisation	42				
Levels				rors	OK Errors	Return Level Not
-School [26]		Return Level Errors	E	Q		
-> Characteristics			1	<u>12</u>	0	2
-Pupil On Roll [40]			En	rors	_	
-> Characteristics	Data Item	Value	E	Q	OK Errors	History
> Identifiers	School Census Summer 2016		'			
-> Status	Collection	SC	0	0	0	
> Termly Attendance	Term	SUM	0	0	0	1
-Termly Exclusions [2]	Year	2016	0	0	0	ĺ
-Termly Session Details	Reference Date	2016-05-19	2	0	0	
Addresses [2]	Source Level	s	0	0	0	
Learner Support	LA	001	1	0	0	1
-Free School Meals Period [3]	Estab	2008	1	0	0	1
-Pupils No Longer On Roll [3]	Software Code	MadeltUp	0	0	0	
> Characteristics	Release	1.0	0	0	0	
-> Identifiers	Xversion	1	0	0	0	
> Status	Serial No	1	0	0	0	+
> Termly Attendance	Datetime	2015-06-23 09:56:58	0	0	0	+
-Termly Exclusions [2]	School	2013/00/23 08:30:30		0	View A	1
-Termly Session Details	Pupils on Roll				View A	
Learner Support	Pupils No Longer on Roll				View A	ai -

Accessing the return

1) Access COLLECT and the data collection in the usual way and click 'Open Return'.

Open Return...

1

The return will then be displayed

C16 Summer						
		All Errors All Notes	Add	View	Edit	Delete Statu
	(r					
-SC16 Summer [4]	SC16 Summer - Test Organisat	ion 42		rors		
-Levels		Return Level Errors	F	rors Q	OK Errors	Return Level Not
-School [26]		Return Lever Errors	1	12	0	2
-Pupil On Roll [40]					-	
-> Characteristics	Data Item	Value		rors	OK Errors	History
-> Identifiers	School Census Summer 2016		E	Q		
> Status	Collection	sc	0	0	0	1
> Termly Attendance	Term	SUM	0	0	0	
Termly Exclusions [2]	Year	2016	0	0	0	
Termly Session Details	Reference Date	2016-05-19	2	0	0	
Addresses [2]	Source Level	S	0	0	0	
-Learner Support	LA	001	1	0	0	
-Free School Meals Period [3]	Estab	2008	1	0	0	1
Pupils No Longer On Roll [3]	Software Code	MadeltUp	0	0	0	1
-> Characteristics	Release	1.0	0	0	0	
-> Identifiers	Xversion	1	0	0	0	
> Status	Serial No	1	0	0	0	1
-> Termly Attendance Termly Exclusions [2]	Datetime	2015-06-23 09:56:58	0	0	0	
	School				View A	<u>ar</u>
-Termly Session Details	Pupils on Roll				View A	

2) Choose which section of the return you wish to edit using the 'View All' buttons.

School	View All
Pupils on Roll Pupils No Longer on Roll	View All
Pupils No Longer on Roll	View All

Editing the return level screen

The first screen you see will be the return level screen.

1) To edit click on the 'Edit' button to the top of the screen:

		All Errors All Notes	Add	View Edit	Delete Status
		AILEIDIS AILNOLES	2.594.0	one on Lon	Delete
)					
SC16 Summer [4]	SC16 Summer - Test Organisatio	on 42			
Levels			Errors	3 OK 5	Return Level Not
School [26]		Return Level Errors	E	Q OK Errors	Return Level No
-> Characteristics			1	12 0	2
-Pupil On Roll [40]					1
> Characteristics	Data Item	Value	Errors	OK Errors	History
> Identifiers	School Census Summer 2016		2	ч	1
> Status	Collection	sc	0	0 0	
> Termly Attendance	Term	SUM	0	0 0	
-Termly Exclusions [2]	Year	2016	0	0 0	
-Termly Session Details	Reference Date	2016-05-19	2	0 0	
Addresses [2]	Source Level	s	0	0 0	
-Learner Support	LA	001	1	0 0	
-Free School Meals Period [3]	Estab	2008	1	0 0	
Pupils No Longer On Roll [3]	Software Code	MadeltUp	0	0 0	
-> Characteristics	Release	1.0	0	0 0	
-> Identifiers	Xversion	1	0	0 0	-
> Status	Serial No	1	0	0 0	1
-> Termly Attendance	Datetime	2015-06-23 09:56:58	0	0 0	
-Termly Exclusions [2]	School			View /	ui -
-Termly Session Details Learner Support	Pupils on Roll			View /	<u>an</u>

Clicking 'Edit' changes the mode, the screen will refresh and you will now see the fields you are able to edit change to contain black text.

Overtype anything you wish to change and click on 'View' to save the change.

C16 Summer						
		All Errors All Notes	Add	View	Edit	Delete Statu
D						
-SC16 Summer [4]	SC16 Summer - Test Organisation	n 42				
Levels				TOTS	OK Errors	Return Level No
School [26]		Return Level Errors	E	Q 12		
-> Characteristics			1	12	0	2
- Pupil On Roll [40]			Er	TORS		
-> Characteristics	Data Item	Value	E	Q	OK Errors	History
> Identifiers	School Census Summer 2016					
> Status	Collection	sc	0	0	0	
> Termly Attendance	Term	SUM	0	0	0	
Termly Exclusions [2]	Year	2016	0	0	0	
-Termly Session Details	Reference Date	2016-05-19	2	0	0	
Addresses [2] Learner Support	Source Level	s	0	0	0	-
Free School Meals Period [3]	LA	001		0	0	
-Pupils No Longer On Roll [3]	Estab	2008	1	0	0	
-> Characteristics	Software Code	MadeltUp	0	0	0	
-> Identifiers				-	-	
-> Status	Release	1.0	0	0	0	
-> Termly Attendance	Xversion	1	0	0	0	
-Termly Exclusions [2]	Serial No	1	0	0	0	
-Termly Session Details	Datetime	2015-06-23 09:56:58	0	0	0	
	School				View A	

You will see a scroll icon has appeared in the history column – this denotes that a change has been made on the return.

16 Summer					
		All Errors All Notes	Add	View Edit	Delete Statu
SC16 Summer [5]	SC16 Summer - Test Organisa	tion 42			
Levels		Return Level Errors	Erro	OK Error	Return Level No
-School [26]		Return Level Errors	1	12 0	2
-Pupil On Roll [40]					
-> Characteristics	Data Item	Value	Erro	OK Error	History
> Identifiers	School Census Summer 2016		E	Q	
> Status	Collection	SC	0	0 0	
> Termly Attendance	Term	SUM	0	0 0	
Termly Exclusions [2]	Year	2016	0	0 0	
Termly Session Details	Reference Date	2016-05-19	2	0 0	
Addresses [2]	Source Level	S	0	0 0	
-Learner Support Free School Meals Period [3]	LA	001		0 0	
-Pupils No Longer On Roll [3]	Estab	2008	1	0 0	
-> Characteristics	Software Code	MadeltUp	0	0 0	
-> Identifiers		1.0		0 0	
> Status	Release	1.0	0		
-> Termly Attendance	Xversion	1	0	0 0	
I man a second second	Serial No	1	0	0 0	
-Termly Exclusions [2]	Datetime	2015-06-23 09:56:58	× 1	0 0	Ē

Double clicking on the scroll will show the change that has been made, when and by which username

Editing the school details

1) Use the 'View All' buttons to navigate to the school section

School	View All
Pupils on Roll Pupils No Longer on Roll	View All
Pupils No Longer on Roll	View All

2) You will be presented with the school details. Click on 'Edit'

chool - Characteristics				
		All Errors All Notes	Add View Edit Delete	Stat
C			Drill Up Error	. (
Levels	School - Characteristics - Test	Organisation 24		1
		5	All Notes	<u> </u>
-> Characteristics	School Name	School Type	Rule Errors	
-Pupil On Roll [29]	SOME SCHOOL	22 - Comprehensive all-through, 11-18	18	
> Characteristics			Errors	
> Identifiers	Data Item	Value	E Q OK Errors H	Histor
> Status	School Characteristics			_
-> Termly Attendance	School Name	SOME SCHOOL	0 0 0	
-Termly Exclusions [1]	School Phase	AT - All Through	14 3 0	
-Termly Session Details	School Type	22 - Comprehensive all-through, 11-18	2 0 0	
Addresses	Maximum Year Group	6 - Year 6	0 0 0	
-Learner Support [2]	Minimum Year Group	N1 - Nursery first year	0 0 0	
-Free School Meals Period [2]	Intake Type	COMP - Comprehensive	14 3 0	
-Pupils No Longer On Roll [4]	Governance	CA - Academies	13 3 0	
-> Characteristics	School Email Address	office@someschool.org	0 0 0	
-> Identifiers	School Telephone Number	01234567890	0 0 0	

3) Overtype the data or use the dropdown options to select updated data and click 'View' to save.

		All Errors All Notes	Add	View	Edit Delete	e Sta
C16 Summer [4]	School - Characteristics - Test	Organisation 24				
-Levels	School Name	School Type		Rule	Errors	
-School [18]	SOME SCHOOL	22 - Comprehensive all-through, 11-18		18		
-> Characteristics						
Pupil On Roll [29]	Data Item	Value	E	Errors	OK Errors	Histo
> Characteristics	School Characteristics			, u		
> Identifiers	School Name	SOME SCHOOL	0	0	0	
> Status	School Phase	AT - All Through	14	3	0	
> Termly Attendance	School Type	22 - Comprehensive all-through, 11-18	~ 2	0	0	
Termly Exclusions [1] Termly Session Details	Maximum Year Group	6 - Year 6	▼ 0	0	0	
-Addresses	Minimum Year Group	N1 - Nursery first year	✓ 0	0	0	
-Learner Support [2]	Intake Type	COMP - Comprehensive	14	3	0	
Free School Meals Period [2]	Governance	CA - Academies	<u>13</u>	3	0	
Pupils No Longer On Roll [4]	School Email Address	office@someschool.org	0	0	0	
-> Characteristics	School Telephone Number	01234567890	0	0	0	

Editing a pupil record

1) Use the 'View All' buttons to navigate to the 'Pupil on Roll' or 'Pupil no Longer on Roll' section of the return

School	View All
Pupils on Roll	View All
Pupils No Longer on Roll	View All

2) You will be presented with a list of pupils; you can use the filter bar to search for a particular child using UPN, surname or date of birth.

l - Identifier	chool 1						Drill U	Drill Up Error All Notes			
Number			Pupil Surname					Reset		Go	
Surname	Forename	000	Pupil Eprolment Status	Pupil Errors	hidres	Termly Sessions	Summer Sessions	Annual Sessions	Exclusion	s <mark>Post</mark>	FS
DUPSurname1	DUPForename1	2013-08- 31	S - Current subsidiary (dual registration)	8	0	0	2	1	0	0	0
		1998-09-	C - Current (single registration at this	8	1	0	0	1	0	0	1
Sumame B	ForenameB			3	0	0	0	0	0	0	1
	Surname DUPSurname1 Surname	Surname Forename DUPSurname1 DUPForename1 Sumame Forename	Surname Forename 2013-08- DUPSurname1 DUPForename1 2013-08- 31 Sumame Forename 1998-09- 01 Surname B Forename 2006-09-	Surname Forename Description Surname DUPSurname1 DUPForename1 2013-08- 31 S - Current subsidiary (dual registration) Sumame Forename 1998-09- 01 C - Current (single registration at this school) Sumame B ForenameB 2006-09- 2006-09- S - Current subsidiary (dual	Pupil Surname Surname Forename DUPSurname1 DUPForename1 2013-08- 31 S - Current subsidiary (dual registration) 8 Sumame Forename 1998-09- 01 C - Current (single registration at this school) 8 Sumame B ForenameB 2006-09- 2006-09- S - Current subsidiary (dual school) 3	Pupil Pupil Surname Porename1 Poel Pupil Pupil DUPSurname1 DUPForename1 2013-08- 31 S - Current subsidiary (dual registration) 8 0 Sumame Forename 1998-09- 01 School) 8 1 Sumame B ForenameB 2006-09- 2006-09- S - Current subsidiary (dual school) 3 0	Pupil Surname Pupil Surname Pupil Surname Pupil Forename Pupil Surname Pupil Encodes Pupil Surname Pupil Surname Second Surname Pupil Surname Second Surname Pupil Surname Second Surname Second Surname </td <td>Pupil Surname Pupil Surname Pupil Surname Pupil Forename Pupil Surname Pupil Forename Forename Summer Sessions DUPSurname1 2013-08- 31 S - Current subsidiary (dual registration) 8 0 0 2 Summer Forename 1998-09- 01 C - Current (single registration at this school) 8 1 0 0 Summare B EcremameB 2006-09- S - Current subsidiary (dual 3 0 0 0</td> <td>I - Identifiers - SA Test School 1 Number Pupil Surname Pupil Forename Pupil Surname Pupil Forename Pupil Surname Pupil Forename Pupil Surname Pupil Forename Pupil Surname Pupil Surname Pupil Surname Pupil Surname Pupil Surname Pupil Surname Pupil Surname Second Second Second Surname Pupil Surname Pupil Surname Pupil Surname Pupil Surname Second Second Second Second Second Second Second Surname Pupil Surname Pupil Surname Pupil Surname Second</td> <td>I - Identifiers - SA Test School 1 All Notes Number Pupil Surname Pupil Surname Pupil Forename Pupil Surname Pupil Forename Pupil Surname Pupil Forename Pupil Surname Pupil Surname Pupil Surname Pupil Surname Pupil Surname Pupil Surname Pupil Surname Surname Pupil Surname Surname Pupil Surname Surname <</td> <td>I - Identifiers - SA Test School 1 Al Notes Al Notes Pupil Surname Surname Pupil Surname Pupil Surname Surname Pupil Surname Termity Summer Surname PUPIL Excolment Status Pupil Surname Termity Summer Surname OUPSurname 10UPForename(131 Surname OI - Current subsidiary (dual registration at this school) Surname OI - Current subsidiary (dual school) Surname OI - Current subsidiary (dual school) Surname</td>	Pupil Surname Pupil Surname Pupil Surname Pupil Forename Pupil Surname Pupil Forename Forename Summer Sessions DUPSurname1 2013-08- 31 S - Current subsidiary (dual registration) 8 0 0 2 Summer Forename 1998-09- 01 C - Current (single registration at this school) 8 1 0 0 Summare B EcremameB 2006-09- S - Current subsidiary (dual 3 0 0 0	I - Identifiers - SA Test School 1 Number Pupil Surname Pupil Forename Pupil Surname Pupil Forename Pupil Surname Pupil Forename Pupil Surname Pupil Forename Pupil Surname Pupil Surname Pupil Surname Pupil Surname Pupil Surname Pupil Surname Pupil Surname Second Second Second Surname Pupil Surname Pupil Surname Pupil Surname Pupil Surname Second Second Second Second Second Second Second Surname Pupil Surname Pupil Surname Pupil Surname Second	I - Identifiers - SA Test School 1 All Notes Number Pupil Surname Pupil Surname Pupil Forename Pupil Surname Pupil Forename Pupil Surname Pupil Forename Pupil Surname Pupil Surname Pupil Surname Pupil Surname Pupil Surname Pupil Surname Pupil Surname Surname Pupil Surname Surname Pupil Surname Surname <	I - Identifiers - SA Test School 1 Al Notes Al Notes Pupil Surname Surname Pupil Surname Pupil Surname Surname Pupil Surname Termity Summer Surname PUPIL Excolment Status Pupil Surname Termity Summer Surname OUPSurname 10UPForename(131 Surname OI - Current subsidiary (dual registration at this school) Surname OI - Current subsidiary (dual school) Surname OI - Current subsidiary (dual school) Surname

3) Once you have the correct pupil record shown you need to select which area of the return you wish to edit by clicking on either the headers.

Pupil On Roll	Pupil On Roll Status	Pupil On Roll Termly Attendance	Pupil On Roll St Half Term 2 Atte			Bupil On Re Attend	oll Annua lance		
Data Item		Value		Err	ors	OK Errors	History		
Data item		Value		E	Q	OK EITOIS	HISIOTY		
Pupil on Roll Identifiers									
Missing Address				0	0	0			
Unique Pupil Number(UPN)	E001615283946			0	0	0			
Pupil's Former UPN	X0012000			0	0	0			
ULN	700002			0	0	0			
Pupil Surname	Sumame			0	0	0			
Pupil Forename	Forename			0	0	0			
Pupil Middle Names	Middle			0	0	0			
Pupil Former Surname	Former 1			0	0	0			
Pupil Preferred Surname	Preferred 1			0	0	0			
Gender of pupil	M - Male			0	0	0			
Pupil Date of Birth	1998-09-01			4	1	0			
Pupil On Roll Termly Exclusions					Vie	W All			
Pupil On Roll Post 16 Learning Ain	ns			View All					
Pupil On Roll Addresses				View All					

Once you have navigated to the correct area of the pupil record please click 'Edit'.

All Errors	All Notes	Add View	Edit Delete

L

4) Overtype or use drop down menus to update the information and click 'View' to save.

						All Errors		All Note	s	-(dd V	fiew	it Delete	Sta	atus
)															
SC15 Autumn [15]	Pupil On Rol		SA Test S	chool 1											
-Levels	Unique Pupil I (UPN)	Number			Pupil Surname				Pupi of Bi	Date		Re	set	Go	
-School [25]	Real Property lies	Surname	Forename	DOB	Pupil Enrolment Sta	tus	Pupil	Addre	ss Termly Sessions	Sum		Annual	Exclusion	Post	FS
Pupil On Roll [34]							Errors			Sessi	ons	Sessions			
-> Annual Attendance	2001800214001	DUPSumame	DUPForenan		S - Current subsidiary registration)	(000	8	0	0	2		1	0	0	0
-> Characteristics	E001615283946	Surname	Forename	1998-09-	M - Current main (du	al registration)	8	1	0	0		1	0	0	1
-> Identifiers	D001764821039	Cumama R	ForenameB	2006-09-	S - Current subsidiary	(dual	3	0	0	0	_	0	0	0	
-> Status	0001704021000	Somethie D	Forenameo	01	registration)		3	ľ.	·			-	, in the second	Ŭ.	Ľ
-> Summer Half Term Attendance		Sumame2	Forename2	1997-10-	C - Current (single regi school)	stration at this	7	0	0	1		1	0	2 (0
-> Termly Attendance		Sumame3	Forename3		C - Current (single reg	istration at this	8	0	0	0		0	0	1	0
-Termly Exclusions				01	school)		-		-	r.		-	-		-
-Termly Session Details		and the second second		Pupil Or	n Roll	Pupil On F	Roll Termh	v	Put	il On Roll	Summer		Pupil On R	oll Annu	ua
-Addresses [1]	Pupil On Roll I	dentifiers		Characte			dance				tendance		Atten		
-AnnualSessionDetails [3]		ata Item				Value					Err	ors	OK Errors	Histor	ry
-Learning Aims [3]	Pupil On Ro	II Statue		na otsta							6	ų			
-FSMperiod [2] -Summer Half Term 2 Session Details	Pupil Enrolment				ngle registration at this : ain (dual registration)	school)				-	0	0	0	Æ	_
Pupils No Longer On Roll [4]	Pupil Class Type		S	- Current sui	bsidiary (dual registratio	n)					1	0	0	30	
-> Annual Attendance	Pupil Date of En			- FE College - Other Prov							0	_	0		
					adei					~	0	0	0		
-> Identifiers	Pupil Part-Time			alse								0		-	
	Pupil Boarder In	dicator	N	- Not a boar	der					~	0		0		

Popular Changes

This section shows the most frequent changes made to a return within COLLECT.

Changing a UPN

1) To make the fields in the return open for editing click on the 'Edit' button displayed in the top right hand corner of the screen

							_			Add	6 m 1 - 5	dia Contra	and inc	Statu
					-	All Errors	_	All Not	es	A00	View En	dit Delet		2191
C15 Autumn [15]	Pupil On Roll	- Identifie	ers - SA Tes	t School	1									-
Levels School [25]	Unique Pupil I (UPN)				Pupil Surname				Pupil of Bir		Re	eset	Go	
-> Characteristics	UPN	Surname	Forename	DOB	Pupil Enrolmen	t Status	Pupil Errors	Addr	ess Termiy Sessions	Summer Sessions	Annual Sessions	Exclusion	Post	
Pupil On Roll [34]	Z001800214001	DUPSumame	1DUPForename	2013-08- 31	S - Current subsi registration)	diary (dual	8	0	0	2	1	0	0	7
-> Characteristics	E001615283946		Forename	1998-09-		n (dual registration)	8	1	0	0	1	0	0	
-> Identifiers -> Status	D001764821039	Sumame B	ForenameB		S - Current subsi- registration)	diary (dual	3	0	0	0	0	0	0	1
-> Summer Half Term Attendance		Sumame2	Forename2	1997-10-	C - Current (single school)	e registration at this	7	0	0	1	1	0	2	
-> Termly Attendance -Termly Exclusions		Sumame3	Forename3			e registration at this	8	0	0	o	0	o	1	1
-Termly Session Details				den er	de concerto									
-Addresses [1]	Pupil On Character		P	upil On Ro	oli Status	Pupil On F Atten	toll Term dance	ΙX.		I On Roll Summer Term 2 Attendance		Pupil On I Atten	Roll An Idance	
-AnnualSessionDetails [3]		ata Item				Value				E	rors	OK Errors	His	-
-Learning Aims [3]										E	Q			
-FSMperiod [2]	Pupil on Rol Missing Address		irs							0	0	0		_
Summer Half Term 2 Session Details			500	161528394							-		-	_
Pupils No Longer On Roll [4]	Unique Pupil Nur		P***		0					0	0	0		
-> Annual Attendance	Pupil's Former U	PN	1	12000						0	0	0		
-> Characteristics	ULN ULN		700	002						0	0	0		
-> Identifiers	Pupil Surname		Sun	name						0	0	0		

2) You will need to overtype the UPN with the updated one. Once done click 'View' to save the change Pupil On Roll - Identifiers

C15 Autumn [15]	Pupil On Rol	ll - Identifie	ers - SA Tes	t School	1								
Levels	Unique Pupil	Number			— Pupil				Pupil		Re	eset	Go
School [25]	(UPN)				Surname	2	Pupil		of Birl	Summer	Annual		Port
-> Characteristics	1	Surname	Forename	DOB	Pupil Enrolment		Errors	Addres	Sessions	Sessions	Sessions	Exclusion	16
Pupil On Roll [34]	Z001800214001	DUPSumame	1DUPForename	2013-08- 31	S - Current subsid registration)	ilary (dual	8	0	0	2	1	0	0
-> Characteristics	E001615283946	Surname	Forename	1998-09- 01	M - Current main	(dual registration)	8	1	0	0	1	0	0
-> Identifiers -> Status	D001764821039	Sumame B	ForenameB		S - Current subsid registration)	liary (dual	3	0	0	0	o	o	0
-> Summer Half Term Attendance		Sumame2	Forename2	1997-10- 01	C - Current (single school)	registration at this	7	0	0	1	1	0	2
-> Termly Attendance -Termly Exclusions		Sumame3	Forename3	1998-09- 01	C - Current (single school)	registration at this	8	0	0	0	0	o	1
-Termly Session Details				3h			14	1	385				
-Addresses [1]	Pupil On Character		E	upil On Ro	II Status	Pupil On F Atten	Roll Termit	x		On Roll Summ erm 2 Attendan		Pupil On R Attend	
-AnnualSessionDetails [3]		Data Item				Value				E	Errors	OK Errors	Histo
-Learning Aims [3] -FSMperiod [2]	Pupil on Ro	II Identifie	rs							E	Q		
Summer Half Term 2 Session Details	Missing Address									0	0	0	
Pupils No Longer On Roll [4]	Unique Pupil Nu	mber(UPN)	EOO	161528394	6					× 0	0	0	Ø
-> Annual Attendance	Pupil's Former L	JPN								0	0	0	Æ
-> Characteristics	ULN		700	002						0	0	0	
-> Identifiers	Pupil Surname			name						0	0	0	

3) You can tell that a change has been made by displaying a scroll in the history column of the return.

					All Errors		All Not	es	Add	View	v Edi	t Delete	3	Statu
SC15 Autumn [15]	Pupil On Ro Unique Pupil		ers - SA Tes	st School	Pupil			Dur	il Date 🖂					
School [25]	(UPN)	Humber			Surname				Birth		Res	et	Go	
-> Characteristics	UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Addr	ess Sessions	Summe		nnual essions	Exclusion	Post	
Pupil On Roll [34]	7001800214001	DUPSumame	1DUPEorename	2013-08-	S - Current subsidiary (dual registration)	8	0	0	2	1	e sarona	0	0	1
-> Annual Attendance			D OI T OI OI OI OI OI OI OI	4000.00		ř	-		-			-	ľ.	
-> Characteristics	E001615283946	Surname	Forename	01	M - Current main (dual registration)	8	1	0	0	1		0	0	
-> Identifiers	D00176482103	Sumame B	ForenameB	2006-09-	S - Current subsidiary (dual registration)	3	0	0	o	0		0	0	
-> Status -> Summer Half Term Attendance		Sumame2	Forename2	1997-10-	C - Current (single registration at this	7	0	0	1	1		0	2	7
-> Termly Attendance		Sumaniez	Porenamez	01	school)	'		v					-	_
-Termly Exclusions		Sumame3	Forename3	1998-09-	C - Current (single registration at this school)	8	0	0	0	0		0	1	
-Termly Session Details								- 30						1
-Addresses [1]	Pupil Or		P	upil On Ro	Pupil On F	Roll Term dance	l¥		pil On Roll S			Pupil On F		n
-AnnualSessionDetails [3]	Characte					dance		Ha	If Term 2 Atte	Erron	9	Atten		
-Learning Aims [3]		Data Item			Value					E	Q	OK Errors	His	0
-FSMperiod [2]	Pupil on Ro	Il Identifie	ers											
Summer Half Term 2 Session Details	Missing Addres	\$								0	0	0	1	-
Pupils No Longer On Roll [4]	Unique Pupil N	umber(UPN)	EOC	0161528394	6				×	0	0	0	(ŋ
-> Annual Attendance	Pupil's Former	UPN								0	0	0		ī
-> Characteristics	ULN		700	002						0	0	0	_	-
-> Identifiers	Pupil Surname			name						0	0	0		
	- upi Sumame		30	- Contraction of the contraction						v	v	0		

4) Double clicking on the scroll will show the change that has been made, when and by which username

SA Te	est School 1
Histor	ry report on 27/08/2015 at 12:39:07
Data	Unique Pupil Number(UPN)

-11 - D	Action	User	ser Start Date					
Filter By:		~						
Action	Old Value	New Value	User	Role	Organisation			

Action	Old Value	New Value	User	Role	Organisation
Update		E001615283946		Agent	Department for Educ
Update	E001615283946		· · · · · · · · · · · · · · · · · · ·	Agent	Department for Educ

Off rolling a pupil

- 1) Locate the pupil in the same way as above through the pupils on roll 'View All' and filter bar.
- 2) Once found the correct pupil click on the edit button

Pupil On Roll - Identifiers		
	All Errors All Notes	Add View Edit Delet Status

3) You will see a drop down box becomes available at the bottom of the screen, to transfer the pupil off roll change this to 'True'

Pupil On Roll [34]	Z001800214001 DUPSumar	e1DUPForen	me1 2013-08-	S - Current subsidiary (dual registration)	8	0	0	2		1	0	0 0
> Annual Attendance			1009.00	* <i>,</i>				0				0
-> Characteristics	E001615283946 Surname	Forename	01	M - Current main (dual registration) 8	1	0	U		1	0	0
-> Identifiers	D001764821039Sumame B	Forename	2006-09-	S - Current subsidiary (dual registration)	3	0	0	o		0	0	0
-> Status > Summer Half Term Attendance	Sumame2	Forename	1007-10-	C - Current (single registration at this	7	0	0				0	2 0
-> Summer Hair Term Attendance	Sumame2	Forename.	01	school)	/	U	0			1	0	2
	Sumame3	Forename	1998-09-	C - Current (single registration at this school)	8	0	0	0		0	0	1 (
-Termly Session Details								1		1		
-Addresses [1]	Pupil On Roll		Pupil On Re		Roll Termly	1			oll Summer		Pupil On R	
-AnnualSessionDetails [3]	<u>Characteristics</u>			Atter	dance		E	lalf Term 2	Attendance	rors	Attend	dance
-Learning Aims [3]	Data Item			Value					E	Q	OK Errors	Histor
-FSMperiod [2]	Pupil on Roll Identi	iers										
Summer Half Term 2 Session Details	Missing Address								0	0	0	
Pupils No Longer On Roll [4]	Unique Pupil Number(UPN)	1	00161528394	3					0	0	0	f
-> Annual Attendance	Pupil's Former UPN	Ì							0	0	0	f
-> Characteristics	ULN		00002						0	0	0	60x
-> Identifiers	Pupil Surname		Sumame						0	0	0	
>	1.									-	-	
	Pupil Forename	I	orename						0	0	0	
	Pupil Middle Names		Aiddle						0	0	0	
	Pupil Former Surname		ormer 1						0	0	0	
	Pupil Preferred Surname	1	Preferred 1						0	0	0	
	Gender of pupil	Í	M - Male					~	0	0	0	
	Pupil Date of Birth	i	998-09-01						4	1	0	
	Pupil On Roll Termly Exclusion	ions								Vie	ew All	
	Pupil On Roll Post 16 Learn	ing Aims									ew All	
	Pupil On Roll Addresses									Vie	ew All	

The record will be updated overnight and will show the pupils as 'no longer on roll' the next day. As the pupil's leaving date will not be included Error 1920 will trigger, therefore the pupil no longer on roll record will need to be amended.

Adding a missing address

- 1) Locate the pupil in the same way as above through the pupils on roll 'View All' and filter bar.
- 2) Click on the 'Pupil on roll Addresses' 'View All' Link.

Pupil On Roll [34]	2001800214001	DUPSumame	1DUPForenar		S - Current subsidiary (dual registration)	8	0	0	2		1	0	0	0
-> Characteristics	E001615283946	Surname	Forename	1998-09-	M - Current main (dual registrati	on) 8	1	0	0		1	0	0	1
-> Identifiers -> Status	D001764821039	Sumame B	ForenameB		S - Current subsidiary (dual registration)	3	0	0	o		0	o	0	1
-> Summer Half Term Attendance		Sumame2	Forename2	1997-10-	C - Current (single registration at th school)	is 7	0	0	1		1	0	2	0
-> Termly Attendance -Termly Exclusions		Sumame3	Forename3		C - Current (single registration at th school)	^{is} 8	0	0	0		0	0	1	0
-Termly Session Details	10				deserved a							1.25		
-Addresses [1]	Pupil On Character			Pupil On Ro		n Roll Te			Pupil On Ro Half Term 27	II Summer Attendance		Pupil On R Attent		
-AnnualSessionDetails [3]		Data Item			Value						rors	OK Errors	His	ton
-Learning Alms [3]	Pupil on Ro									E	Q			
-FSMperiod [2]			ers							0	0	0		_
Summer Half Term 2 Session Details			-		•					0	0	-		_
upils No Longer On Roll [4]	Unique Pupil Nu		E	00161528394	6						-	0		Ð
-> Annual Attendance	Pupil's Former U	JPN								0	0	0	1	Ð,
	VULN		70	0002						0	0	0		
> Identifiers	Pupil Surname		S	umame						0	0	0		
/	Pupil Forename		F	rename						0	0	0		
	Pupil Middle Na	mes	M	ddle						0	0	0		
	Pupil Former Su	mame	Fo	ormer 1						0	0	0		
	Pupil Preferred S	Sumame	P	eferred 1						0	0	0		
	Gender of pupil		N	- Male					~	0	0	0		
	Pupil Date of Bir	rth	15	98-09-01						4	1	0		
	Pupil On Roll Te											ew All		
	Pupil On Roll Po Pupil On Roll Ad		g Aims									ow All		
	Pupe On Roll Ad	00103505									VI	ew All		
	Transfer Pupil													

3) Click 'Add' to bring up fields to enter in missing address details

ddresses										
				All Errors	All Notes		Add Vi	ew Ed	it Delete	Stat
Z001800214001,DUPForename1,DU	IDSurname 1		_							
	Foundaties									
SC15 Autumn [15]								Dril	l Up	
	Addresses - SA	Test School 1						Dill		
School [25]									All Notes	
-> Characteristics	UPN	Surname	Forename	DOB	Postcode	Address Line 1		welling (PAC	<u>(NC</u>	Errors
-Pupil On Roll [34]	Z001800214001	DUPSumame1	DUPForename1	2013-08-31	TS25 5LU		1/	4		0
> Annual Attendance	-									
-> Characteristics	Dat	ta Item		Value			E	ror Q	OK Errors	Histo
-> Identifiers	Pupil On Roll Addre	ess					-			
> Status	Postcode						0	0	0	
-> Summer Half Term Attendance	BS7666 Format									
> Termly Attendance	Sub-dwelling (SAON)						0	0	0	
-Termly Exclusions	Dwelling (PAON)						0	0	0	
-Termly Session Details	Street						0	0	0	
Addresses [1]	Locality						0	0	0	
-AnnualSessionDetails [3]	Town						0	0	0	
Learning Aims [3]	Adminstrative Area						0	0	0	
FSMperiod [2]	Post Town						0	0	0	
Summer Half Term 2 Session Details	Line Address Form	at								
-Pupils No Longer On Roll [4]	Address Line 1						0	0	0	
-> Annual Attendance	Address Line 2						0	0	0	
-> Characteristics	Address Line 3						0	0	0	
-> Identifiers	Address Line 4						0	0	0	

4) Once all address details entered click on 'Save'

		Add new	record ?	Save			Cancel	
)								
SC16 Summer [4]	Addresses - Test Organi	sation 24						
Levels		welling (SAON)		Address Line 1		Address I		
School [18]	TE5 7IN		01					
-> Characteristics					En	ors		
Pupil On Roll [29]	Data Item		Value		E	Q	OK Errors	Histo
> Characteristics	Pupil On Roll Addresses							
> Identifiers	Postcode	Test			0	0	0	
> Status	BS7666 Format							
> Termly Attendance	Sub-dwelling (SAON)	Test			0	0	0	
-Termly Exclusions [1]	Dwelling (PAON)	Test			0	0	0	
Termly Session Details Addresses	Street				0	0	0	
Learner Support [2]	Locality				0	0	0	
Free School Meals Period [2]	Town	Test			0	0	0	
Pupils No Longer On Roll [4]	Adminstrative Area				0	0	0	
-> Characteristics	Post Town	Test		×	0	0	0	
-> Identifiers	Line Address Format							
-> Status	Address Line 1				0	0	0	
-> Termly Attendance -Termly Exclusions [2]	Address Line 2				0	0	0	
-Termly Session Details	Address Line 3				0	0	0	
Learner Support	Address Line 4				0	0	0	
	Address Line 5				0	0	0	

5) This will now save the address and clear any 2355Q query.

Changes to data in pupil records

You can change any information about the pupil in the same way as changing UPN. For example language, date of birth or enrolment status.

You need to locate the part of the return with the incorrect information and then click 'edit' to change it, either by overwriting or using a drop down menu of options.

Deleting a pupil from the return

Sometimes you may need to completely remove a pupil from the return if they have pulled through in error.

The most common occurrence of this is pupils no longer on roll who are aged under 4 where we do not collect any historic records eg attendance/exclusion/post16 data. These pupils will generate queries 1925 or in the case of special schools query 1926.

On checking the records if you are <u>confident</u> this is the case and the pupil needs removing please follow these steps.

- 1) Locate the pupil on the return please use the UPN search where possible to ensure the correct pupil is selected.
- 2) Double check the correct pupil is highlighted in blue and the text is in bold and click the 'Delete' button.

					All Errors A	II Notes	Add	View	Edi Delete	() ratu
	^ Pupils No Longer	On Roll - Id	entifiers - S	A Test School	1				All Notes	Error
-School [25]	Unique Pupil Numb	ber		Pupil		Pupil D		F	Reset	Go
Pupil On Roll [34]	(UPN)	-		Surname		of Birth				
-> Annual Attendance	UPN Sumame Sumame3a	Forename Forename3	2003-08-31	Pupil Errors 4	Address Termly Sessions	Summer Sessions	Annual 3	Sessions	Exclusions 0	Post 1
-> Characteristics	Currante ou	rerenance	2000-00-01							
-> Identifiers	Pupil No Longer On	Roll	Pupil No Lo	nger On Roll	Pupil No Longer on Rol		Longer On Ro		Pupil No Los	nger On I
-> Status	Characteristics	100		itus	Termly Attendance	Sumr	ttendance		Annual A	
-> Summer Half Term Attendance	Data It				Value			irrors	OK Errors	Histor
-> Termly Attendance					value		E	Q	OK Errors	MISLO
-Termly Exclusions	Pupil No Longer	On Roll Ide	ntifiers							
-Termly Session Details	Missing Address						0	0	0	-
-Addresses [1]	Unique Pupil Number(I	UPN)					1	0	0	
-AnnualSessionDetails [3]	Pupil's Former UPN						0	0	0	
-Learning Aims [3]	ULN						0	0	0	
-FSMperiod [2]	Pupil Surname		Sumame3a				0	0	0	
LSummer Half Term 2 Session Details	Pupil Forename		Forename3				0	0	0	
Pupils No Longer On Roll [4]	Pupil Middle Names						0	0	0	
-> Annual Attendance	Pupil Former Sumame	1					0	0	0	
-> Characteristics	Gender of pupil		M - Male				0	0	0	
-> Identifiers	Pupil Date of Birth		2003-08-31				2	0	0	

3) You then need to confirm this action or cancel if done in error.

		Confirm deletion ?		Yes			No	I
-	- Fr							
SC15 Autumn [15]	Pupils No Longer On Roll - Io		11					
Levels	Unique Pupil Number (UPN)	Pupil Surname		Pupil Date		Reset		
-School [25]	UPN Sumame Forename	DOB Pupil Errors	Address Termly Sessions	Summer Sessions	Annual Se	esime	Exclusions	Post 1
> Characteristics	Sumame3a Forename3							1
Pupil On Roll [34]	< >							
> Annual Attendance	Pupil No Longer On Roll	Pupil No Longer On Roll	Pupil No Longer on Roll	Pupil No Lo	nger On Roll		Pupil No Lor	nger On
> Characteristics	Characteristics	Status	Termly Attendance		Half Term 2 Idance		Annual A	
> Identifiers				Atten	Err	ore		
> Status	Data Item		Value		E	Q	OK Errors	Histor
> Summer Half Term Attendance	Pupil No Longer On Roll Ide	entifiers			,		,	
> Termly Attendance	Missing Address				0	0	0	
-Termly Exclusions	Unique Pupil Number(UPN)				1	0	0	(
-Termly Session Details	Pupil's Former UPN				0	0	0	
-Addresses [1]	ULN				0	0	0	[
	Pupil Surname	Sumame3a			0	0	0	
-Learning Aims [3]	Pupil Forename	Forename3			0	0	0	
-FSMperiod [2]	Pupil Middle Names	l orenames			0	0	0	
Summer Half Term 2 Session Details					0	-	-	
-Pupils No Longer On Roll [4]	Pupil Former Surname					0	0	ļ
-> Annual Attendance	Gender of pupil	M - Male			0	0	0	
-> Characteristics	Pupil Date of Birth	2003-08-31			2	0	0	1
-> Identifiers	Pupil No Longer on Roll Termly Exclus						w All	
	Pupil No Longer On Roll Post 16 Learn Pupil No Longer On Roll Addresses	ning Aims					w All	

Please note – Unlike an amendment to the return deleting a pupil is irreversible without a re-load of data. Please ensure you have highlighted the correct child before removing.

Removing a duplicate record

The DfE will run extra checks on your data prior to authorising such as looking at duplicate records i.e. FSM periods or Exclusions. We will contact you regarding these and ask that you update COLLECT to only show one. Using duplicate exclusions as an example please follow the following steps.

1) Locate the pupil using the 'View All' buttons and filter bar. Once the correct pupil has been highlighted, click on Pupil on Roll Termly Exclusions 'View All'

16 Summer							
			All Errors All Notes	Add	View	Edit	Delete Statu
SC16 Summer [5]	SC16 Summer - Test Organisa	tion 42					
-Levels				Erro			Return Level No
-School [26]			Return Level Errors	E	Q		
-> Characteristics				1	<u>12</u>	0	2
Pupil On Roll [40]				Erro	ara		
> Characteristics	Data Item		Value	E	0	OK Errors	History
> Identifiers	School Census Summer 2016						
> Status	Collection	SC		0	0	0	
> Termly Attendance	Term	SUM		0	0	0	
Termly Exclusions [2]	Year	2016		0	0	0	
Termly Session Details	Reference Date	2016-05-19		2	0	0	
Addresses [2]	Source Level	S		0	0	0	
Learner Support	LA	001		1	0	0	
Free School Meals Period [3]	Estab	2008		1	0	0	
Pupils No Longer On Roll [3]	Software Code	MadeltUp		0	0	0	
-> Characteristics	Release	1.0		0	0	0	
-> Identifiers	Xversion	1		0	0	0	
> Status	Serial No	1		0	0	0	
-> Termly Attendance -Termly Exclusions [2]	Datetime			1	0	0	Æ
	School					View Al	

2) You will see the exclusions listed here. Please highlight the one you need to remove by clicking on it and then click the delete button.

ermly Exclusions									-	
Forename3,Surname3a 0				All E	ITOIS	All Notes	Add	View	d Delete	tati
SC15 Autumn [20] - Levels	^ Term	y Exclusions - SA	Test School 1					Di	rill Up	Error
-School [30]	UPN	Sumame	Forename	DOB	Category	Reason	Start Date	Sessio	ons l	Errors
Pupil On Roll [34]		Surname3a	Forename3	2003-08-31	FIXD	RA	2015-01-31	20	C	D
		Surname3a	Forename3	2003-08-31	FIXD	RA	2015-01-31	20	(0
-> Annual Attendance	-									
-> Characteristics		Data Item			Value			Errors	OK Errors	Histo
-> Identifiers	0.11						E	Q		
-> Status			Il Termly Exclusion							
-> Summer Half Term Attendance	Exclusi	ion Category	FIXD - Fixed	Period			0	0	0	
-> Termly Attendance	Exclusi	ion Reason	RA - Racist	Abuse			0	0	0	
-Termly Exclusions	Exclusi	ion Start Date	2015-01-31				0	0	0	
-Termly Session Details	Exclusi	ion actual number of ses	sions 20				0	0	0	
-Addresses [1]	In Care	Indicator	True				0	0	0	
-AnnualSessionDetails [3]	Pupil S	EN Provision	A - School /	Action or Early Years Actio			0	0	0	

3) You then need to confirm this action by clicking 'Yes'

Termly Exclusions			
	Confirm deletion ?	Yes	No
> Forename3,Surname3a 0			

Reports

A report is available on COLLECT which will detail the change history of a school. This report is available to all schools and local authority users.

- 1) Click on the 'Launch Reports' button
- Launch Reports...
- 2) Select 'Blade Amendments Report' from the drop down & click 'Launch Reports'

COLLECT Portal	
Report Launch	
REPORT SELECTOR	
Reports	Report Description
Blade Amendments Audit Report Blade Amendments Audit Report	Shows details of all amendments made online via the blade. Lastd Report

3) Click on 'Launch Report' again on the next page to confirm

4) Your report will be displayed detailing any change that has been made to the return.

Local authorities - You will see a full list of schools where changes have been made.

Please follow the COLLECT user guide to see how to export or print this report.

Help

If you have any queries or have a change to your contact details please could you complete a <u>Service Request form</u>.



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