



Department  
for Education

# **School census 2016**

**COLLECT guide for academies, free schools, and studio schools, UTCs, CTC and NMSS**

**September 2016**

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# COLLECT and secure access

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

The screenshot shows the top of the Secure Access Portal. At the top left is the Department for Education logo. Below it is the 'Secure access' header. A link for 'Forgotten username or password?' is visible. There are input fields for 'Username' and 'Password', followed by a checkbox for 'I agree to the terms of use' and a 'Sign in' button. A large blue banner contains the text 'Welcome to Secure access' and a 'First time here?' button with a right-pointing arrow. Below the banner is a paragraph explaining that the portal allows registered users access to the Department for Education's systems, with access granted on an individual basis. Below this is an 'Announcements' section with two entries: 'S2S CTF Notifications' dated 27/11/2015 and 'Post 16 Portal' dated 14/10/2015.

Full secure access guides are published on the [secure access website](#).

Once successfully registered, click on to 'home' and then click on 'COLLECT' to enter COLLECT as below.

The screenshot shows the home page of the Secure Access Portal. At the top left, the 'Home' link in the navigation menu is circled in red. Below the navigation is a 'Signed in' section showing the user is logged in from the Department for Education. A large blue banner contains the text 'Welcome to Secure access' and a 'Need help?' button with a right-pointing arrow. Below the banner is a section titled 'Your applications' with a 'COLLECT' link circled in red. Below the 'COLLECT' link is a paragraph explaining that the portal allows registered users access to the Department for Education's systems, with access granted on an individual basis. Below this is a paragraph explaining that if a user cannot see an application (system) that they believe they should have access to, or do not have the correct permissions within the application they are accessing, they should contact the Secure Access Service Desk by completing an online service request form. Below this is a note for Local Authority users to continue to use their EAS login for Key to Success. At the bottom of the page are links for 'Secure access', 'Help', and 'Terms of use'.

To proceed into COLLECT please click on the 'continue' button as below.

The screenshot shows the COLLECT Portal interface. At the top, there is a header for the Department for Education with a login status 'You are logged in as' and a 'Log out' link. Below the header is the 'COLLECT Portal' title. The main content area includes a 'Collect Welcome' section with a 'Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers)' message. A prominent 'PROCEED INTO COLLECT' button with a 'Continue...' link is visible. Below this, there is a 'Code of Conduct' section with a 'Show Code of Conduct Text...' link. A section titled 'COLLECT Exports' provides information about a technical issue with Internet Explorer 11. The bottom part of the screenshot shows a table titled 'MY DATA COLLECTIONS' with columns for Data Collection, User Role, Organisation, Status, Due Date, and Days Due. The first row, 'SchoolCensus 2014\_Summer', is highlighted. A 'Select Data Collection' button is located at the bottom of the table.

| Data Collection          | User Role     | Organisation             | Status       | Due Date            | Days Due |
|--------------------------|---------------|--------------------------|--------------|---------------------|----------|
| SchoolCensus 2014_Summer | Collector     | Department for Education | Testing      | 15/05/2014 00:00:00 | -830     |
| SchoolCensus 2015_Autumn | Agent         | Department for Education | Testing      | 01/10/2015 00:00:00 | -326     |
| SchoolCensus 2015_Autumn | Collector     | Department for Education | Testing      | 01/10/2015 00:00:00 | -326     |
| SchoolCensus 2015_Autumn | Administrator | Department for Education | Testing/Live | 01/10/2015 00:00:00 | -326     |
| SchoolCensus 2016_Autumn | Collector     | Department for Education | Testing      | 06/10/2016 00:00:00 | 45       |
| SchoolCensus 2016_Autumn | Administrator | Department for Education | Testing/Live | 06/10/2016 00:00:00 | 45       |
| SchoolCensus 2016_Spring | Agent         | Department for Education | Testing      | 21/01/2016 00:00:00 | -214     |
| SchoolCensus 2016_Spring | Collector     | Department for Education | Testing      | 21/01/2016 00:00:00 | -214     |
| SchoolCensus 2016_Spring | Administrator | Department for Education | Testing/Live | 21/01/2016 00:00:00 | -214     |
| SchoolCensus 2016_Summer | Administrator | Department for Education | Open/Live    | 19/05/2016 00:00:00 | -95      |

Select the collection you wish to open 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.

# Source

The source (school) main screen will now be displayed.

**MY DATA RETURN**

The status of your data return :

Errors :       Queries :       OK Errors :

**What can I do with My Data Return?**

|   |  |
|---|--|
| <input type="button" value="Upload Return from file..."/> | Press this button to Import a file into your data return |
| <input type="button" value="Add Return on screen..."/>    | Press this button to Add a new return using a web form   |
| <input type="button" value="Open Return..."/>             | Press this button to Open your data return               |
| <input type="button" value="Submit Return..."/>           | Press this button to Submit your completed data return   |
| <input type="button" value="Export to file..."/>          | Press this button to Export your data return to a file   |
| <input type="button" value="Launch Reports..."/>          | Press this button to Report on your data return          |
| <input type="button" value="Delete Return..."/>           | Press this button to Delete your data return             |

**What is happening to My Data Return?**

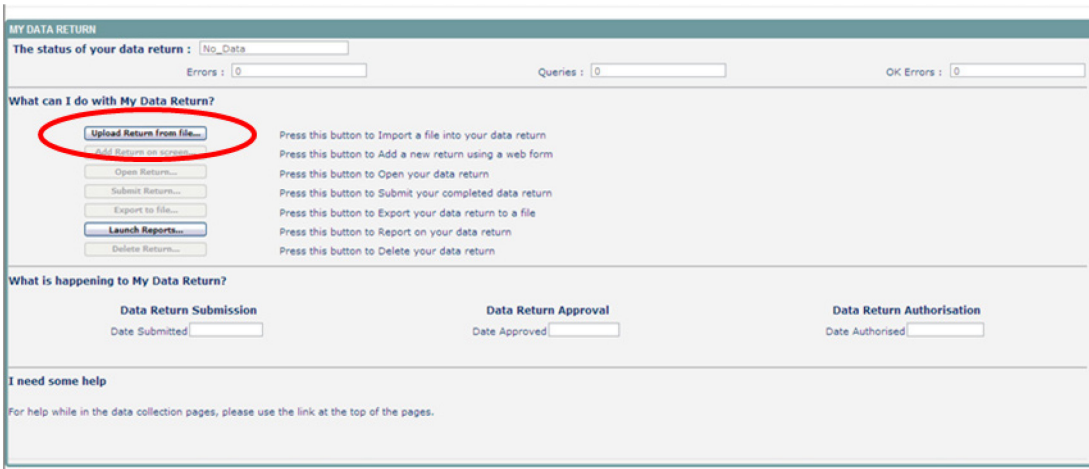
|  |   |  |
|--|---|--|
| <b>Data Return Submission</b><br>Date Submitted <input type="text"/> | <b>Data Return Approval</b><br>Date Approved <input type="text"/> | <b>Data Return Authorisation</b><br>Date Authorised <input type="text"/> |
|--|---|--|

**I need some help**

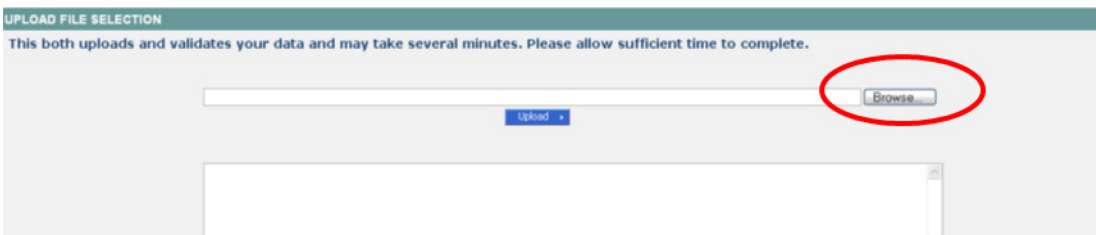
For help while in the data collection pages, please use the link at the top of the pages.

# Loading a return

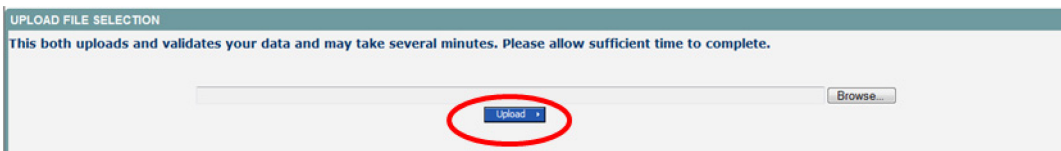
1) Click on upload return from file.



2) Use the browse button to locate the XML file. Highlight the file name and click on 'open' to select the return.

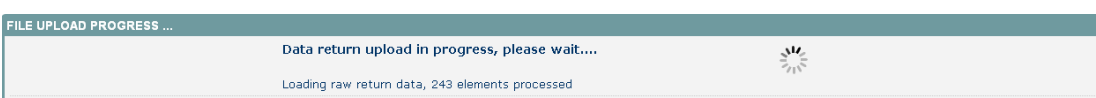


3) Click on the upload button to load the return.

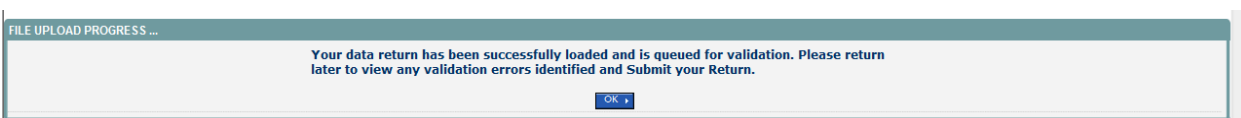


A progress message may be displayed while the upload is taking place.

Uploading School1.xml



Once the return has been loaded, the following message will be displayed on screen.



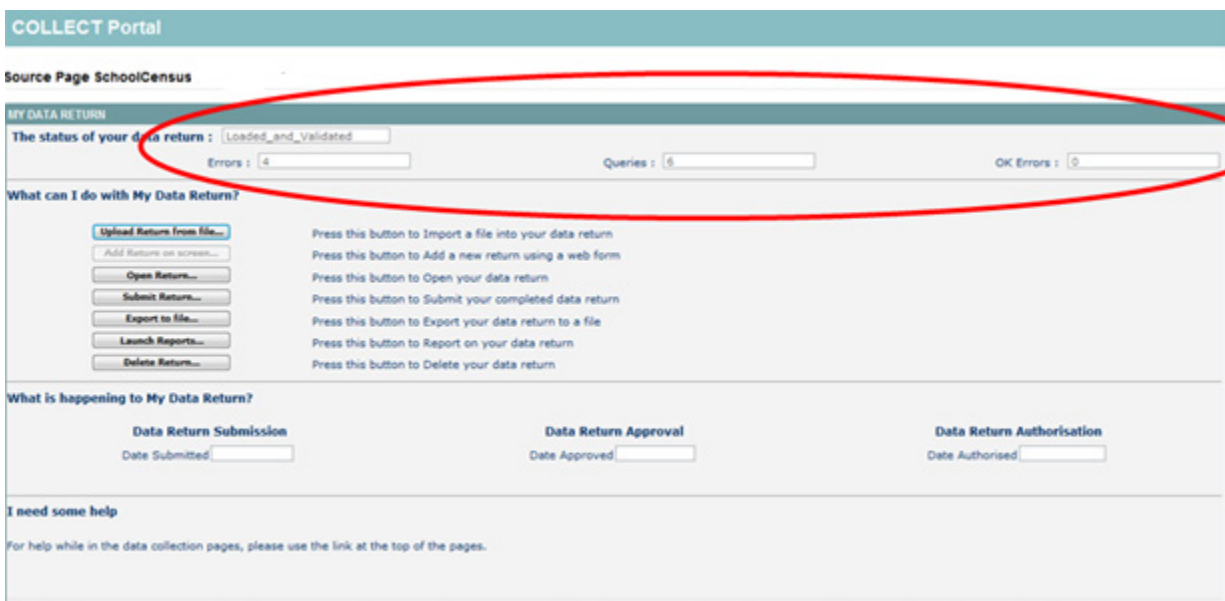
This indicates that the return has successfully loaded and is now placed in the validation queue to be validated.

4) Press the 'ok' button to return to the source main page.

During periods of heavy demand, there may be a delay before the return is validated. Whilst the return has a status of 'waiting for validation' then the return cannot be viewed or edited.

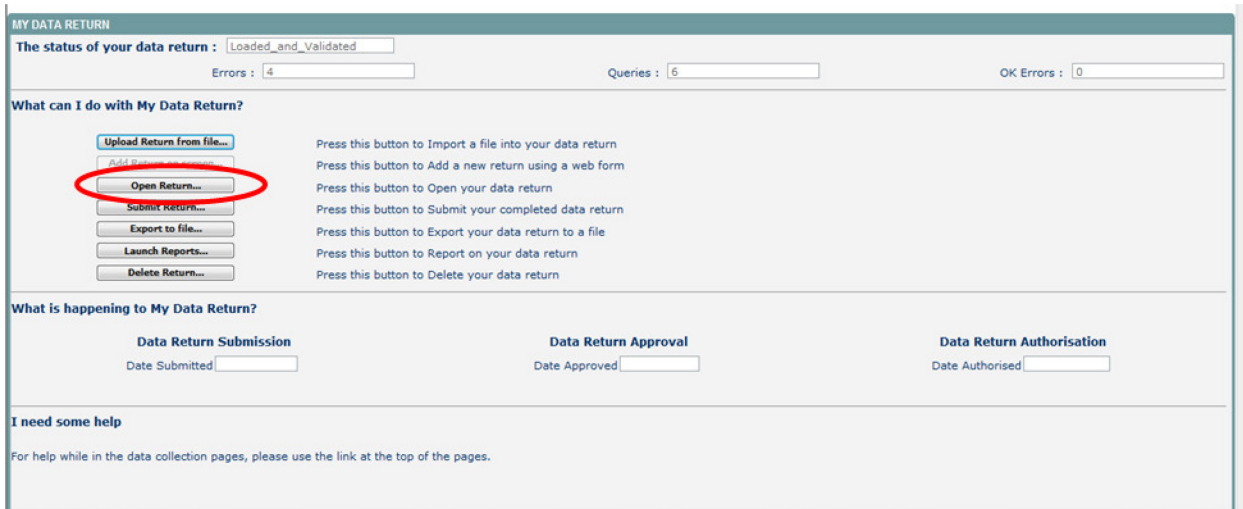
5) Once the return has been validated, you need to view the data and look at any errors or queries that have occurred.

When the return has been validated, the return status section on the source main page will display 'loaded and validated'. The total number of errors and queries found in the return will also be displayed.



# Viewing the return details

1) To view your data return click on 'open return'.



SC16 Autumn

All Errors    All Notes    Add    View    Edit    Delete    Status

SC16 Autumn - SA Test School 1

All notes must be added in the "Return Level Notes" section

| Return Level Errors |  | Errors |    | OK Errors | Return Level Notes |
|---------------------|--|--------|----|-----------|--------------------|
|                     |  | E      | Q  |           |                    |
|                     |  | 0      | 14 | 0         |                    |

| Data Item                 | Value               | Errors |   | OK Errors | History                  |
|---------------------------|---------------------|--------|---|-----------|--------------------------|
|                           |                     | E      | Q |           |                          |
| School Census Autumn 2016 |                     |        |   |           |                          |
| Collection                | SC                  | 0      | 0 | 0         |                          |
| Term                      | AUT                 | 0      | 0 | 0         |                          |
| Year                      | 2016                | 0      | 0 | 0         |                          |
| Reference Date            | 2016-10-06          | 2      | 0 | 0         |                          |
| Source Level              | L                   | 0      | 0 | 0         |                          |
| LA                        | 520                 | 1      | 0 | 0         |                          |
| Estab                     | 1001                | 1      | 0 | 0         |                          |
| Software Code             | MadeUp              | 0      | 0 | 0         |                          |
| Release                   |                     | 0      | 0 | 0         |                          |
| Xversion                  |                     | 0      | 0 | 0         |                          |
| Serial No                 | 1                   | 0      | 0 | 0         |                          |
| Datetime                  | 2016-01-01 00:00:00 | 0      | 0 | 0         |                          |
| School                    |                     |        |   |           | <a href="#">View All</a> |
| Pupils on Roll            |                     |        |   |           | <a href="#">View All</a> |
| Pupils No Longer on Roll  |                     |        |   |           | <a href="#">View All</a> |

Your return will then be displayed. You can view the return details by clicking on the various 'view all' links at the bottom of the screen.

|                          |                          |
|--------------------------|--------------------------|
| School                   | <a href="#">View All</a> |
| Pupils on Roll           | <a href="#">View All</a> |
| Pupils No Longer on Roll | <a href="#">View All</a> |

When you click on the 'view all' for 'pupils on roll' you will be taken into the pupil section. This displays the 'records list', with all 'pupils on roll' visible. You can use the filter bar to identify a particular pupil. Or click on the headers to sort alphabetically.

| UPN | Surname | Forename | DOB | Pupil Enrolment Status | Pupil Errors | Address | Termly Sessions | Summer Sessions | Annual Sessions | Exclusions | Post 16 | FSM |
|-----|---------|----------|-----|------------------------|--------------|---------|-----------------|-----------------|-----------------|------------|---------|-----|
|-----|---------|----------|-----|------------------------|--------------|---------|-----------------|-----------------|-----------------|------------|---------|-----|



# Editing data within the return

To edit the details click on the 'edit' button.

The screenshot shows the COLLECT software interface. At the top, there are buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. The main area displays a tree view on the left with categories like 'SC16 Autumn [4]', 'Levels', 'School [20]', 'Pupil On Roll [4]', etc. The right pane shows 'SC16 Autumn - SA Test School 1' with a table of data items. A summary row shows 'Return Level Errors' with 0 'E' errors, 14 'Q' errors, and 0 'OK Errors'. Below this is a detailed table:

| Data Item                 | Value               | Errors |   | OK Errors | Return Level Notes       |
|---------------------------|---------------------|--------|---|-----------|--------------------------|
|                           |                     | E      | Q |           |                          |
| School Census Autumn 2016 |                     |        |   |           |                          |
| Collection                | SC                  | 0      | 0 | 0         |                          |
| Term                      | AUT                 | 0      | 0 | 0         |                          |
| Year                      | 2016                | 0      | 0 | 0         |                          |
| Reference Date            | 2016-10-06          |        | 2 | 0         |                          |
| Source Level              | L                   | 0      | 0 | 0         |                          |
| LA                        | 520                 |        | 1 | 0         |                          |
| Etab                      | 1001                |        | 1 | 0         |                          |
| Software Code             | MadeUp              | 0      | 0 | 0         |                          |
| Release                   |                     | 0      | 0 | 0         |                          |
| Xversion                  |                     | 0      | 0 | 0         |                          |
| Serial No                 | 1                   | 0      | 0 | 0         |                          |
| Datetime                  | 2016-01-01 00:00:00 | 0      | 0 | 0         |                          |
| School                    |                     |        |   |           | <a href="#">View All</a> |
| Pupils on Roll            |                     |        |   |           | <a href="#">View All</a> |
| Pupils No Longer on Roll  |                     |        |   |           | <a href="#">View All</a> |

This enables data fields to be manually edited within COLLECT.

Please note: any changes made within COLLECT should always reflect the schools MIS.

Please see separate guide on editing school census data for full instructions on how to change data.

## Errors

When a return has been uploaded a number of validation checks are run against the data in that return and will trigger errors or queries.

All errors and queries are highlighted in red against the relevant data item.

There are two levels of errors, 'return level' and 'data item level'.

## Total return errors

The breakdown of errors for a school return is shown in the return status section of the school's main screen.

COLLECT Portal

Source Page SchoolCensus

MY DATA RETURN

The status of your data return :

Errors :       Queries :       OK Errors :

What can I do with My Data Return?

- Upload Return from file...** Press this button to Import a file into your data return
- Add Return on screen...** Press this button to Add a new return using a web form
- Open Return...** Press this button to Open your data return
- Submit Return...** Press this button to Submit your completed data return
- Export to file...** Press this button to Export your data return to a file
- Launch Reports...** Press this button to Report on your data return
- Delete Return...** Press this button to Delete your data return

What is happening to My Data Return?

|   |  |   |
|---|--|---|
| <b>Data Return Submission</b><br>Date Submitted: <input type="text"/> | <b>Data Return Approval</b><br>Date Approved: <input type="text"/> | <b>Data Return Authorisation</b><br>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 level errors

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.

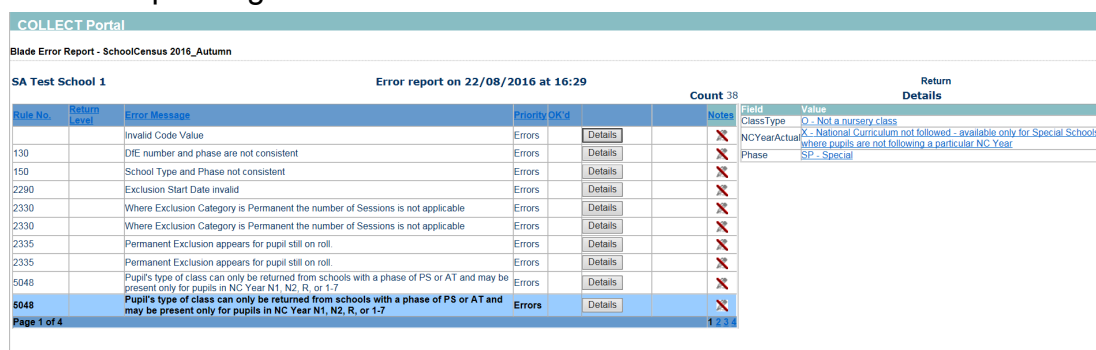
|           | Return Level Errors | Errors |           | OK Errors | Return Level Notes |
|-----------|---------------------|--------|-----------|-----------|--------------------|
|           |                     | E      | Q         |           |                    |
|           |                     | 0      | 6         | 0         |                    |
| Data Item | Value               | Errors | OK Errors | Notes     | History            |

## To view all errors and queries on the return

1) Click on 'all errors' at the top of the screen.



2) You will then be shown a list of all errors and queries relating to your return. Click on the details button to see which data items the validation is checking, these will show to the right of the screen. If you click on one of the underlined fields you will be directed to the corresponding data item in the return.



COLLECT Portal  
Blade Error Report - SchoolCensus 2016\_Autumn

SA Test School 1      Error report on 22/08/2016 at 16:29      Count 38      Return Details

| Rule No. | Return Level | Error Message  | Priority | OK'd                    | Notes                               | Field        | Value   |
|----------|--------------|--|----------|-------------------------|-------------------------------------|--------------|---|
|          |              | Invalid Code Value   | Errors   | <a href="#">Details</a> | <input checked="" type="checkbox"/> | ClassType    | Q - Not a nursery class   |
| 130      |              | DIE number and phase are not consistent  | Errors   | <a href="#">Details</a> | <input checked="" type="checkbox"/> | NCYearActual | X - National Curriculum not followed - available only for Special Schools where pupils are not following a particular NC Year |
| 150      |              | School Type and Phase not consistent   | Errors   | <a href="#">Details</a> | <input checked="" type="checkbox"/> | Phase        | SP - Special  |
| 2200     |              | Exclusion Start Date invalid   | Errors   | <a href="#">Details</a> | <input checked="" type="checkbox"/> |              |   |
| 2330     |              | Where Exclusion Category is Permanent the number of Sessions is not applicable   | Errors   | <a href="#">Details</a> | <input checked="" type="checkbox"/> |              |   |
| 2330     |              | Where Exclusion Category is Permanent the number of Sessions is not applicable   | Errors   | <a href="#">Details</a> | <input checked="" type="checkbox"/> |              |   |
| 2335     |              | Permanent Exclusion appears for pupil still on roll  | Errors   | <a href="#">Details</a> | <input checked="" type="checkbox"/> |              |   |
| 2335     |              | Permanent Exclusion appears for pupil still on roll  | Errors   | <a href="#">Details</a> | <input checked="" type="checkbox"/> |              |   |
| 5048     |              | Pupil's type of class can only be returned from schools with a phase of PS or AT and may be present only for pupils in NC Year N1, N2, R, or 1-7 | Errors   | <a href="#">Details</a> | <input checked="" type="checkbox"/> |              |   |
| 5048     |              | Pupil's type of class can only be returned from schools with a phase of PS or AT and may be present only for pupils in NC Year N1, N2, R, or 1-7 | Errors   | <a href="#">Details</a> | <input checked="" type="checkbox"/> |              |   |

Page 1 of 4      1 2 3

## Correcting errors

Identify which of the fields contains the incorrect value and return to the screen that contains it by clicking on the field value in the details section.

Either:

- 1) Correct in your MIS and re-load the school census file to COLLECT, overwriting the incorrect one
- 2) Change the mode of the form to 'edit' and then click on the data item that needs to be changed and update it – ensuring that you reflect this change in the school's MIS.

## Providing clarification/ supplementary information

Where validation queries are raised in COLLECT, an explanation will be required for these queries in the return level notes field within COLLECT. The department will require **sufficient detail** in these explanations to allow the queries to be accepted, and returns authorised. Therefore you may be contacted by the helpdesk for further information should your notepad entries not contain the required detail.

A guide detailing what is regarded as an acceptable notepad entry for queries on the census is available on the [school census website](#).

1) To add a note double click on the pen icon in the return level notes section.

|                     |  | Errors |    | OK Errors | Return Level Notes |
|---------------------|--|--------|----|-----------|--------------------|
|                     |  | E      | Q  |           |                    |
| Return Level Errors |  | 0      | 14 | 0         |                    |

| Data Item                 | Value               | Errors |   | OK Errors | History |
|---------------------------|---------------------|--------|---|-----------|---------|
|                           |                     | E      | Q |           |         |
| School Census Autumn 2016 |                     |        |   |           |         |
| Collection                | SC                  | 0      | 0 | 0         |         |
| Term                      | AUT                 | 0      | 0 | 0         |         |
| Year                      | 2016                | 0      | 0 | 0         |         |
| Reference Date            | 2016-10-06          | 2      | 0 | 0         |         |
| Source Level              | L                   | 0      | 0 | 0         |         |
| LA                        | 520                 | 1      | 0 | 0         |         |
| Estab                     | 1001                | 1      | 0 | 0         |         |
| Software Code             | MadeUp              | 0      | 0 | 0         |         |
| Release                   |                     | 0      | 0 | 0         |         |
| Xversion                  |                     | 0      | 0 | 0         |         |
| Serial No                 | 1                   | 0      | 0 | 0         |         |
| Datetime                  | 2016-01-01 00:00:00 | 0      | 0 | 0         |         |

Click add new note

Note Detail

Preserved notes deleted by resubmissions

Preserved Note Detail

2) Type your note and the error number in the box provided and click create.

COLLECT Portal

Note Page

Create New Note

Type note and error number in here

Create Cancel

Please ensure there is a note for all queries/errors remaining on your return.

You can enter one note to cover numerous queries.

For example – 3 x 2020Q – confirmed correct, 1 x 1780Q – confirmed correct, 2 x 2502Q – pupils are dually registered and did not attend this establishment in summer term

# Submitting the return

The school is responsible for 'submitting' the return once the data has been checked and any explanatory notes have been added. By submitting the return the school have indicated that the head teacher has checked the return for accuracy and completeness and therefore authorising the submission to be used by the department.

To 'submit' your return:

- 1) Go to the 'source main screen' and click on 'submit return'.

The screenshot shows the 'MY DATA RETURN' interface. At the top, it displays 'The status of your data return : Loaded\_and\_Validated'. Below this, there are input fields for 'Errors : 4', 'Queries : 6', and 'OK Errors : 0'. The main section is titled 'What can I do with My Data Return?' and contains several buttons: 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...', 'Export to file...', 'Launch Reports...', and 'Delete Return...'. The 'Submit Return...' button is circled in red. Below this section, there is a 'What is happening to My Data Return?' section with three columns: '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 'I need some help' section with a link to help pages.

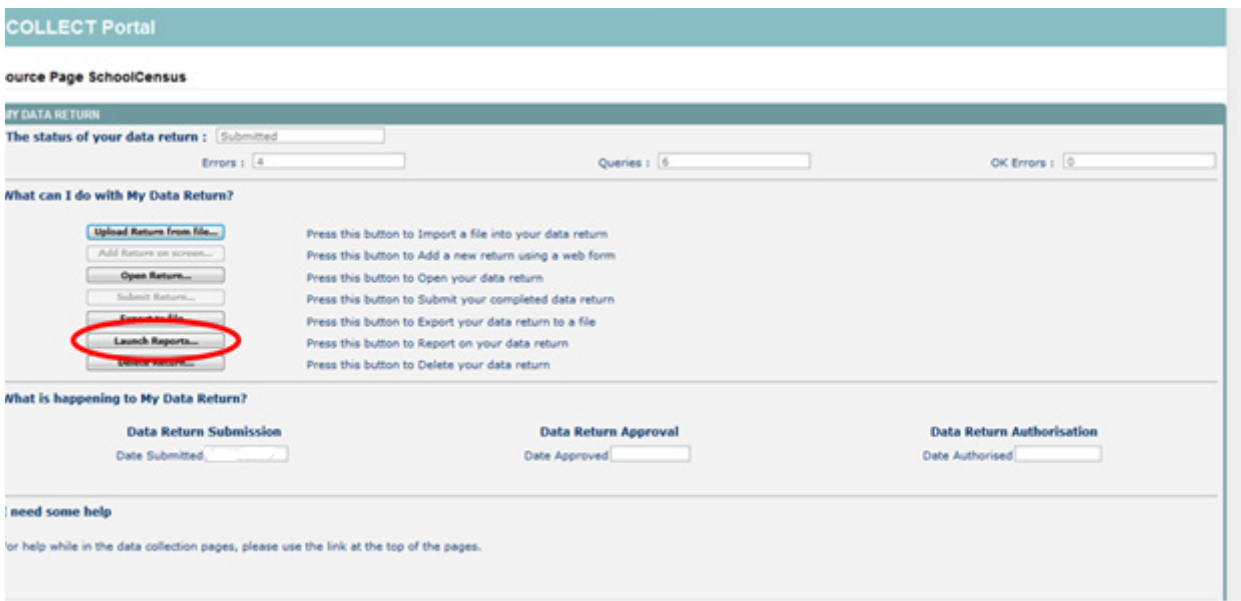
The screen will be updated

- The status of the return will be set to 'submitted' and the 'date submitted' will be completed
- The submit button will now be disabled for this return

The screenshot shows the 'COLLECT Portal' interface. At the top, it displays 'Source Page SchoolCensus'. Below this, there is a 'MY DATA RETURN' section. The status of the data return is now 'Submitted', which is circled in red. The 'Errors : 4', 'Queries : 6', and 'OK Errors : 0' fields are still present. The 'What can I do with My Data Return?' section is the same as in the previous screenshot, but the 'Submit Return...' button is now disabled. The 'What is happening to My Data Return?' section shows the 'Data Return Submission' button circled in red, with the 'Date Submitted' field now populated with a date. The 'Data Return Approval' and 'Data Return Authorisation' sections remain empty. At the bottom, there is a 'I need some help' section with a link to help pages.

# Reports

A number of reports are available on COLLECT, return to the source page and click on the launch reports button.



A drop down menu will be display and a report can be selected from that drop down list.

It is extremely important that you run all of these reports as they may highlight anomalies within the data which can impact on all funding calculations.

Duplicate reports will indicate pupils who are registered at more than one school with the incorrect enrolment status combination and therefore would indicate if the pupil should remain on roll or whether the registration status has been recorded incorrectly.

In spring and autumn school census collections these duplicates would be required to be resolved. Failure to resolve duplicates in these collections will impact on the funding calculations for your school as each pupil is funded only once.

There will be individual user guides for reports available on the education website.

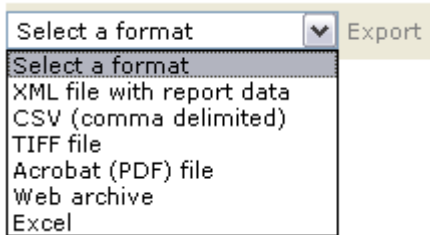
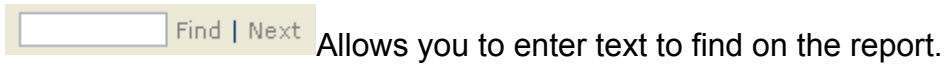
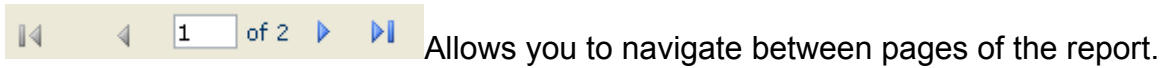
## [School census website](#)

1) Select the report you wish to run and click launch report.

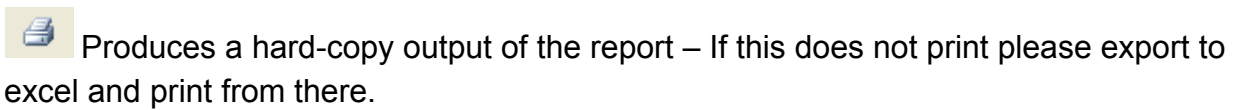
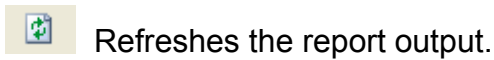
Along the top of the report you will see a toolbar with various functions.



These are explained as follows:



Clicking the drop-down menu results in the display of a list-box showing various formats in which you can export the report. Select one of the formats, click the export button and you will then be prompted to 'open' or 'save' the output file. Click on the 'save' button to save the report file.



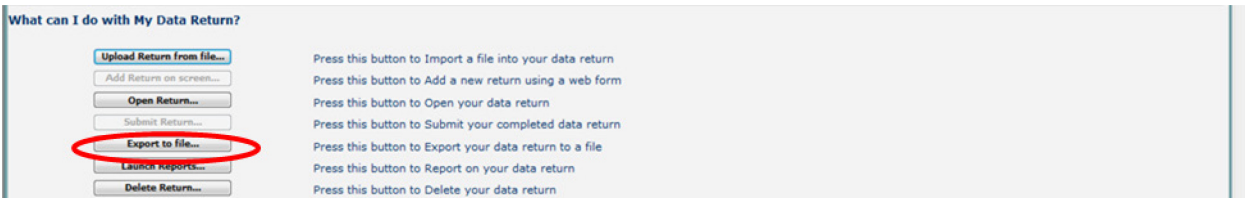
# Exporting a return

A return can be exported in XML or CSV format.

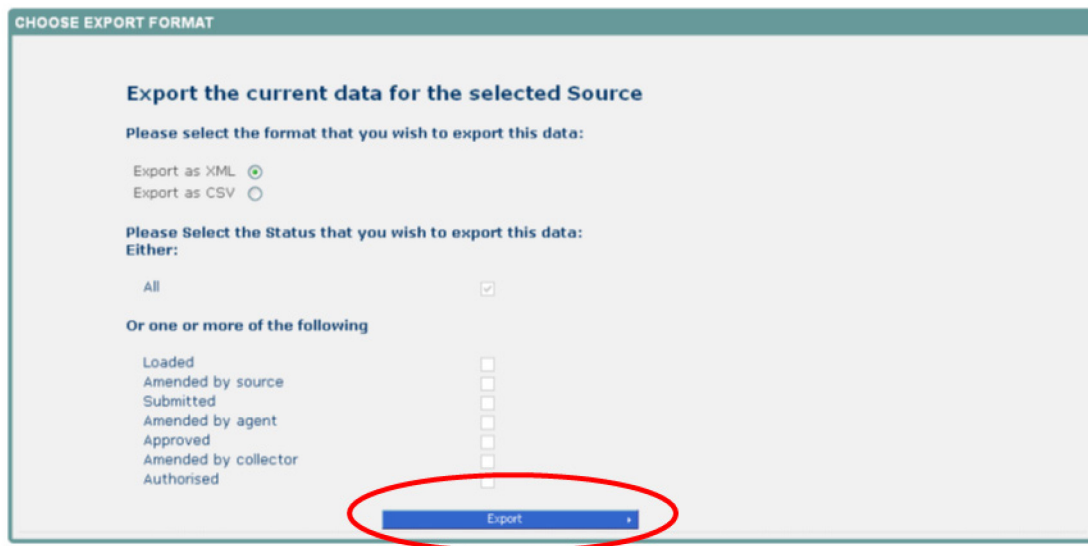
Exporting a return (current state)

On the source page

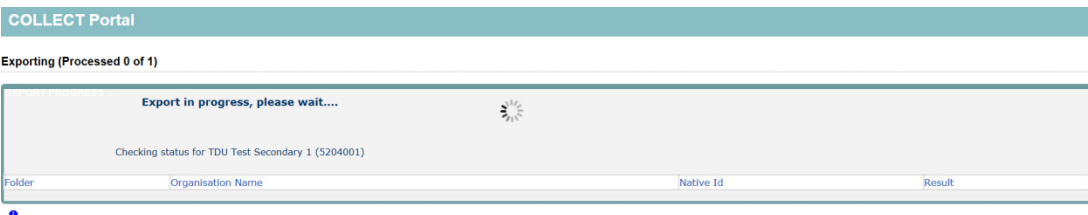
- 1) Click on export to file.



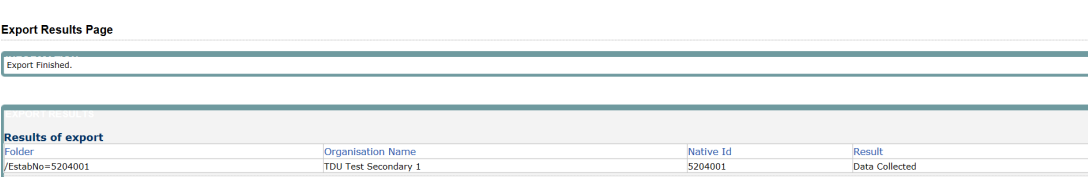
- 2) Choose to export in either XML or CSV format, then click on the export button.



- 3) A progress message will be displayed.



When complete the result of the export will be displayed and you will be offered the options of saving or opening the export file. We suggest saving prior to opening.

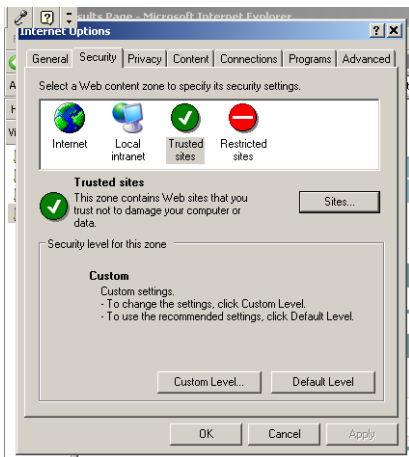




**Important note:** If the export process fails, with a message stating that Internet Explorer has blocked the download of a file, you might succeed if you try again. On the second attempt, hold down the Ctrl key down continuously before you click on 'export', until after you see the resulting files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

## Adjusting security settings

The security settings on your pc 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.

Selected 'trusted sites'.

Select 'sites'.

Then select 'add' and type the following into the text box in turn:

<https://collectdata.education.gov.uk/CollectPortalLive/MainPage.aspx>

<https://sa.education.gov.uk/idp/Authn/UserPassword>

Then select ok and then ok again. Try producing the export again and this time the Open/Save/Cancel dialogue box should appear.

## Screen functionality

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

### Screen navigation

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.



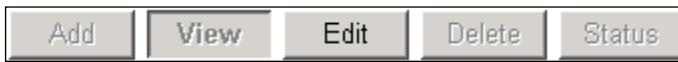
### Navigation controls

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, 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.                             | Takes you to the sub module level details                            |

## 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

## Help

If you have any queries regarding school census or have a change to your contact details please could you complete a [Service Request form](#).



Department  
for Education

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