



Department  
for Education

# **School census 2017 to 2018**

**User guide for the duplicate report -  
same person different UPN**

**September 2017**

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# 1. Introduction

The calculation of the schools and early years block of the dedicated schools grant based on the autumn and spring census data makes it more important than ever that the census data for all schools' are submitted promptly and accurately for all data providers. The school census data will be used to finalise 2018 to 2019 allocations, and therefore it is vitally important that you are content with the accuracy of your schools' returns before passing them on to the department and that they are returned by the prescribed timescales.

This user guide is intended to offer schools and local authorities support to aid understanding of how the duplicate reports should be used and duplicates resolved.

## 2. Duplicate report: same person different UPN

### 2.1 What pupils are included in this report?

The 'duplicate report – same person different UPN' report will look for duplicates across all pupils recorded in the **current school census only**. This report will not identify duplicates across data collections (ie there will be no report identifying duplicate pupils between the school census and early years census).

There are three 'duplicate report – same person different UPN' reports available through COLLECT (2 reports for local authorities and 1 report for individual schools):

#### Local authority reports

The first local authority report includes all pupils where a duplicate pupil has been identified within your own authority and the second report is where a duplicate pupil has been identified across all local authorities.

#### School report

Each individual school is able to run a duplicate report showing all pupils within their school where a duplicate pupil has been identified looking across all other schools.

Further details on how to run these reports in COLLECT are contained in the section of this guidance entitled '[Running the reports in COLLECT](#).'

### 2.2 How will duplicates be identified?

The 'duplicate report – same person different UPN' report includes all cases where there appears to be duplication of a pupil based on the characteristics (ie surname, forename, middle name, date of birth and gender) but where different UPNs are present.

The purpose of this report is to highlight and correct incorrect practice. **In all cases where the match is correct, and it is the same pupil, they should have the same UPN.** For this reason, all enrolment statuses and pupils on and off roll are included in this report.

### 2.3 What will the report look like?

An example of the 'duplicate report – same person different UPN' is displayed in [Annex A](#).

For each duplicate pupil identified, the report will contain the following pupil identifiers: local authority number, estab, school name, UPN, surname, forename, middlenames, enrolstatus, date of birth, gender, entry date, leaving date, on/off roll and school status.

## 2.4 How do I run the duplicate reports in COLLECT?

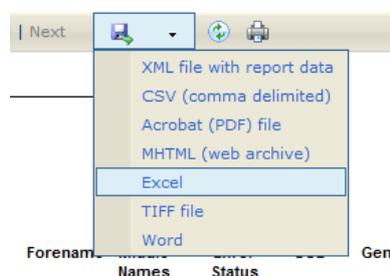
To run the reports click on the 'launch reports' button in the school census COLLECT blade and on the next screen there is a drop down box to select which duplicate report you require, either:

- duplicate report – same UPN;
- duplicate report – same person different UPN;
- duplicate report – same UPN 2 to 4 yr olds (available to local authorities only)

For local authorities the next screen will indicate the type of report you require (schools can only run reports across all local authorities), either:

- within authority: this will match pupils within the selected authority;
- across all authorities: this will match pupils for the selected local authority against pupils in all other local authorities.

The report is then displayed on screen, but the option is also provided to download and save the report in various formats. Select the 'export' option and choose the format required.



### Please note

1. The duplicate reports will be run against a backup of the database and not the live database. As with the funding report, the duplicate reports will not be 'live' but on any given day will reflect the position from COLLECT as at close the previous working day.

2. If exporting to csv format, at the prompt save the file rather than opening it. Once in excel, open the file and a box will appear. Select 'delimited', put a tick next to 'comma' and remove any other ticks, click 'next' and then 'finish'.

If you have a large amount of duplicates and want to export the report to excel, we advise that the file is saved in .csv format and then opened in excel otherwise a time out error may occur.

When exporting reports files you may get an error message e.g. **'internet explorer cannot download ...n=....'**. **'internet explorer was unable to open this internet site'**

If you get this error you need to change your internet explorer's security settings to allow saving of encrypted pages. To do this in internet explorer follow these instructions:

- open your internet browser
- click on 'tools', then on 'internet options', and select the 'advanced' tab
- scroll down to the security section and untick option 'do not save encrypted pages to disk'
- click 'apply', then 'OK' to complete the process

Your files should now be able to be saved.

## 3. Resolving duplicate pupils

### 3.1 Do I need to resolve the duplicate pupils identified in this report?

The general principle for funding pupils via the dedicated schools grant and pupil premium is that each pupil should be funded only once. Consequently, DfE would expect **local authorities, non-maintained special schools, academies and CTCs** to work together to determine as to whether the pupils identified in this report are indeed the same pupil.

In previous censuses, we have identified increasing numbers pupils appearing in the 'same person different UPN' duplicate report where pupils have been incorrectly given new UPNs when transferring schools despite the fact that the pupil already has an existing UPN. Incorrectly giving pupils new UPNs could potentially have an impact on pupil premium funding allocations as the UPN is a key variable used in the matching criteria in the national pupil database to determine whether a pupil is FSM ever and, therefore, eligible for the pupil premium. Consequently it is vitally important that, where there is an existing UPN for a pupil, this is used rather than allocating a new UPN.

### 3.2 How should I go about resolving duplicate pupils?

If the two records are the same pupil, they should have the same UPN and you will need to amend one record accordingly. The two pupils should also have the correct combination of enrolment statuses otherwise they will then appear on the duplicate UPN report (ie if dually registered one registration should have a dual main registration ('M') and the other should have a dual subsidiary registration ('S')).

Listed below are some actions for schools and/or local authorities to take where duplicate pupils are identified with different UPNs:

- **same pupil:** change one of the UPNs;
- **same pupil and pupil is dually registered:** change one of the UPNs and make sure the pupil is recorded as dual main at one registration and dual subsidiary at the other;
- **same pupil but pupil is off roll:** one record to be moved to 'NoLongerOnRoll' with date of leaving provided and change one of the UPNs;
- **pupil was permanently excluded:** pupil record to be moved to 'NoLongerOnRoll', date of leaving provided, create an exclusion record and change one of the UPNs
- **one record is entered in error:** delete one of the records

- **different pupil:** report back as false duplicate (see section below)

All schools have the facility to run their own ‘duplicate report – same UPN’ and ‘duplicate report – same person different UPN’ from COLLECT and therefore we request that **academies, NMSS and CTCs take on the same responsibility which is placed on local authorities with respect to resolving duplicates.**

Academies, CTCs and NMSS can be identified in the COLLECT duplicate reports by the prefix ‘DfE’ appearing in the column before the local authority number with schools that were local authority maintained at the point of the census appearing in the duplicate report with this column blank. At a school level only academies, CTCs and NMSS are responsible for resolving their own duplicates and therefore all duplicates with local authority maintained schools should continue to be resolved via the local authority (ie local authority maintained schools should not be contacted directly by other schools/local authorities regarding duplicate pupils).

In order to assist local authorities, academies, CTCs and NMSS with resolving their duplicates the DfE will provide a list of the duplicate contacts across all local authorities.

**Please note:** we would like to take this opportunity to remind schools and local authorities **not** to include any identifiable pupil level data in emails to other schools, local authorities or the department.

### 3.3 False matches

If the two duplicate records are in fact different pupils and the match is incorrect, you can notify us of false matches and we will build these into COLLECT and take them into account for future reports and censuses (this will save you checking the same pupil every census).

To notify us of false duplicates, export your report and then simply put in ‘F’ after the last column on your duplicate pupils’ sheet after each pupil to indicate that the pair of duplicates is a false match and it is different pupils (see example below). Save the file and return to the department via the S2S site at any time during a census. We will update the list in COLLECT once a week, so you may not notice a change on your report immediately.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Local Authority : XXX - Example														
2															
3	LA Estab School			UPN		Surname Forename		Middle Enrol		DOB Gender		Entry Date Leaving		On / Off Roll	
4															
5	Pupil 1	111	2000	Example Primary School A	A123456789101	Bloggs	Joseph		C	25/12/2005	M	17/09/2012		On	F
6	Pupil 2	222	2058	Example Primary School B	B123456789101	Bloggs	Joseph John		C	25/12/2005	M	17/09/2012		On	F

To use the S2S website you will need to adhere to a strict file naming convention, as follows:

DFESXXX\_LEALLL\_DupPupils.ext

Where *LEA* is your local authority number and *ext* is the file extension e.g. xls, csv, txt.

**Please note:** when uploading generic files to S2S these files should be encrypted in accordance with government security standards. If you require any assistance with the transfer of data via S2S please contact the helpdesk via the usual channels.

### 3.4 Best practice for resolving duplicates

To correct duplicates, best practice would be to ask the school to do the changes on their school system and re-submit. This ensures the school's system reflects the position on COLLECT. However where a school, local authority or the department have carried out a lot of error correction on a particular school, then it is acceptable to amend the pupil records directly in COLLECT rather than making a full resubmission. **However any changes made within COLLECT should always reflect the data within school systems:** ie if a change is made to a UPN within COLLECT then the same change should also be made to the data within the school MIS. This is important from an audit/inspection viewpoint and will avoid schools manually having to make the same changes every census.

Full instructions for editing returns within COLLECT are available within the [COLLECT guides](#)

# Annex A: report layout

## Duplicate Pupils Report - Same Person Different UPN

Report Date: dd/mm/2017

### Local Authority: 111 – Example LA1

	LA	Estab	School	UPN	Surname	Forename	Middle Names	Enrol Status	DOB	Gender	Entry Date	Leaving Date	On / Off Roll	School Status
	111	2005	Example Primary1	A123456789101	Bloggs	Joe	A		17/02/2005	M	09/09/2009	02/12/2016	Off	Submitted
<b>DFE</b>	222	2222	Example Academy	B123456789101	Bloggs	Joe		C	17/02/2005	M	30/11/2010		On	Approved



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

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