



Department  
for Education

# **Parental responsibility measures: attendance data collection 2016**

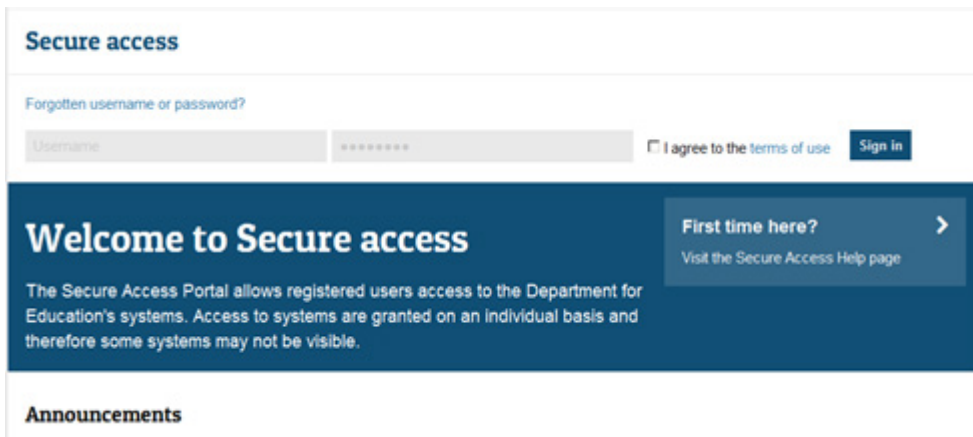
**Instructions for local authorities on how  
to use COLLECT**

**August 2016**

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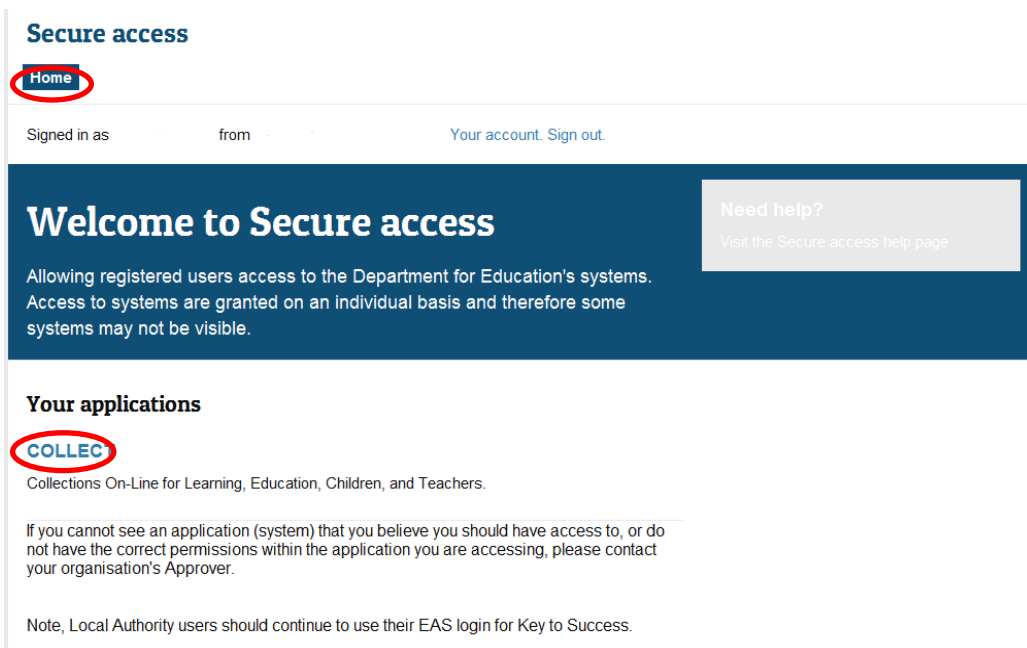
# COLLECT and Secure Access



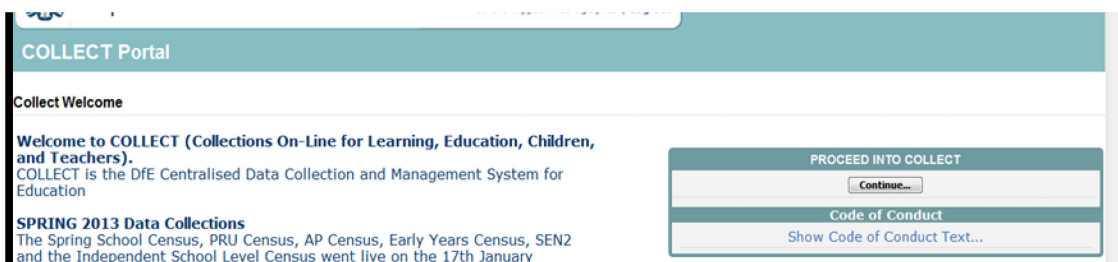
Access to COLLECT is through the Department’s Secure Access System (SA)

Full Secure Access guidance is published on the [Secure Access Website](#).

Once successfully registered, click on to ‘Home’ and then click on ‘COLLECT’ to enter COLLECT as below



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



Click on 'continue', as above

Some screenshots are taken from our test environment. They should not be any different to the screens you use.



The screenshot shows a table titled 'MY DATA COLLECTIONS'. The table has six columns: 'Data Collection', 'User Role', 'Organisation', 'Status', 'Due Date', and 'Days Due'. The first row contains the following data: 'ParentalResponsibilityM-A', 'Source', 'XXX', 'Testing', and two empty cells. Below the table, there is a button labeled 'Select Data Collection' which is circled in red.

Data Collection	User Role	Organisation	Status	Due Date	Days Due
ParentalResponsibilityM-A	Source	XXX	Testing		

Select Data Collection

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.

## LA (Source Page) Screen

The Source page provides a summary of the latest position with respect to the data collection

### 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** – 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:

**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.

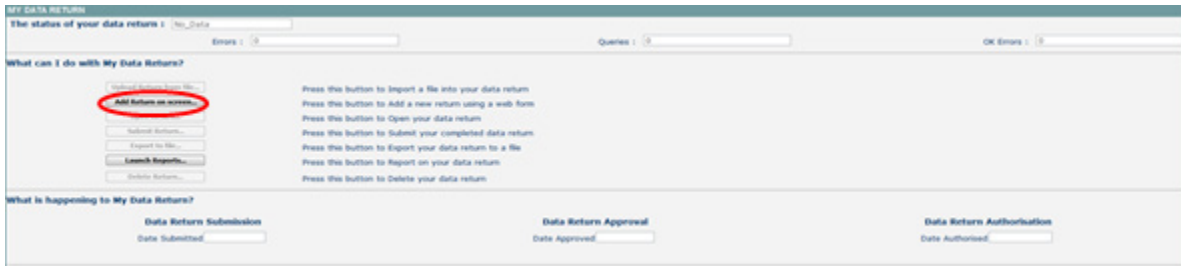
**Export to File** – This is unavailable until the data has been entered and is used to export the data either as a single XML file or a CSV file.

**Launch Reports** – There is one report available for this data collection

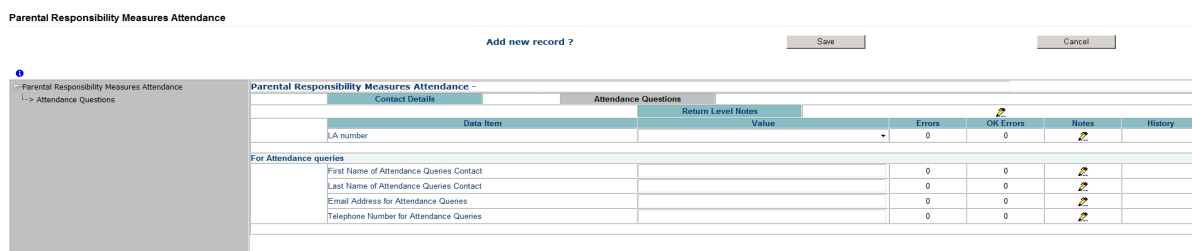
**Delete Return** – This option is only available when data has been entered and is used to delete the local authority data from the system.

# Adding a Return

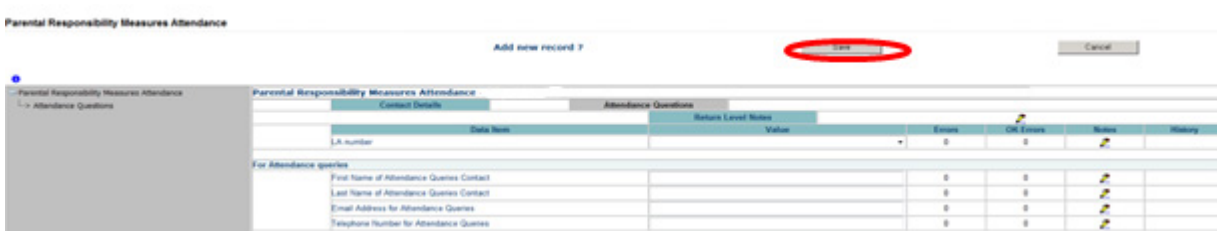
To add a return, the user must click the 'Add Return on screen' button.



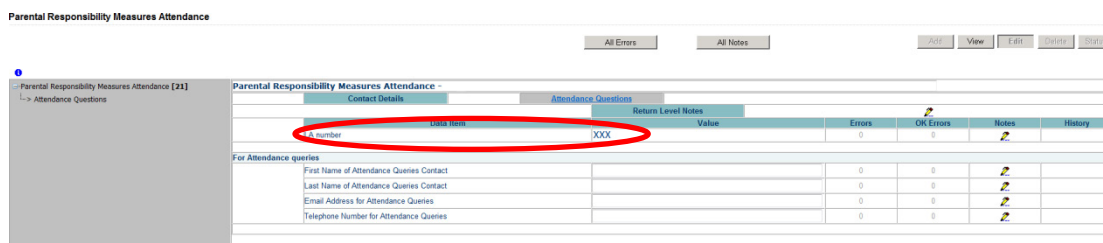
The next screen to appear is the Parental Responsibility Measures Attendance return form, as shown.



First click on 'Save'



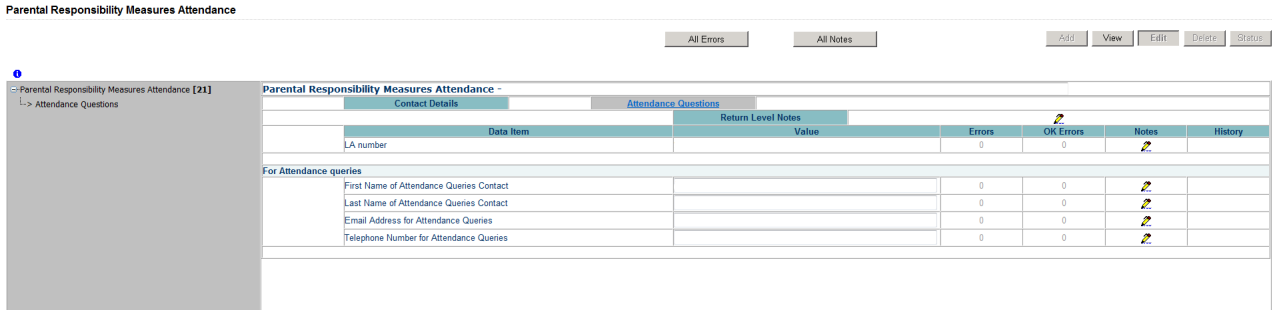
Your LA number and Name will be automatically pre-populated.



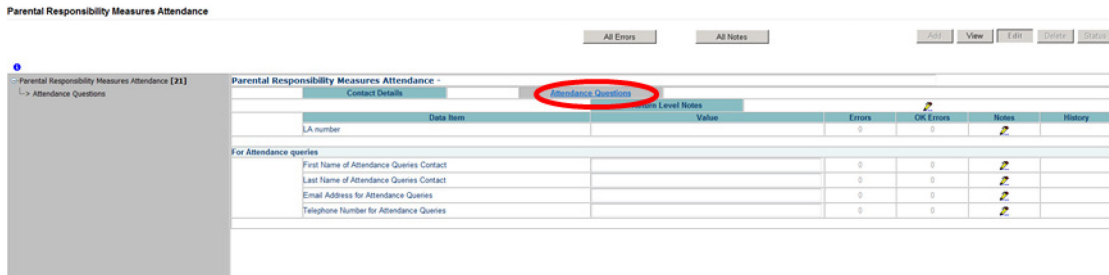
# Navigating through the screens

## Contact Details

The first screen of the PRMA return allows the user to edit their contact details.



Once completed and to navigate to the attendance questions section of the return, click on Attendance Questions.



## Attendance Questions

The next screen to appear, allows the local authority user to input their data on parental responsibility measures for attendance.

Data Item	Value	Errors	Queries	OK Errors	Notes	History
<b>Attendance</b>						
<b>Penalty Notices for unauthorised absence</b>						
Q1	Total number of penalty notices for unauthorised absences issued during the period	1	0	0		
<b>Payment of penalty notices:</b>						
Q2	During the period, the number of penalty notices paid within 21 days	1	0	0		
Q3	During the period, the number of penalty notices paid between 22-28 days	1	0	0		
<b>Withdrawal of penalty notices:</b>						
Q4	During the period, the total number of penalty notices withdrawn	1	0	0		
<b>Reasons for the withdrawal of penalty notices:</b>						
Q4a	The number of penalty notices withdrawn as the penalty notice was issued outside the terms of the local code of conduct	1	0	0		
Q4b	The number of penalty notices withdrawn as they ought not to have been issued or issued to the person named as recipient	1	0	0		
Q4c	The number of penalty notices withdrawn as it appears that notice contains material errors	1	0	0		
Q4d	The number of penalty notices withdrawn as after expiry of 28 days, penalty is unpaid and LA does not wish to bring legal proceedings	1	0	0		
<b>Prosecutions relating to unpaid penalty notices:</b>						
Q5	During the period, the number of cases prosecuted following non-payment	1	0	0		
<b>Fast-track case management relating to absence from school:</b>						
Q6	Total number of cases entering the Fast-track case management system during the period	1	0	0		
Q7	Total number of Fast-track cases prosecuted during period	1	0	0		
Q8	Total number of Fast-track cases withdrawn, before prosecution, during the period	1	0	0		
<b>Reasons for withdrawal of Fast-track cases:</b>						
Q8a	Total number of Fast-track cases withdrawn because attendance improved	1	0	0		
Q8b	Total number of Fast-track cases withdrawn for another reason	1	0	0		

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

## Editing a return

Clicking on the 'Edit' button, opens the value boxes, allowing the user to add and amend their data next to each questions (Q1 to Q13).

Parental Responsibility Measures Attendance - Attendance Questions

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

Contact details	Attendance Questions	Value	Errors	Queries	OK Errors	Notes	History
<b>Attendance</b>							
Penalty Notices for unauthorised absence							
Q1	Total number of penalty notices for unauthorised absences issued during the period		1	0	0		
Payment of penalty notices:							
Q2	During the period, the number of penalty notices paid within 21 days		1	0	0		
Q3	During the period, the number of penalty notices paid between 22-28 days		1	0	0		
Withdrawal of penalty notices:							
Q4	During the period, the total number of penalty notices withdrawn		1	0	0		
Reasons for the withdrawal of penalty notices:							
Q4a	The number of penalty notices withdrawn as the penalty notice was issued outside the terms of the local code of conduct		1	0	0		
Q4b	The number of penalty notices withdrawn as they ought not to have been issued or issued to the person named as recipient		1	0	0		
Q4c	The number of penalty notices withdrawn as it appears that notice contains material errors		1	0	0		
Q4d	The number of penalty notices withdrawn as after expiry of 28 days, penalty is unpaid and LA does not wish to bring legal proceedings		1	0	0		
Prosecutions relating to unpaid penalty notices:							
Q5	During the period, the number of cases prosecuted following non-payment		1	0	0		
Fast-track case management relating to absence from school:							
Q6	Total number of cases entering the Fast-track case management system during the period		1	0	0		

All Errors All Notes Add View Edit Delete Status

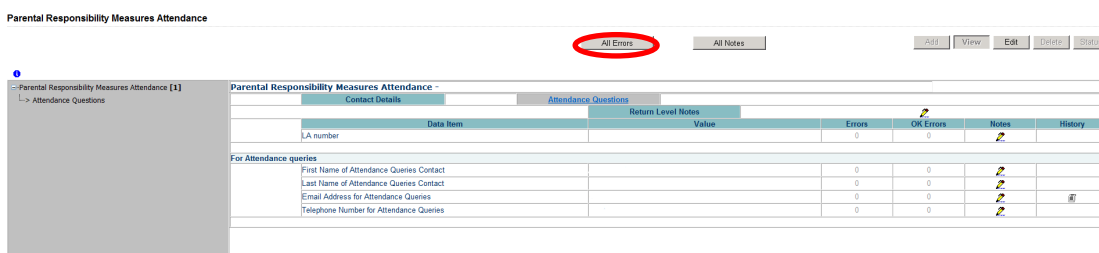
Contact details	Attendance Questions	Value	Errors	Queries	OK Errors	Notes	History
<b>Attendance</b>							
Penalty Notices for unauthorised absence							
Q1	Total number of penalty notices for unauthorised absences issued during the period		1	0	0		
Payment of penalty notices:							
Q2	During the period, the number of penalty notices paid within 21 days		1	0	0		
Q3	During the period, the number of penalty notices paid between 22-28 days		1	0	0		
Withdrawal of penalty notices:							
Q4	During the period, the total number of penalty notices withdrawn		1	0	0		
Reasons for the withdrawal of penalty notices:							
Q4a	The number of penalty notices withdrawn as the penalty notice was issued outside the terms of the local code of conduct		1	0	0		
Q4b	The number of penalty notices withdrawn as they ought not to have been issued or issued to the person named as recipient		1	0	0		
Q4c	The number of penalty notices withdrawn as it appears that notice contains material errors		1	0	0		
Q4d	The number of penalty notices withdrawn as after expiry of 28 days, penalty is unpaid and LA does not wish to bring legal proceedings		1	0	0		
Prosecutions relating to unpaid penalty notices:							
Q5	During the period, the number of cases prosecuted following non-payment		1	0	0		
Fast-track case management relating to absence from school:							
Q6	Total number of cases entering the Fast-track case management system during the period		1	0	0		

Clicking on view will close the value boxes and save any data that has been added/amended.

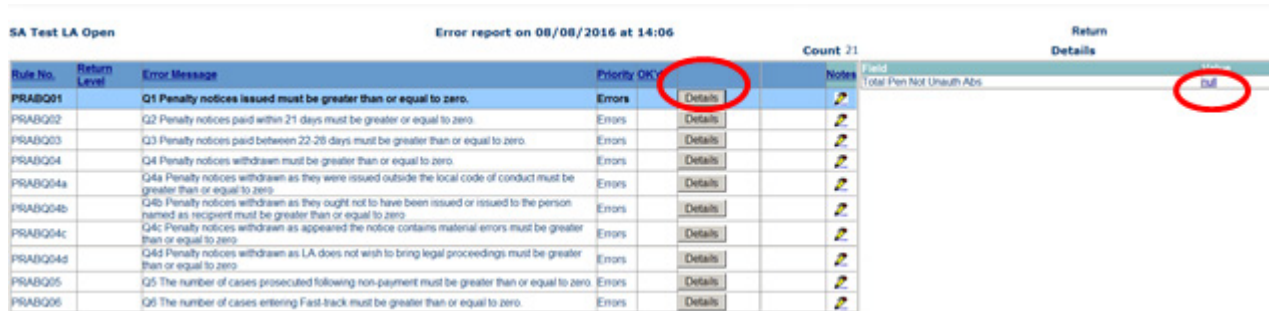


# Viewing errors/queries screen

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

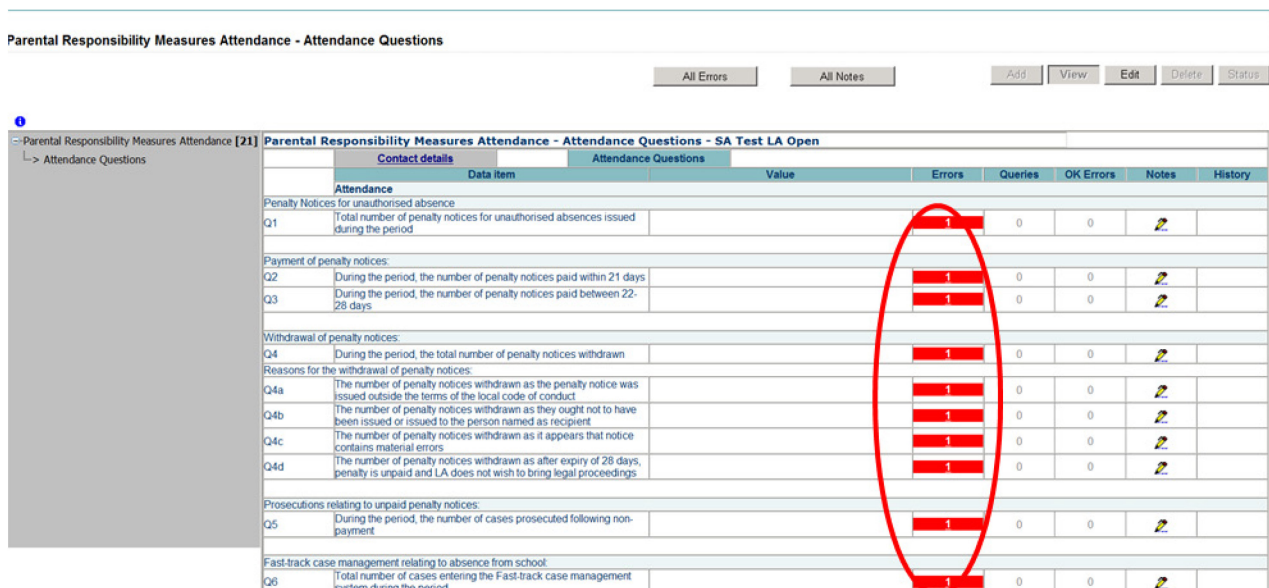


A user can also access the error report by clicking in the error field next to each data value. Once a user has clicked on either 'All Errors' or the data field error, they will be taken to the Blade Error Report page. Once the user has clicked the 'Details' button they will see the details appear on the right hand side of the screen, as shown below.



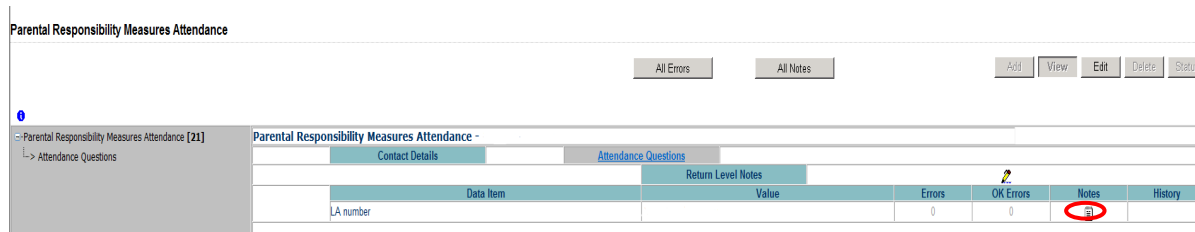
The user can then navigate to an error by clicking the 'Value' of an error on the right hand side of the screen (which is 'null' in this case).

Once the user has clicked this 'Value', they will be taken to the section where that error is occurring and allow an amendment to be made.

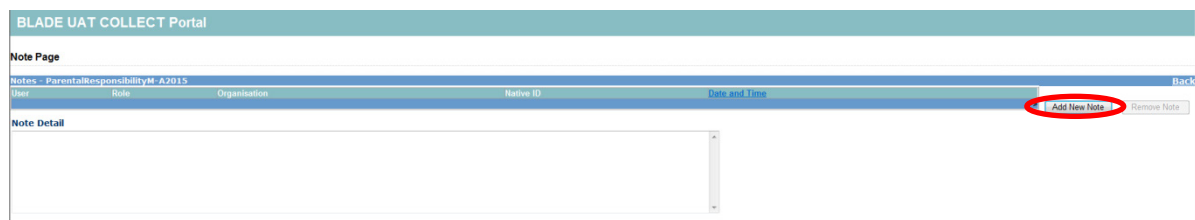


## Adding return level notes

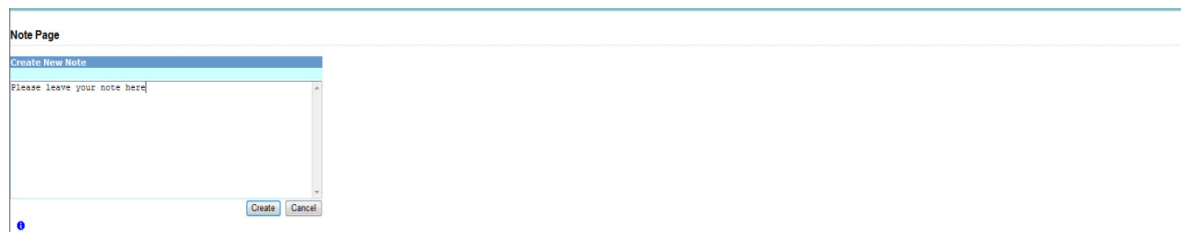
There is a pencil icon located next to the 'LA number' section. To add a note relating to an outstanding query, please click on the pencil.



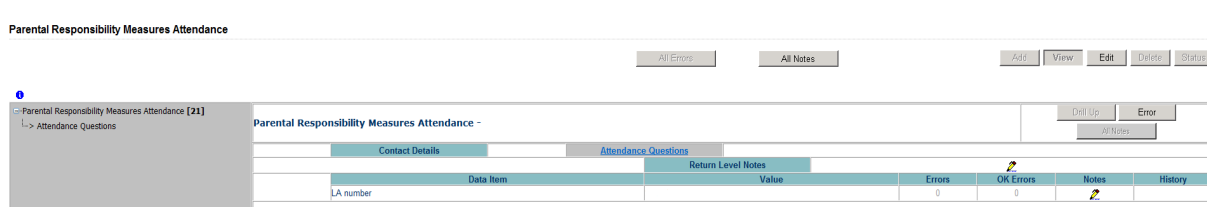
You will then be presented with the Note Page screen below:



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



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



**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

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).

You will still be able to submit your data where queries are present, although these must be accompanied by an explanatory note.

Once you are ready to submit your return to the DFE, return to the 'Source Page' by clicking on 'Back to my COLLECT page' located at the top of the form.

Department for Education  
You are logged in as [Name] | Log out | Help

BLADE UAT COLLECT Portal

Parental Responsibility Measures Attendance

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

Parental Responsibility Measures Attendance (21)  
Attendance Questions

Contact Details		Attendance Queries		Return Level Notes					
Data Item	Value	Errors	OK Errors	Notes	History				
LA number		0	0						
For Attendance queries									
First Name of Attendance Queries Contact		0	0						
Last Name of Attendance Queries Contact		0	0						
Email Address for Attendance Queries		0	0						
Telephone Number for Attendance Queries		0	0						

Then select Submit Return.

MY DATA RETURN

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

Errors : 21 | Queries : 0 | OK Errors : 0

What can I do with My Data Return?

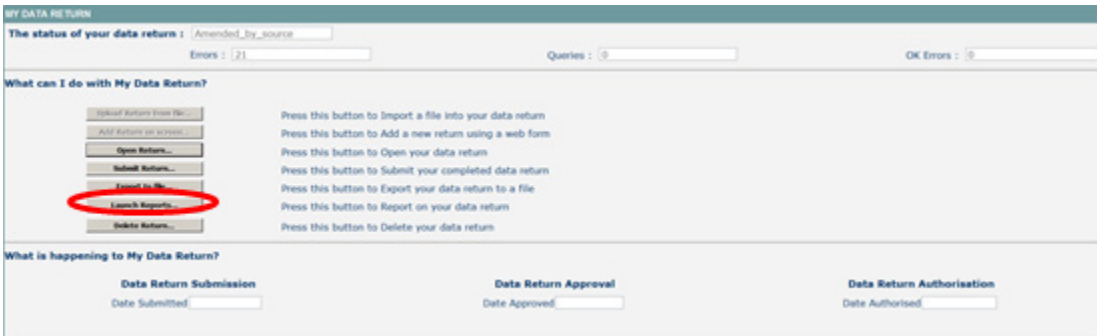
- Upload Returns From File... Press this button to Import a file into your data return
- Add Returns on screen... Press this button to Add a new return using a web form
- Open Returns... Press this button to Open your data return
- Submit Return...** Press this button to Submit your completed data return
- 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 Returns... Press this button to Delete your data return

What is happening to My Data Return?

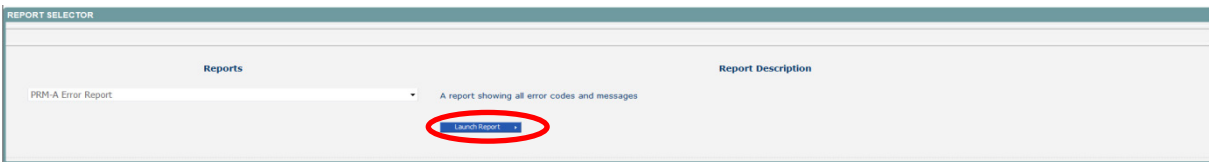
Data Return Submission	Data Return Approval	Data Return Authorisation
Date Submitted: [ ]	Date Approved: [ ]	Date Authorised: [ ]

## Launch a report

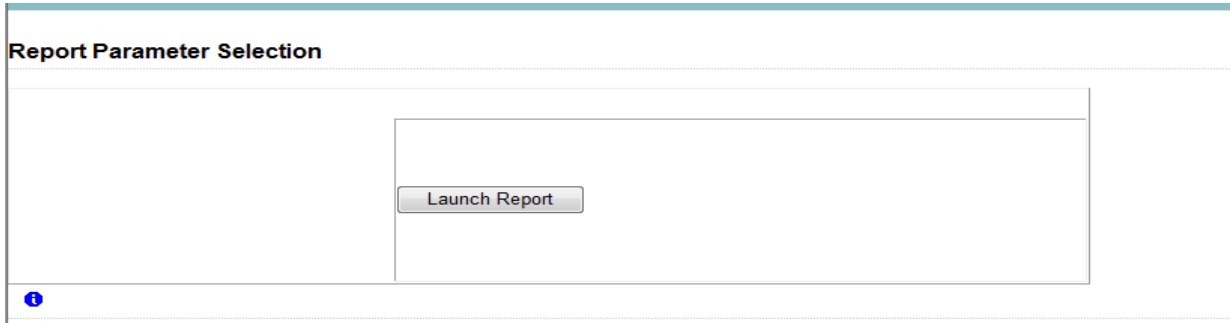
If a user wants to launch a report, they can do so by clicking on 'Launch Reports'.



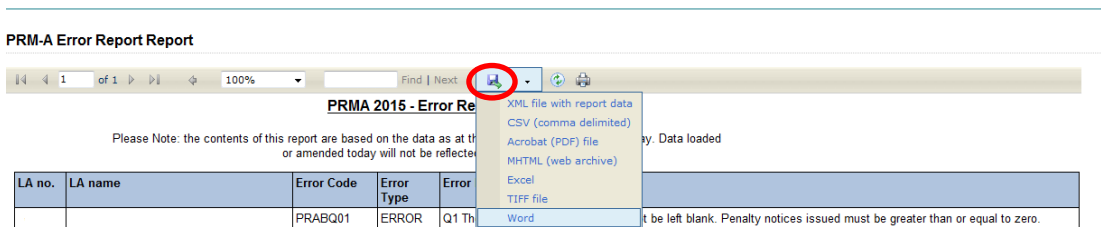
The only report available will already be highlighted; the user will need to click on 'launch report'.



Once the launch reports button has been, the user will be taken to a new page where they will need to click on the 'launch report' button again.

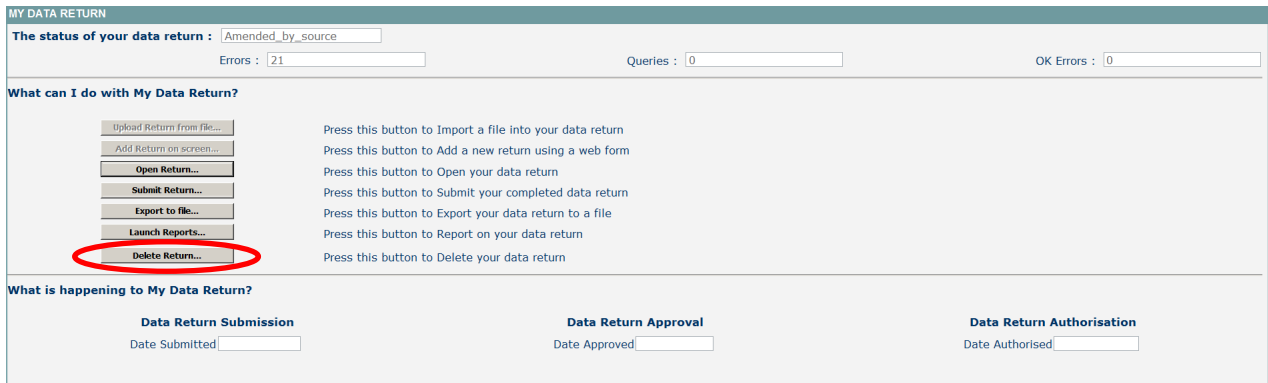


This will then launch the report, if the user wants to export the report, they can do this by clicking on the floppy disk symbol and clicking on a document type, such as 'Excel'.



The document can then be saved to a location of the user's choice.

# Deleting a return



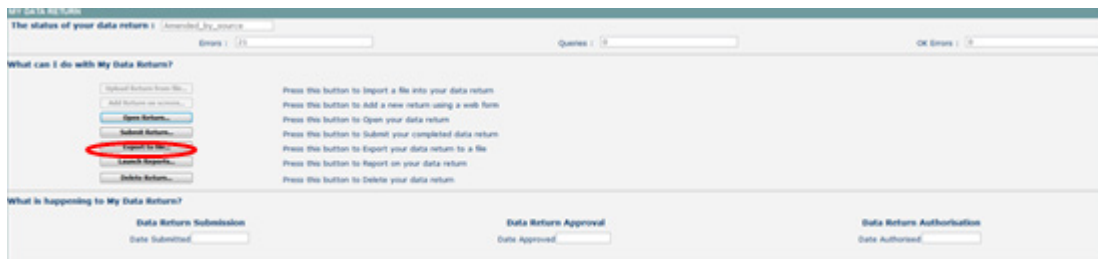
If a user wants to delete a full return, they can do so by clicking 'Delete Return'.

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

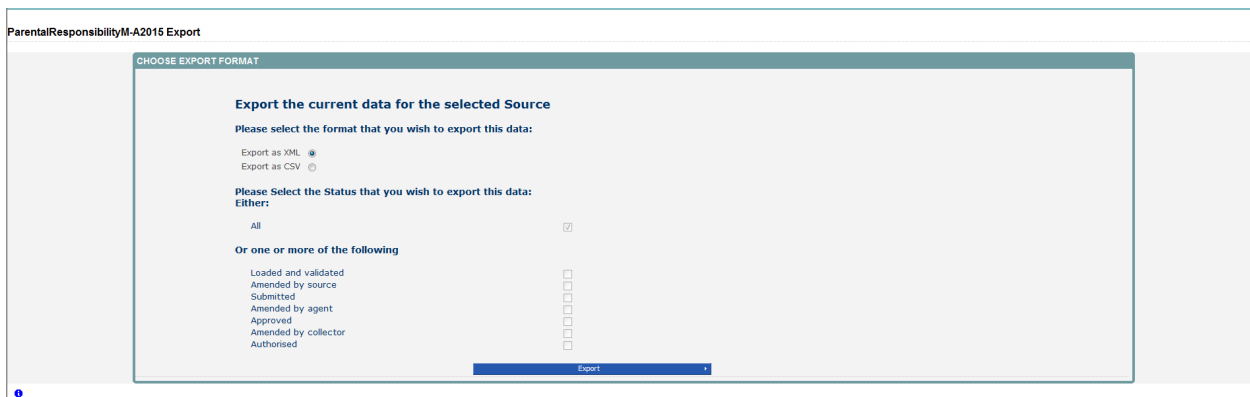
# Exporting a return

Once the data has been submitted you can produce an export. An export will show all data submitted in either XML format or CSV (spreadsheet). You can then save a local copy of the submitted data for reference.

Exporting data can be performed by clicking on the 'Export to file' button



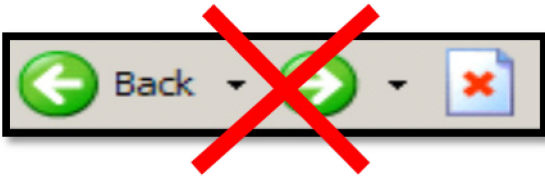
Once the user has clicked 'Export to File' button, they will be taken to the Export Report Format.



Select the format of exported data that you require and when prompted you can either save the file to a specific location, or can open the file for viewing.

## Screen Functionality

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



**Don't use the browser buttons!** When in the data collection, unpredictable behaviour may be experienced if you use the back/forward buttons on your web browser's toolbar.

## Navigation through a return

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

Control	Usually located	Action
Back to MyCollect Page	All screens within a return except the main page which shows Back to Home page	Returns you to the main page for your user role (Agent, Source etc)
Drill Up	Any data screen within a return apart from the header screen	Returns you to the previous data screen
Return	Report screens, e.g. 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, e.g. 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.



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

## Left Hand Menu

The left hand menu can also be used to migrate to different screens however this is read only.

Parental Responsibility Measures Attendance

All Errors All Notes Add View Edit Delete Status

Parental Responsibility Measures Attendance - SA Test LA Open

Contact Details		Attendance Questions		Return Level Notes			
Data Item	Value	Errors	OK Errors	Notes	History		
LA number	520	0	0				
For Attendance queries							
First Name of Attendance Queries Contact	Test_First	0	0				
Last Name of Attendance Queries Contact	Test_Last	0	0				
Email Address for Attendance Queries	test@test.com	0	0				
Telephone Number for Attendance Queries	01234567890	0	0				



## Help

### **COLLECT issues and data collection queries**

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

Please consult the [PRM-A 2016 Collection Guide](#) for information on the data that is required for this collection.

### **Secure Access issues**

If you are having problems logging into Secure Access, please refer to the 'Help' section at the foot of the Secure Access login screen. If you are still unable to resolve your issue, please submit a [service request](#) to the SA service desk.



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

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