LTS Education Performance

Supporting Schools through Data Analysis, Data Collection and Guidance

SUBMITTING A SCHOOL CENSUS TO THE DfE AND PERFORMANCE TEAM

Academies administering school census COLLECT themselves are required to submit their School Census to the DfE and also send a CSV Export to the Performance Team.

Below is a check list providing the steps required to submit your School Census:

**** ***More detailed guidance is on the following pages of this document*** ****

- Create your school census in your school software

- Load the XML file into COLLECT

- Resolve or enter notes against any errors or queries in COLLECT

- Check for and resolve any duplicate pupil cases in COLLECT

- Submit your census to the DfE via COLLECT

- Rename and send a CSV Export zip file from COLLECT to the Performance Team

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If you make __any__ amendments to your School Census, including those arising from duplicate UPN cases, the Performance Team will require a new CSV export so that any changes you make are also reflected in our data. Please notify the Performance Team if you are resubmitting your data.

Loading your File into COLLECT

Create a school census XML file from your school MIS.

Log into COLLECT, which is the website used to deliver the file to the DfE. You access COLLECT through the DfE Sign In portal https://services.signin.education.gov.uk/

Once logged into COLLECT, Click on 'School Census' and click on 'Select Data Collection'. You will now be in the School Census blade of COLLECT.

To load your file into COLLECT, click the 'Upload Return from File' button located to the left of the screen.

Next, browse to where your XML file is on your network. The file name will be like **855XXXX_SC2_855LL21_001.XML**, where XXXX is your DfE number

COLLECT Errors and Queries

Once you have loaded the file into COLLECT you may notice numbers in the Errors and Queries boxes at the top of the screen. COLLECT queries normally reflect those that you may have seen in SIMS when creating the census.

To view your errors and queries, click 'Open Return' and then the 'All Errors' button. You can view details of the query by clicking on the 'Details' button to the right of the short query description.

Each error/query will either require a note against the query so the DfE is aware of your satisfaction with the data or an amendment to the data being made.

Notes against COLLECT errors and queries should be entered in the 'Return Level Notes' section on the right hand side of the main census screen (indicated by a pen symbol).

Copy each error and query from the 'All Errors' area and add your corresponding explanatory notes. Copy your notes into the 'Return Level Notes' section by clicking 'Add New Note'. In readiness for a possible follow up call from the DfE it is worth retaining a copy of your notes so you have them to hand.

Editing Census Data in COLLECT

The DfE allows schools to make amendments to their data via the Edit function in COLLECT. This potentially removes the burden of recreating the census in your School MIS and loading the data into COLLECT again. Schools must ensure that any changes made to COLLECT are also reflected on the school MIS. In the case of many changes being required it may be more appropriate to make amendments on your MIS and upload a new file to COLLECT.

Submitting your Census to the DfE

Once you have a clean census and all notes have been entered you can click on the 'Submit Return' button to submit your census to the DfE. This will populate the 'Date Submitted' box. The DfE will Approve and Authorise the census for you later, this may take the DfE some time, particularly if notes have been entered.

Submitting your Census to the Performance Team

The Performance Team requires an export of your data in CSV format. Click on the 'Export to File' button and select 'Export as CSV'. Click on the 'Export' button.

This will create a zip file containing the CSV files called 'Current-Blade-Export.zip'. You may need to change your browser or security settings if you receive a security error when attempting to download the file (see page 3 for guidance).

Save and rename the zip file so that it is named **855NNNN_Collect-Blade-Export.zip** (where NNNN is your DfE number). Log into the LCC Secure File Transfer via https://filetransfer.leics.gov.uk/ and send the file to the Performance Team as a 'School Census Submission' file type.

The Performance Team will carry out the usual validation checks and come back to you if you need to make a resubmission of your data to the DfE and the Performance Team.

Resolution of Duplicate UPN Cases

Academies are expected by the DfE to resolve their own duplicate UPN issues.

The Duplicate UPN report can be found by clicking on the 'Launch Reports' button:

School Duplicate Report – Same UPN contains pupils that match on UPN and are therefore likely to be true duplicate pupils. Cases are either solely registered (being claimed wholly by both schools) or an incorrect combination of registration statuses (e.g. a pupil who is main dual registered at two schools).

You will need to investigate and resolve these cases. You may notice two pupils with the same UPN and different details; these may be instances of a UPN being issued incorrectly to a pupil in the past.

School Duplicate Report – Same Person Different UPN contains pupils that match on forename, surname and date of birth but have a different UPN. This report may indicate pupils that have come to you from another school with a historic UPN that you can use or indicate pupils claimed by two schools that have different UPNs but are the same duplicate pupil. This will require one school changing the UPN and removing the pupil from on roll. *Caution should be exercised when making any changes to UPN based upon this report as the two pupils may be two distinct pupils.*

Additional duplicate UPN cases may occur later in the collection period as some schools submit their census to COLLECT at a date which is late in the submission period. Please run the duplicate report on a regular basis to see if new duplicate cases appear on your report.

Another school or LA may contact you during the census period asking you to change an enrolment status or remove a pupil from your school roll. Likewise, you may need to contact another school or LA to request them to change a status or remove a pupil in order to resolve a duplicate case.

Failure to resolve duplicate UPN cases may have negative financial implications for your school as the DfE funds such cases as 50%/50% between the two schools.

Any changes to a pupil status required will need to be made on your MIS and a resubmission made to COLLECT and the Performance Team.

The Performance Team resolves duplicate pupil issues on behalf of LA maintained schools and academies for which we have an account. We are therefore able to guide you through the duplicate pupil process.