



Department
for Education

School admissions appeals data collection (APAD) 2017

COLLECT user guide

December 2016

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COLLECT (Collections Online for Learning, Education, Children and Teachers) and Secure Access

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

The screenshot shows the 'Secure access' login page for the Department for Education. At the top, there is a header with the Department for Education logo and name. Below this is a 'Secure access' section with a login form. The form includes a 'Forgotten username or password?' link, a 'Username' field, a 'Password' field (represented by dots), a checkbox for 'I agree to the terms of use', and a 'Sign in' button. A large blue banner in the center reads 'Welcome to Secure access' and explains that the portal allows registered users access to the Department's systems. To the right of the banner is a 'First time here?' link that says 'Visit the Secure Access Help page'. Below the banner is an 'Announcements' section dated 10/09/2014, titled 'Secure Access Approver Guide', which provides a link to the guide and a brief description of its content.

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

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

This screenshot shows the 'Your applications' section of the Secure Access portal. It features a blue header with 'Welcome to Secure access' and a 'Need help?' link. Below the header, the text states: 'Allowing registered users access to the Department for Education's systems. Access to systems are granted on an individual basis and therefore some systems may not be visible.' The 'Your applications' section lists 'COLLECT' as an available application, with the word 'COLLECT' circled in red. Below this, it says 'Collections On-Line for Learning, Education, Children, and Teachers.' At the bottom left, there is a 'KTS' link.

Click on 'Continue' to view available data collections.

The screenshot displays the 'COLLECT Portal' 'Welcome' page. The header is teal and says 'COLLECT Portal'. Below it, the 'Collect Welcome' section includes a 'Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers)' message and explains that COLLECT is the DfE Centralised Data Collection and Management System for Education. It also mentions 'SPRING 2013 Data Collections' and lists several census types. On the right side, there is a teal box with a 'PROCEED INTO COLLECT' button, which is circled in red. Below this button is a 'Code of Conduct' section with a 'Show Code of Conduct Text...' link.

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.

MY DATA COLLECTIONS					
Data Collection	User Role	Organisation	Status	Due Date	Days Due
APAD2017	Collector	Department for Education	Testing	20/01/2017 00:00:00	92
APAD2017	Source	TDU Test LA 522	Testing	20/01/2017 00:00:00	92
APAD2017	Administrator	Department for Education	Testing/Live	20/01/2017 00:00:00	92
Consistent Financial Reporting_2015-2016	Collector	Department for Education	Open	15/07/2016 00:00:00	-97
ParentalResponsibilityM-A2016	Collector	Department for Education	Open	04/11/2016 00:00:00	15
S251 Budget_2016-17	Collector	Department for Education	Open	31/03/2016 00:00:00	-203
S251 Outturn_2015-16	Collector	Department for Education	Open	25/06/2016 00:00:00	-56
SCAP - Capacity 2016	Collector	Department for Education	Open	29/07/2016 00:00:00	-63
SCAP - Forecasts 2016	Collector	Department for Education	Open	29/07/2016 00:00:00	-63
<div>Select Data Collection</div>					

Local authority ('Source' page) screen

The next screen ('Source' page) provides a summary of the latest position with respect to the data collection.

The screenshot displays the 'MY DATA RETURN' interface. At the top, it shows 'The status of your data return : No_Data' with input fields for 'Errors : 0', 'Queries : 0', and 'OK Errors : 0'. Below this is a section titled 'What can I do with My Data Return?' containing a list of buttons: 'Upload Return from file...', 'Add Return on screen...' (highlighted), 'Open Return...', 'Submit Return...', 'Export to file...', 'Launch Reports...' (highlighted), and 'Delete Return...'. Each button has a corresponding instruction. The next section, 'What is happening to My Data Return?', contains three columns: 'Data Return Submission' with 'Date Submitted' field, 'Data Return Approval' with 'Date Approved' field, and 'Data Return Authorisation' with 'Date Authorised' field. At the bottom, there is a 'I need some help' section with a link to the help page.

The different status of data is as follows:

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 describing actions which may be taken, as listed below:

Upload return form – this function will not be available for the collection as the user can only add data on screen.

Add return on screen – allows the local authority (source) to type the return on screen – must be used for this return.

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 department (collector).

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 – this function is not 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.

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?

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

The next screen to appear is the return form, as shown.

First click on 'Save'.

APAD

Add new record ?

APAD -				
RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields)	Validation Results			Notes
	Errors	Queries	OK	
	0	0	0	

On clicking on 'Save' your local authority number and name will be automatically pre-populated.

Navigating through the screens

The first screen of the return is your return details.

APAD

All Errors All Notes Add View Edit Delete Status

APAD -

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields)		Validation Results			Notes	
		Errors	Queries	OK		
		0	0	0		
Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number		0	0	0		
Section 1: Community and controlled primary schools (including middle deemed primary)						
1. Total number of appeals lodged by parents		1	0	0		
2. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0		
3. Number of appeals heard by an appeals panel		1	0	0		
4. Number of appeals heard:						
4a. Number of appeals decided in parents favour		1	0	0		
4b. Number of appeals rejected		1	0	0		
Section 2: Infant classes in Community and controlled primary schools (sub-section of figures provided in Section 1 - infant classes should be included in both sections 1 and 2)						
5. Total number of appeals lodged by parents		1	0	0		
6. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0		
7. Number of appeals heard by an appeals panel		1	0	0		
8. Number of appeals relating to infant classes heard:						
8a. Number of appeals decided in parents favour		1	0	0		
8b. Number of appeals rejected		1	0	0		
Section 3: Community and controlled secondary schools (including middle deemed secondary)						
9. Total number of appeals lodged by parents		1	0	0		

The next screen to appear allows the local authority user to input their data.

Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number		0	0	0		
Section 1: Community and controlled primary schools (including middle deemed primary)						
1. Total number of appeals lodged by parents		1	0	0		
2. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0		
3. Number of appeals heard by an appeals panel		1	0	0		
4. Number of appeals heard:						
4a. Number of appeals decided in parents favour		1	0	0		
4b. Number of appeals rejected		1	0	0		
Section 2: Infant classes in Community and controlled primary schools (sub-section of figures provided in Section 1 - infant classes should be included in both sections 1 and 2)						
5. Total number of appeals lodged by parents		1	0	0		
6. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0		
7. Number of appeals heard by an appeals panel		1	0	0		
8. Number of appeals relating to infant classes heard:						
8a. Number of appeals decided in parents favour		1	0	0		
8b. Number of appeals rejected		1	0	0		
Section 3: Community and controlled secondary schools (including middle deemed secondary)						
9. Total number of appeals lodged by parents		1	0	0		
10. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0		
11. Number of appeals heard by an appeals panel		1	0	0		
12. Number of appeals heard:						
12a. Number of appeals decided in parents favour		1	0	0		
12b. Number of appeals rejected		1	0	0		
Section 4: Completion Time						
13. Form Completion time (to the nearest hour)		1	0	0		
Section 5: Contact Details						
Contact Forename		1	0	0		
Contact Surname		1	0	0		
Telephone Number		0	1	0		
Email Address		0	1	0		

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

Department for Education

Back to My COLLECT page | Help
You are logged in as | Log out

COLLECT Portal

PAD

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

APAD - TDU Test LA 522

Validation Results			Notes
Errors	Queries	OK	
0	0	0	0

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

Editing a return

Clicking on the 'Edit' button opens the value boxes, allowing the user to add and amend their data next to each question.

APAD

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

—APAD [20]

APAD -

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields)		Validation Results			Notes
Errors	Queries	OK			
0	0	0			
Data Item Name	Data Item Value	Errors	Queries	OK	Notes
LA Number		0	0	0	
Section 1: Community and controlled primary schools (including middle deemed primary)					
1. Total number of appeals lodged by parents		1	0	0	
2. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0	
3. Number of appeals heard by an appeals panel		1	0	0	
4. Number of appeals heard:					
4a. Number of appeals decided in parents favour		1	0	0	
4b. Number of appeals rejected		1	0	0	
Section 2: Infant classes in Community and controlled primary schools (sub-section of figures provided in Section 1 - infant classes should be included in both sections 1 and 2)					
5. Total number of appeals lodged by parents		1	0	0	
6. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0	
7. Number of appeals heard by an appeals panel		1	0	0	
8. Number of appeals relating to infant classes heard:					
8a. Number of appeals decided in parents favour		1	0	0	
8b. Number of appeals rejected		1	0	0	
Section 3: Community and controlled secondary schools (including middle deemed secondary)					
9. Total number of appeals lodged by parents		1	0	0	

Clicking on 'View' will close the value boxes and save any data that has been added or amended.

APAD

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

—APAD [15]

APAD -

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields)		Validation Results			Notes
Errors	Queries	OK			
0	0	0			

Viewing the errors and queries screen

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

APAD

All Errors All Notes Add View Edit Delete Status

APAD [15]

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields)	Validation Results			Notes
	Errors	Queries	OK	
	0	0	0	

A user can also access the error report by clicking in the error field next to each data value.

APAD

All Errors All Notes Add View Edit Delete Status

APAD [15]

RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields)	Validation Results			Notes
	Errors	Queries	OK	
	0	0	0	

Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number		0	0	0		
Section 1: Community and controlled primary schools (including middle deemed primary)						
1. Total number of appeals lodged by parents	6	0	0	0		
2. Number of appeals withdrawn by parents before reaching an appeals panel	2	0	0	0		
3. Number of appeals heard by an appeals panel	4	0	0	0		
4. Number of appeals heard:						
4a. Number of appeals decided in parents favour	2	0	0	0		
4b. Number of appeals rejected	2	0	0	0		
Section 2: Infant classes in Community and controlled primary schools (sub-section of figures provided in Section 1 - infant classes should be included in both sections 1 and 2)						
5. Total number of appeals lodged by parents		1	0	0		
6. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0		
7. Number of appeals heard by an appeals panel		1	0	0		
8. Number of appeals relating to infant classes heard:						
8a. Number of appeals decided in parents favour		1	0	0		
8b. Number of appeals rejected		1	0	0		
Section 3: Community and controlled secondary schools (including middle deemed secondary)						
9. Total number of appeals lodged by parents		1	0	0		
10. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0		
11. Number of appeals heard by an appeals panel		1	0	0		
12. Number of appeals heard:						
12a. Number of appeals decided in parents favour		1	0	0		

Once a user has clicked on either 'All Errors' or the data field error, they will be taken to the blade error report page.

Blade Error Report

Error report on					Count 17	Return
Rule No.	Return Level	Error Message	Priority OKCd	Details	Notes	
3173		Infant Classes: The total number of appeals lodged by parents (5) must be greater than or equal to 0.	Errors	Details		
3174		Infant Classes: The number of appeals withdrawn (6) must be greater than or equal to 0.	Errors	Details		
3175		Infant Classes: The number of appeals heard (7) must be greater than or equal to 0.	Errors	Details		
3176		Infant Classes: The number of appeals heard which were decided in the parents favour (8a) must be greater than or equal to 0.	Errors	Details		
3177		Infant Classes: The number of appeals rejected (8b) must be greater than or equal to 0.	Errors	Details		
3185		The total number of appeals lodged by parents (9) must be greater than or equal to 0.	Errors	Details		
3186		The number of appeals withdrawn (10) must be greater than or equal to 0.	Errors	Details		
3187		The number of appeals heard (11) must be greater than or equal to 0.	Errors	Details		
3188		The number of appeals heard which were decided in the parents favour (12a) must be greater than or equal to 0.	Errors	Details		
3189		The number of appeals rejected (12b) must be greater than or equal to 0.	Errors	Details		

Page 1 of 2

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.

Error report on					Count 17	Return
					Details	
Rule No.	Return Level	Error Message	Priority OKCd	Details	Field	Value
3173		Infant Classes: The total number of appeals lodged by parents (5) must be greater than or equal to 0.	Errors	Details	5. Total number of appeals lodged by parents	null
3174		Infant Classes: The number of appeals withdrawn (6) must be greater than or equal to 0.	Errors	Details		
3175		Infant Classes: The number of appeals heard (7) must be greater than or equal to 0.	Errors	Details		
3176		Infant Classes: The number of appeals heard which were decided in the parents favour (8a) must be greater than or equal to 0.	Errors	Details		
3177		Infant Classes: The number of appeals rejected (8b) must be greater than or equal to 0.	Errors	Details		
3185		The total number of appeals lodged by parents (9) must be greater than or equal to 0.	Errors	Details		
3186		The number of appeals withdrawn (10) must be greater than or equal to 0.	Errors	Details		
3187		The number of appeals heard (11) must be greater than or equal to 0.	Errors	Details		
3188		The number of appeals heard which were decided in the parents favour (12a) must be greater than or equal to 0.	Errors	Details		
3189		The number of appeals rejected (12b) must be greater than or equal to 0.	Errors	Details		




































Page 1 of 2

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. They can then make the required amendment.

Adding return level notes

To add a note relating to an outstanding query, please click on the pencil icon located next to the local authority number section.

—APAD [15]		APAD -				
RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields)		Validation Results			Notes	
		Errors	Queries	OK		
		0	0	0		
Data Item Name	Data Item Value	Errors	Queries	OK	Notes	History
LA Number		0	0	0		
Section 1: Community and controlled primary schools (including middle deemed primary)						
1. Total number of appeals lodged by parents	6	0	0	0		
2. Number of appeals withdrawn by parents before reaching an appeals panel	2	0	0	0		
3. Number of appeals heard by an appeals panel	4	0	0	0		
4. Number of appeals heard:						
4a. Number of appeals decided in parents favour	2	0	0	0		
4b. Number of appeals rejected	2	0	0	0		
Section 2: Infant classes in Community and controlled primary schools (sub-section of figures provided in Section 1 - infant classes should be included in both sections 1 and 2)						
5. Total number of appeals lodged by parents		1	0	0		
6. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0		
7. Number of appeals heard by an appeals panel		1	0	0		
8. Number of appeals relating to infant classes heard:						
8a. Number of appeals decided in parents favour		1	0	0		
8b. Number of appeals rejected		1	0	0		
Section 3: Community and controlled secondary schools (including middle deemed secondary)						
9. Total number of appeals lodged by parents		1	0	0		
10. Number of appeals withdrawn by parents before reaching an appeals panel		1	0	0		
11. Number of appeals heard by an appeals panel		1	0	0		
12. Number of appeals heard:						
12a. Number of appeals decided in parents favour		1	0	0		
12b. Number of appeals rejected		1	0	0		
Section 4: Completion Time						
13. Form Completion time (to the nearest hour)		1	0	0		

You will then be presented with the note page screen below

Note Page

Notes

Data Item: LA

User

Role

Organisation

Native ID

Date and Time

Add New Note

Remove Note

Note Detail

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

Note Page

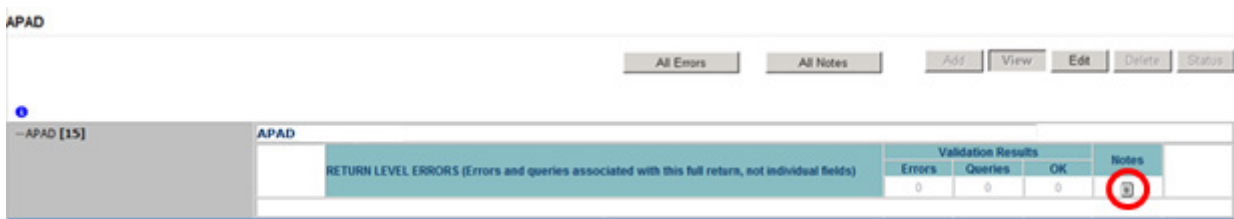
Create New Note

please add note here.


Create

Cancel

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



The screenshot shows the APAD interface. At the top, there are buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. Below these, there is a section for 'APAD' with a sub-header 'RETURN LEVEL ERRORS (Errors and queries associated with this full return, not individual fields)'. To the right of this section is a table with the following structure:

Validation Results			Notes
Errors	Queries	OK	
0	0	0	

The 'Notes' column contains a notepad icon, which is circled in red in the original image.

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.

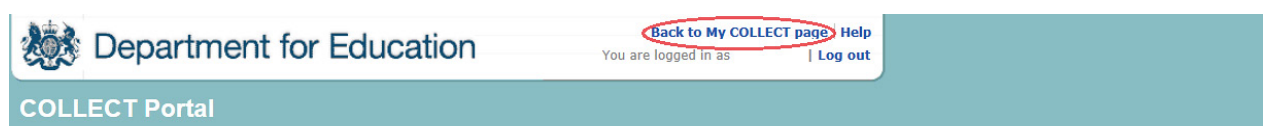
Submitting a return

‘Clean data submit’ in COLLECT.

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). This function is called 'clean data submit'. You will still be able to submit your data where queries are present, although these must be accompanied by an explanatory note.

Once the local authority user is happy for their return to be submitted for departmental access the following procedure is to be undertaken.

First return to the 'Source Page' by clicking on 'Back to my COLLECT page' located at the top of the form.



Then select 'Submit Return'.

The screenshot shows the 'MY DATA RETURN' page. At the top, it says 'The status of your data return : Amended_by_source'. Below this are three input fields: 'Errors : 13', 'Queries : 2', and 'OK Errors : 0'. The main section is titled 'What can I do with My Data Return?'. It contains a list of buttons: 'Upload Return from file...', 'Add Return on screen...', 'Open Return...', 'Submit Return...' (circled in red), 'Export to file...', 'Launch Reports...', and 'Delete Return...'. Each button has a corresponding description. Below this section is 'What is happening to My Data Return?'. It contains three columns: 'Data Return Submission' with 'Date Submitted' input, 'Data Return Approval' with 'Date Approved' input, and 'Data Return Authorisation' with 'Date Authorised' input.

Deleting a return

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

The screenshot shows a web interface titled "MY DATA RETURN". At the top, it displays "The status of your data return : Amended_by_source". Below this, there are three input fields: "Errors : 13", "Queries : 2", and "OK Errors : 0".

The main section is titled "What can I do with My Data Return?". It contains a list of buttons and their descriptions:

- 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

The "Delete Return..." button is circled in red.

The bottom section is titled "What is happening to My Data Return?". It contains three columns:

- Data Return Submission**: Date Submitted [input field]
- Data Return Approval**: Date Approved [input field]
- Data Return Authorisation**: Date Authorised [input field]

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

Export a return

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

The screenshot shows the 'MY DATA RETURN' interface. At the top, it displays 'The status of your data return : Amended_by_source'. Below this, there are three input fields: 'Errors : 13', 'Queries : 2', and 'OK Errors : 0'. The main section is titled 'What can I do with My Data Return?' and contains a list of buttons with corresponding descriptions:

- 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

Below this list, there is a section titled 'What is happening to My Data Return?' with three columns: 'Data Return Submission' (Date Submitted), 'Data Return Approval' (Date Approved), and 'Data Return Authorisation' (Date Authorised).

Once the user has clicked 'Export to File' button, they will be taken to the export report format.

The screenshot shows the 'CHOOSE EXPORT FORMAT' dialog box. It contains the following options:

- Export the current data for the selected Source**
- Please select the format that you wish to export this data:**
 - Export as XML ☒
 - Export as CSV ☐
- Please Select the Status that you wish to export this data:**
- Either:**
 - All ☒
- Or one or more of the following**
 - Loaded and validated ☐
 - Amended by source ☐
 - Submitted ☐
 - Amended by agent ☐
 - Approved ☐
 - Amended by collector ☐
 - Authorised ☐
- Export** button

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 and forward buttons on your web browser's toolbar.

Navigating 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	On 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' or 'Source'
Drill Up	On any data screen within a return apart from the header screen	Returns you to the previous data screen
Return	On the report screens, for example 'History' and 'Errors'	Returns you to the previous screen
Back	On the 'Notes' screens	Returns you to the previous screen
View All	On the data entry screens that have additional linked data, for example assessments	Takes you to the sub module level details

Mode buttons

These 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.

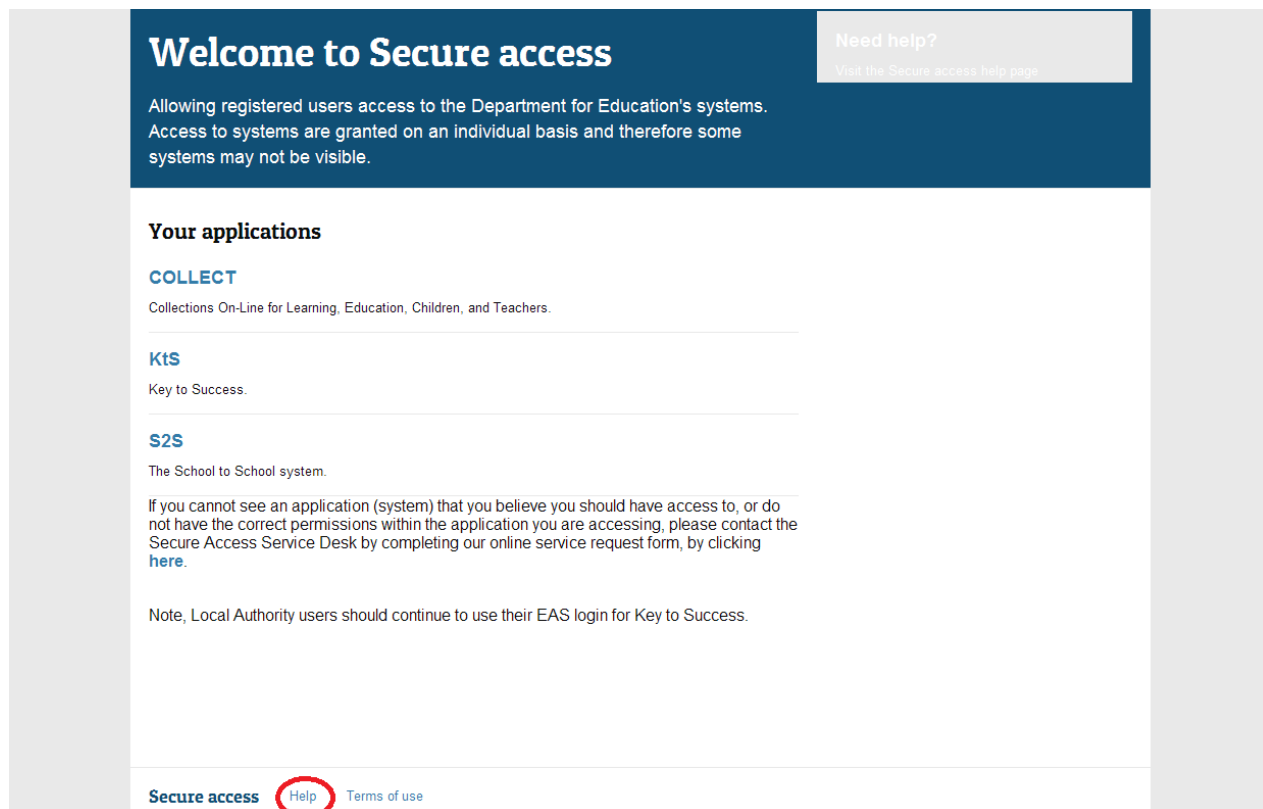
Light grey text on button with light border = unavailable mode.

COLLECT issues and data collection enquiries

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

Secure Access issues

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



Welcome to Secure access

Allowing registered users access to the Department for Education's systems. Access to systems are granted on an individual basis and therefore some systems may not be visible.

Need help?
Visit the Secure access help page

Your applications

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

KtS
Key to Success.

S2S
The School to School system.

If you cannot see an application (system) that you believe you should have access to, or do not have the correct permissions within the application you are accessing, please contact the Secure Access Service Desk by completing our online service request form, by clicking [here](#).

Note, Local Authority users should continue to use their EAS login for Key to Success.

Secure access [Help](#) [Terms of use](#)



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