Submitting your school census file to the Performance Team

LA maintained schools and the academies for which we have a COLLECT user account

LA maintained schools and academies signed to our service taking advantage of our full census support should submit their School Census **XML** file to the Performance Team. A list of academies for which we hold COLLECT school census accounts is available on our [web page](#).

We will administer the whole COLLECT process for you, including fixing COLLECT errors, entering notes against DfE queries and resolving duplicate pupil and UPN issues. We ensure that your data is submitted to the DfE prior to the deadline and is compliant to their standards of data quality.

Please submit your XML file via the [AVCO Secure File Transfer](#) website to the LA Performance Team Service as a 'School Census Submission' file type.

Note that only the XML files can be loaded, we cannot load the authorisation or summary reports.

Location of the school census XML file for schools using CAPITA SIMS

The XML file will be in your SIMS/STAR/ASC Out folder. The file name will be like **855NNNN_SC2_855LL21_XXX.XML**, where NNNN is your DfE number and XXX is a three-digit number.

Schools using other management information systems should refer to the guidance from their software supplier.

Academies administrating school census COLLECT themselves

Signed academies choosing to administer COLLECT themselves should submit a CSV export. To do this:

Create your school census in your school software
Load the XML file into the COLLECT blade of DfE Secure Access
Resolve errors and enter satisfactory notes against queries
Run and check the duplicate pupil reports
Click the 'submit' button to send your census to the DfE
Send a zipped CSV export file from COLLECT to the Performance Team

Submit your zip file via the [AVCO Secure File Transfer](#) website to the LA Performance Team Service as a 'School Census Submission' file type.

If you are an academy for which we currently do not have an account but would like us to perform this service, please contact a member of the Performance Team to have an account set up. Note that we never make any amendments to your data without your approval.

Detailed guidance regarding the process is available on our website guidance page *'Guidance for Academies Choosing to Administrate COLLECT.pdf'*