

Schools Data Team

Additional Notes – Notepad Entries

For: All Schools

Information about Notepad Entries

School's responsibilities

It is the school's responsibility to investigate ALL errors and queries and either:

- Amend the data,
- Provide a suitable notepad explanation in COLLECT from the DfE list of acceptable notepad entries

Checking your data

When you submit your school census to COLLECT, the system will run a number of validation checks against your data. This will highlight any errors or queries in red against the relevant data item.

Why would I get an error/query?

Your data item may show an error when data rules are broken, for example:

- The return contains an 'illegal character' for example ; or # or *
- A value is out of range,
- Data is missing.

You will get a query where the data is unexpected which could highlight an inaccuracy or omission in the data – it is the school's responsibility that the data is correct.

- No pupils are reported as having special educational needs,
- There is a probability of data being omitted such as suspensions or exclusions.

Viewing your errors and queries

You can view your errors and queries within COLLECT.

Click on 'all errors' at the top of the screen to see a list of all errors and queries relating to your return.

Click on the details button to see which data items the validation is checking. If you click one of the underlined fields, you will see the corresponding data item in the return.

Please note there are two levels of errors. 'Return Level' and 'Data Item Level' Return level errors will relate to the whole of the return rather than an individual item.

Correcting errors/queries

You can identify which data contains the incorrect value by clicking on the field value in the details section in COLLECT.

To resolve errors, we recommend that schools correct the data in their management information system (MIS), then resubmit their data collection file to COLLECT, overwriting the incorrect one.

Adding explanation notes for errors/queries

You need to provide explanatory information for individual queries as a note on COLLECT. All queries need an explanation, but you can enter one note to cover numerous queries.

You can add notes in the 'return level notes' section. [COLLECT guides](#) for schools and local authorities are available for assistance.

1. To add a return level note double click on the pen or notepad (where there is already a note present) icon in the return level notes section.
2. Click add new note.
3. Type the error or query number along with your explanation in the box provided, ensuring you provide an explanation for all of your unresolvable errors and queries.
4. Click create to save your notes. Once saved, you are unable to edit the note however, you can add further notes to supplement throughout the collection.