Checking Your Data and Correcting Errors

When you submit your school census data on COLLECT, the system runs several validation checks against the data. It will highlight any errors or queries in red against the relevant data item.

You'll get an error when data rules are broken, for example:

- Your MIS details and Get Information About Schools (GIAS) page do not match
- the contains an 'illegal character'
- a value may be out of range
- totals do not add up correctly
- data is missing

You must correct all errors.

You will get a query where the data is unusual or unexpected which could mean an inaccuracy or omission in the data, for example where:

- no pupils are reported as having special educational needs
- there is a probability of data being omitted such as permanent exclusions

You must investigate all queries and either:

- amend the data
- provide suitable notepad explanations in COLLECT

Your software may contain data checks, which will help you to identify and correct errors and inconsistencies in your data before it generates your school census return.

Viewing your errors and queries

You can view the errors in the return status section of the school's main screen in COLLECT.

1. Click on 'all errors' at the top of the screen to see a list of all errors and queries relating to your return.
2. Click on the details button to see which data items the validation is checking. If you click on one of the underlined fields, you will see the corresponding data item in the return.

There are 2 levels of errors, 'return level' and 'data item level'. Return level errors relate to your whole return rather than an individual data item.

Correcting errors

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 reload their data collection file to COLLECT, overwriting the incorrect one.

Adding explanation notes for 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.

1. To add a return level note double click on the pen icon in the return level notes section.
2. Click add new note.
3. Type your note and the error number in the box provided and click create.

Available COLLECT reports

Pupil number report

Provides a headcount of your pupils by national curriculum year group and minus subsidiary registrations. We will use the number of pupils in the dedicated schools grant calculation.

Duplicate unique pupil number (UPN) and duplicate pupil report

The duplicate UPN report shows any pupils appearing on your census and that of another school where there is an invalid combination of enrolment statuses.

The duplicate pupil report identifies pupils whose personal details are the same but the UPN differs.

Free school meals (FSM) report

Allows schools to check the FSM eligibility data submitted in their census return. This report only refers to FSM eligibility reported in the current census and not the FSM ever measure used to allocate the pupil premium.

Universal infant free school meals

Provides a breakdown of the infant pupils that we will use in the universal infant free school meals funding calculation.

Pupil premium

Allows schools to check and verify the data in their spring school census, which will feed into the deprivation, service child and post looked after children (LAC) report elements of the pupil premium allocation.

Using COLLECT reports

Along with the school summary, there are several reports in COLLECT which you should use to check your data.

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You can access your reports using the 'launch reports' button on the school 'source page' of COLLECT.

It takes 24 hours for the reports to update following amendments to data.

Duplicate reports

Duplicate reports indicate pupils who are registered at more than one school.

You will need to check if you have recorded the pupils' registration status correctly.

You must resolve all duplicate reports, as they will affect funding calculations for your local authority/schools as we only fund each pupil once.

These reports are unavailable to maintained schools and pupil referral units and should be run by the local authority.

Duplicate report: same UPN

The duplicate UPN reports in COLLECT look for duplicates across all pupils on roll in the current school census only. It will not look for duplicates between the school census and any other pupil level collections, such as the alternative provision census and early years census.

There are 3 'duplicate report - same UPN' reports available through COLLECT (2 reports for local authorities and 1 report for individual schools). The error description in the report explains the reason the UPN has been flagged as a duplicate.

To correct duplicates, you should ask the school to make the changes on their school system and re-submit. This ensures the school's system matches the position on COLLECT.

Changes could include:

- changing the pupil's registration code to produce a valid combination of enrollment status (for dually registered pupils the only valid combination is to have a dual main registration with a dual subsidiary registration)
- deleting pupil record (only if pupil has been entered in error)
- moving pupil record off roll to 'NoLongerOnRoll' with date of leaving provided
- moving pupil record – pupil was permanently excluded – to 'NoLongerOnRoll' and date of leaving provided and create an exclusion record
- changing of UPN (only if pupil UPN has been entered incorrectly)

Duplicate report: same person different UPN

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, meaning there will be no report identifying duplicate pupils between the school census and early years census.

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

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Where it is the same pupil, they should have the same UPN and you will need to amend one record. The 2 records should also have the correct combination of enrolment statuses otherwise they will then appear on the duplicate UPN report, so if dually registered, one registration should have a dual main registration ('M') and the other should have a dual subsidiary registration ('S').

Changes could include:

- 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

False matches

If the 2 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. Save the file and return to us using 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.

Term-on-term checks

Term-on-term checks are built into COLLECT and applied to several fields of data to check for substantial increases or decreases between the current term and the previous term.

Fields checked:

- Headcount of pupils (all terms)
- % FSM for infant pupils (all terms)
- % FSM (all terms)
- % Pupils with SEN with an EHCP (all terms)
- % Pupils with SEN without an EHCP (all terms)
- % First language other than English (all terms)
- % Service children (all terms)
- % Ethnicity not obtained (spring only)
- % Boarders (all terms)
- % overall absence (all terms)
- % overall absence summer half term (autumn only)
- % school lunch taken (all terms)

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