



Department
for Education

School census 2016

Editing data within COLLECT

September 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.

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 (For example Agent, Source)
Drill up	Any data screen within a return apart from the header screen	Returns you to the previous data screen
Return	Report screens, for example 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, for example accesses contract details for a workforce member	Takes you to the sub module level details

Mode buttons

The se 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

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.

SC16 Autumn

All Errors All Notes Add View Edit Delete Status

SC16 Autumn [4]

- Levels
- School [20]
 - Characteristics
- Pupil On Roll [4]
 - Annual Attendance
 - Characteristics
 - Identifiers
 - Status
 - Summer Half Term Attendance
 - Termly Attendance
 - Termly Exclusions [4]
 - Termly Session Details
 - Addresses
 - AnnualSessionDetails
 - Learning Aims [8]
 - FSMperiod [2]
 - Summer Half Term 2 Session Details
 - Nationalities
- Pupils No Longer On Roll [1]
 - Annual Attendance
 - Characteristics
 - Identifiers

SC16 Autumn - SA Test School 1

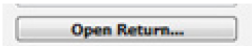
All notes must be added in the "Return Level Notes" section

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

Accessing the return

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



The return will then be displayed

SC16 Autumn

All Errors All Notes Add View Edit Delete Status

SC16 Autumn [4]
 Levels
 School [20]
 Pupil On Roll [4]
 Annual Attendance
 Characteristics [4]
 Identifiers
 Status
 Summer Half Term Attendance
 Termly Attendance
 Termly Exclusions [4]
 Termly Session Details
 Addresses
 AnnualSessionDetails
 Learning Aims [8]
 FSMperiod [2]
 Summer Half Term 2 Session Details
 Nationalities
 Pupils No Longer On Roll [1]
 Annual Attendance
 Characteristics
 Identifiers

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

SC16 Autumn

All Errors All Notes Add View Edit Delete Status

SC16 Autumn [4]
 Levels
 School [20]
 Pupil On Roll [4]
 Annual Attendance
 Characteristics [4]
 Identifiers
 Status
 Summer Half Term Attendance
 Termly Attendance
 Termly Exclusions [4]
 Termly Session Details
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 Learning Aims [8]
 FSMperiod [2]
 Summer Half Term 2 Session Details
 Nationalities
 Pupils No Longer On Roll [1]
 Annual Attendance
 Characteristics
 Identifiers

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

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

School	View All
Pupils 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:

Return Level Errors		Errors		OK Errors	Return Level Notes
E	Q	E	Q		
0	14	0	0	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					View All
Pupils on Roll					View All
Pupils No Longer on Roll					View All

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.

Return Level Errors		Errors		OK Errors	Return Level Notes
E	Q	E	Q		
0	14	0	0	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					View All
Pupils on Roll					View All
Pupils No Longer on Roll					View All

Overtyping anything you wish to change and clicking on 'View' to save the change.

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

Data Item	Value	Errors		OK Errors	Return Level Notes
		E	Q		
School Census Autumn 2016		0	0	0	
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					View All
Pupils on Roll					View All
Pupils No Longer on Roll					View All

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

Action	Old Value	New Value	User	Role	Organisation	Date
Update		1		Source	Department for Education	23/08/2016 14:24:09
Update	1			Source	Department for Education	23/08/2016 14:24:05

Editing the school details

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

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

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

Data Item	Value	Errors		OK Errors	History
		E	Q		
School Name	SOME SCHOOL	0	0	0	
School Phase	AT - All Through	14	3	0	
School Type	22 - Comprehensive all-through, 11-18	2	0	0	
Maximum Year Group	6 - Year 6	0	0	0	
Minimum Year Group	N1 - Nursery first year	0	0	0	
Intake Type	COMP - Comprehensive	14	3	0	
Governance	CA - Academies	13	3	0	
School Email Address	office@someschool.org	0	0	0	
School Telephone Number	01234567890	0	0	0	

- 3) Overtyping the data or using the dropdown options to select updated data and clicking 'View' to save.

School - Characteristics

All Errors All Notes Add View Edit Delete Status

School - Characteristics - Test Organisation 24

School Name		School Type		Rule Errors	
SOME SCHOOL		22 - Comprehensive all-through, 11-18		18	
Data Item	Value	Errors		OK Errors	History
		E	Q		
School Characteristics					
School Name	SOME SCHOOL	0	0	0	
School Phase	AT - All Through	14	3	0	
School Type	22 - Comprehensive all-through, 11-18	2	0	0	
Maximum Year Group	6 - Year 6	0	0	0	
Minimum Year Group	N1 - Nursery first year	0	0	0	
Intake Type	COMP - Comprehensive	14	3	0	
Governance	CA - Academies	13	3	0	
School Email Address	office@someschool.org	0	0	0	
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.

Pupil On Roll - Identifiers - SA Test School 1

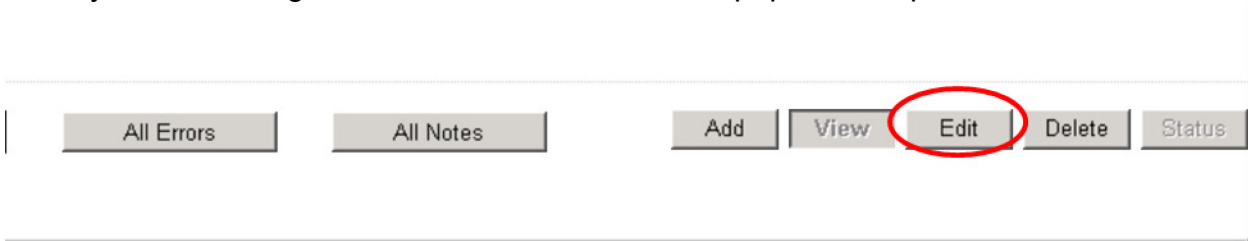
Drill Up Error All Notes Reset Go

Unique Pupil Number (UPN)	Pupil Surname		Pupil Date of Birth		Pupil errors	Exclusions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM
UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil errors	Exclusions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM
Z001800214001	DUPSurname1	DUPForename1	2013-08-31	S - Current subsidiary (dual registration)	8	0	0	2	1	0	0
E001615283946	Surname	Forename	1998-09-01	C - Current (single registration at this school)	8	1	0	0	1	0	1
D001764821039	Surname B	ForenameB	2006-09-01	S - Current subsidiary (dual registration)	3	0	0	0	0	0	1

- 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. CHECK UPN

Pupil On Roll Characteristics	Pupil On Roll Status	Pupil On Roll Termly Attendance	Pupil On Roll Summer Half Term 2 Attendance	Pupil On Roll Annual Attendance	
Data Item	Value	Errors		OK Errors	History
		E	Q		
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	Surname	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				View All	
Pupil On Roll Post 16 Learning Aims				View All	
Pupil On Roll Addresses				View All	

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



4) Overtyping or using drop down menus to update the information and clicking 'View' to save.

Pupil On Roll - Status

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

Pupil On Roll - Status - SA Test School 1

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM
2001800214001	DUPSurname1	DUPForename1	2013-09-31	S - Current subsidiary (dual registration)	8	0	0	2	1	0	0	0
E001615283946	Surname	Forename	1998-09-01	M - Current main (dual registration)	8	1	0	0	1	0	0	1
D001764821039	Surname B	Forename B	2006-09-01	S - Current subsidiary (dual registration)	3	0	0	0	0	0	0	1
	Surname2	Forename2	1997-10-01	C - Current (single registration at this school)	7	0	0	1	1	0	2	0
	Surname3	Forename3	1998-09-01	C - Current (single registration at this school)	8	0	0	0	0	0	1	0

Data Item	Value	Errors		OK Errors	History
		E	Q		
Pupil On Roll Status	C - Current (single registration at this school)	0	0	0	
Pupil Enrolment Status	M - Current main (dual registration)	0	0	0	
Pupil Class Type	F - FE College	1	0	0	
Pupil Date of Entry	O - Other Provider	0	1	0	
Pupil Part-Time Indicator	False	0	0	0	
Pupil Boarder Indicator	N - Not a boarder	0	1	0	
Pupil's Actual National Curriculum Year Group	N2 - Nursery second year	2	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

Pupil On Roll - Identifiers

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

Pupil On Roll - Identifiers - SA Test School 1

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM
Z001800214001	DUPSurname1	DUPForename1	2013-08-31	S - Current subsidiary (dual registration)	8	0	0	2	1	0	0	0
E001615283946	Surname	Forename	1998-09-01	M - Current main (dual registration)	8	1	0	0	1	0	0	1
D001764821039	Surname B	Forename B	2006-09-01	S - Current subsidiary (dual registration)	3	0	0	0	0	0	0	1
	Surname2	Forename2	1997-10-01	C - Current (single registration at this school)	7	0	0	1	1	0	2	0
	Surname3	Forename3	1998-09-01	C - Current (single registration at this school)	8	0	0	0	0	0	1	0

Pupil On Roll Identifiers

Data Item	Value	E	Q	OK Errors	History
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	Surname	0	0	0	

- 2) You will need to overtype the UPN with the updated one. Once done click 'View' to save the change
- 3) You can tell that a change has been made by displaying a scroll in the history column of the return.

Pupil On Roll - Identifiers

All Errors All Notes Add View Edit Delete Status

Pupil On Roll - Identifiers - SA Test School 1

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM
Z001800214001	DUPSurname1	DUPForename1	2013-08-31	S - Current subsidiary (dual registration)	8	0	0	2	1	0	0	0
E001615283946	Surname	Forename	1998-09-01	M - Current main (dual registration)	8	1	0	0	1	0	0	1
D001764821039	Surname B	Forename B	2006-09-01	S - Current subsidiary (dual registration)	3	0	0	0	0	0	0	1
	Surname2	Forename2	1997-10-01	C - Current (single registration at this school)	7	0	0	1	1	0	2	0
	Surname3	Forename3	1998-09-01	C - Current (single registration at this school)	8	0	0	0	0	0	1	0

Pupil On Roll Identifiers

Data Item	Value	E	Q	OK Errors	History
Missing Address		0	0	0	
Unique Pupil Number(UPN)	E001615283946	x	0	0	
Pupil's Former UPN		0	0	0	
ULN	700002	0	0	0	
Pupil Surname	Surname	0	0	0	

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

SA Test School 1
 History report on 27/08/2015 at 12:39:07
 Data Unique Pupil Number(UPN)

Filter By:	Action	User	Start Date

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

Off rolling a pupil

- Locate the pupil in the same way as above through the pupils on roll 'View All' and filter bar.
- Once you found the relevant pupil, click on the edit button



- 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'

The screenshot shows the 'Pupil on Roll Identifiers' form with the following data:

Pupil On Roll Characteristics	Pupil On Roll Status	Pupil On Roll Termly Attendance	Pupil On Roll Summer Half Term 2 Attendance	Pupil On Roll Annual Attendance
Z001800214001 DUPSurname1 DUFForename1 2013-08-31 S - Current subsidiary (dual registration)	8	0	0	2
E001615283946 Surname Forename 1998-09-01 M - Current main (dual registration)	8	1	0	0
D001764821039 Surname B Forename B 2006-09-01 S - Current subsidiary (dual registration)	3	0	0	0
Surname2 Forename2 1997-10-01 C - Current (single registration at this school)	7	0	0	1
Surname3 Forename3 1998-09-01 C - Current (single registration at this school)	8	0	0	0

Data Item	Value	E	Q	OK Errors	History
Missing Address		0	0	0	
Unique Pupil Number(UPN)	E001615283946	0	0	0	
Pupil's Former UPN		0	0	0	
ULN	700002	0	0	0	
Pupil Surname	Surname	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					View All
Pupil On Roll Post 16 Learning Aims					View All
Pupil On Roll Addresses					View All
Transfer Pupil to Off Roll					False True

-

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 Characteristics	Pupil On Roll Status	Pupil On Roll Termly Attendance	Pupil On Roll Summer Half Term 2 Attendance	Pupil On Roll Annual Attendance								
2001800214001 DUPSurname1 DUPForename1	2013-08-31	S - Current subsidiary (dual registration)	8	0	0	2	1	0	0	0		
E001615283946 Surname	Forename	1998-09-01	M - Current main (dual registration)	8	1	0	0	1	0	0	1	
0001764821039 Surname B	Forename B	2006-09-01	S - Current subsidiary (dual registration)	3	0	0	0	0	0	0	1	
	Surname2	Forename2	1997-10-01	C - Current (single registration at this school)	7	0	0	1	1	0	2	0
	Surname3	Forename3	1998-09-01	C - Current (single registration at this school)	8	0	0	0	0	0	1	0

Data Item	Value	E	Q	OK Errors	History
Pupil on Roll Identifiers					
Missing Address		0	0	0	
Unique Pupil Number (UPN)	E001615283946	0	0	0	
Pupil's Former UPN		0	0	0	
ULN	700002	0	0	0	
Pupil Surname	Surname	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					View All
Pupil On Roll Post 16 Learning Aims					View All
Pupil On Roll Addresses					View All
Transfer Pupil to Off Roll					

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

Addresses

All Errors All Notes Add View Edit Delete Status

> Z001800214001,DUPForename1,DUPSurname1

SC15 Autumn [15]

Levels

School [25]

Pupil on Roll [34]

Addresses - SA Test School 1

Drill Up Error

All Notes

UPN	Surname	Forename	DOB	Postcode	Address Line 1	Dwelling (PAON)	Errors
Z001800214001	DUPSurname1	DUPForename1	2013-08-31	TS25 5LU		1A	0

Data Item	Value	Error		OK Errors	History
		E	Q		
Pupil On Roll Address					
Postcode		0	0	0	
BS7666 Format					
Sub-dwelling (SAON)		0	0	0	
Dwelling (PAON)		0	0	0	
Street		0	0	0	
Locality		0	0	0	
Town		0	0	0	
Administrative Area		0	0	0	
Post Town		0	0	0	
Line Address Format					
Address Line 1		0	0	0	
Address Line 2		0	0	0	
Address Line 3		0	0	0	
Address Line 4		0	0	0	

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

Addresses

Add new record ? Save Cancel

Addresses - Test Organisation 24

Postcode	Sub-dwelling (SAON)	Dwelling (PAON)	Address Line 1	Address Line 2
TE5 7JN		01		

Data Item	Value	Errors			OK Errors	History
		E	Q			
Pupil On Roll Addresses						
Postcode	Test	0	0	0		
BS7666 Format						
Sub-dwelling (SAON)	Test	0	0	0		
Dwelling (PAON)	Test	0	0	0		
Street		0	0	0		
Locality		0	0	0		
Town	Test	0	0	0		
Administrative Area		0	0	0		
Post Town	Test	0	0	0		
Line Address Format						
Address Line 1		0	0	0		
Address Line 2		0	0	0		
Address Line 3		0	0	0		
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 relevant part of the return which needs correcting 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.

On checking the records if you are confident 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.

Pupils No Longer On Roll - Identifiers

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

Drill Up Error

SA Test School 1

Unique Pupil Number (UPN)	Pupil Surname	Pupil Date of Birth	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16
Surname3a	Forename3	2003-08-31	4	0	0	0	0	0	1

Data Item	Value	Errors		OK Errors	History
		E	Q		
Pupil No Longer On Roll Identifiers					
Missing Address		0	0	0	
Unique Pupil Number(UPN)		1	0	0	
Pupil's Former UPN		0	0	0	
ULN		0	0	0	
Pupil Surname	Surname3a	0	0	0	
Pupil Forename	Forename3	0	0	0	
Pupil Middle Names		0	0	0	
Pupil Former Surname		0	0	0	
Gender of pupil	M - Male	0	0	0	
Pupil Date of Birth	2003-08-31	2	0	0	

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

Pupils No Longer On Roll - Identifiers

Confirm deletion ? Yes No

Pupils No Longer On Roll - Identifiers - SA Test School 1

Unique Pupil Number (UPN) Pupil Surname Pupil Date of Birth

UPN	Surname	Forename	DOB	Pupil Errors	Address	Family Sessions	Summer Sessions	Annual Sessions	Exclusions	Post ID
	Sumameza	Forename3	2003-08-31	1	0	0	0	0	0	1

Pupil No Longer On Roll Characteristics	Pupil No Longer On Roll Status	Pupil No Longer on Roll Termly Attendance	Pupil No Longer On Roll Summer Half Term 2 Attendance		Pupil No Longer On Roll Annual Attendance	
			E	Q	OK Errors	History
Pupil No Longer On Roll Identifiers						
Missing Address			0	0	0	
Unique Pupil Number(UPN)			1	0	0	
Pupil's Former UPN			0	0	0	
ULN			0	0	0	
Pupil Surname	Sumameza		0	0	0	
Pupil Forename	Forename3		0	0	0	
Pupil Middle Names			0	0	0	
Pupil Former Surname			0	0	0	
Gender of pupil	M - Male		0	0	0	
Pupil Date of Birth	2003-08-31		2	0	0	
Pupil No Longer on Roll Termly Exclusions						
Pupil No Longer on Roll Post 16 Learning Aims						
Pupil No Longer on Roll Addresses						

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 department will run extra checks on your data prior to authorising such as looking at duplicate records for example 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'

SC16 Autumn

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		0	0	0	
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	

[View All](#)
[View All](#)
[View All](#)

- 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.

Termly Exclusions

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

> Forename3,Surname3a

SC15 Autumn [20]

Levels

School [30]

Characteristics

Pupil On Roll [34]

Annual Attendance

Characteristics

Identifiers

Status

Summer Half Term Attendance

Termly Attendance

Termly Exclusions

Termly Session Details

Addresses [1]

AnnualSessionDetails [3]

Termly Exclusions - SA Test School 1

Drill Up Error

All Notes

UPN	Surname	Forename	DOB	Category	Reason	Start Date	Sessions	Errors
	Surname3a	Forename3	2003-08-31	FIXD	RA	2015-01-31	20	0
	Surname3a	Forename3	2003-08-31	FIXD	RA	2015-01-31	20	0

Data Item	Value	Errors		OK Errors	History
		E	Q		
Pupil No Longer On Roll Termly Exclusions					
Exclusion Category	FIXD - Fixed Period	0	0	0	
Exclusion Reason	RA - Racist Abuse	0	0	0	
Exclusion Start Date	2015-01-31	0	0	0	
Exclusion actual number of sessions	20	0	0	0	
In Care Indicator	True	0	0	0	
Pupil SEN Provision	A - School Action or Early Years Action	0	0	0	

- You then need to confirm this action by clicking 'Yes'

Termly Exclusions

Confirm deletion ?

Yes No

> Forename3,Surname3a

Adding a pupil record

To add a new pupil record, select the view all button on the pupils on roll line

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

Data Item	Value	Errors		OK Errors	Return Level Notes
		E	Q		
School Census Autumn 2016		0	0	0	
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	
Eslab	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

Pupils on Roll [View All](#)

Pupils No Longer on Roll [View All](#)

Click on the 'Add' button. This will bring up a new record in which all the appropriate pupil identifier sections must be completed.

On completion select the save button to save the record.

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

Pupil On Roll - Identifiers - SA Test School 4 Drill Up Error

21 Rows Reset Go

UPN	Surname	Forename	DOB	Pupil Enrolment Status	Pupil Errors	Address	Termly Sessions	Summer Sessions	Annual Sessions	Exclusions	Post 16	FSM	Nationality	Errors
A935209101011	Test 1	Forename 01	1999-01-01	C - Current (single registration at this school)	8	0	0	0	0	0	7	0	0	0

Data Item	Value	Errors		OK Errors	History
		E	Q		
Pupil on Roll Identifiers					
Missing Address		0	0	0	
Unique Pupil Number(UPN)	A935209101011	1	0	0	
Pupil's Former UPN		0	0	0	
UJLN	9818103371	1	0	0	
Pupil Surname	Test 1	0	0	0	
Pupil Forename	Forename 1	0	0	0	
Pupil Middle Names		0	0	0	
Pupil Former Surname		0	0	0	
Pupil Preferred Surname		0	0	0	
Gender of pupil	F - Female	0	0	0	
Pupil Date of Birth	1999-01-01	2	1	0	
Pupil On Roll Termly Exclusions					
Pupil On Roll Post 16 Learning Aims					
Pupil On Roll Addresses					
View All					
View All					
View All					

Transfer Pupil to Off Roll

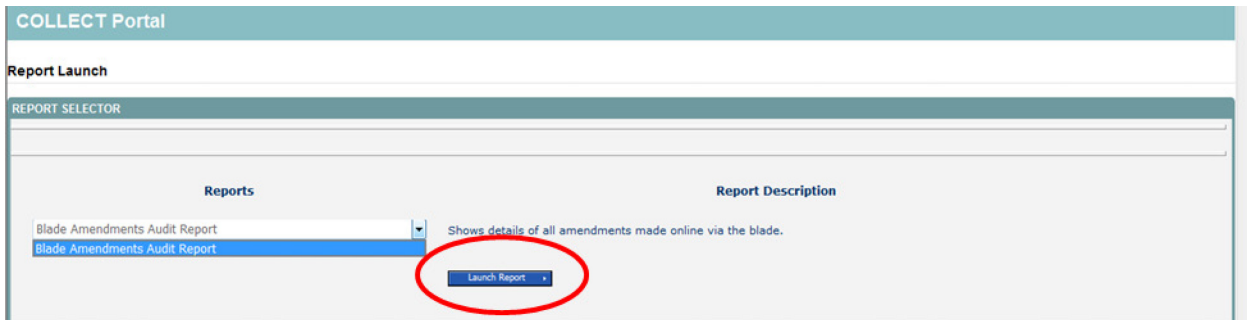
Reports

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.

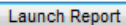
- 1) Click on the 'Launch Reports' button

A rectangular button with a light blue background and a thin border, containing the text "Launch Reports..." in a dark blue font.

- 2) Select 'Blade Amendments Report' from the drop down & click 'Launch Reports'

A screenshot of the COLLECT Portal interface. At the top is a teal header with "COLLECT Portal". Below it is a white section titled "Report Launch". Underneath is a "REPORT SELECTOR" section. It features a table with two columns: "Reports" and "Report Description". In the "Reports" column, a dropdown menu is open, showing "Blade Amendments Audit Report" selected and highlighted in blue. In the "Report Description" column, the text "Shows details of all amendments made online via the blade." is visible. A blue button labeled "Launch Report" with a right-pointing arrow is located below the dropdown menu and is circled in red.

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

A rectangular button with a light blue background and a thin border, containing the text "Launch Report" in a dark blue font.

- 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 [Service Request form](#).



Department
for Education

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