

Academy User Guide for Resolving Duplicates – Pupil Census

During every Pupil Census collection the LA runs a number of reports from COLLECT to assist in resolving duplicate pupil records.

As an Academy, it is now your responsibility during each Pupil Census to run your own reports from COLLECT and resolve any duplicates that appear.

Reports are available via the school census COLLECT portal and can be run by clicking on the 'launch reports' button and selecting the relevant report from the drop down menu. The population of the reports is an overnight process and therefore files loaded or information amended will not show in the reports until the following day.

- **Why do I need to resolve the duplicate pupils identified in these reports?**

Unresolved issues within the Duplicate Reports will have an effect on your **FUNDING**.

The general principle for funding pupils via the dedicated schools grant and pupil premium is that each pupil should be funded only once. As the school census is used to determine the dedicated schools grant and pupil premium allocations, failure to resolve duplicate pupil issues during the census can have an impact on funding allocations.

For example, 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.

- **School Reports**

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

Only pupils within schools with a data return status in COLLECT of 'submitted' or above will be included in these reports. For each pupil included within the return (on roll pupils only) the reports will:-

- a) Check for another pupil record with the same UPN in the school census.
- b) Only UPNs where an invalid combination of enrolment statuses are identified will be included.
- c) 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.

It is extremely important that you run the duplicate reports, as they may highlight anomalies within your data which can impact on all funding calculations.

Duplicate reports will indicate pupils who are registered at more than one school and therefore, would indicate if the pupil should remain on roll, or whether the registration status has been recorded incorrectly.

- **Will the Local Authority check duplicate reports on behalf of academies?**

The local authority are only able to view conflicts of information if an LA School is involved. Conflicts between academies are **not** visible to LA's, so it is important that each academy **checks their own duplicate reports**.

The reports have the potential to change each time an establishment submits their data to the DfE, and so the reports need to be re-launched on a regular basis whilst **COLLECT is open**. Even if your census has been 'Authorised' by the DFE you still need to check the returns for duplicate pupils. You can change your information in COLLECT at any point until COLLECT is closed, don't worry that your return has been authorised it can still be changed. The important thing to remember is that when you have made a change in COLLECT, remember to **PRESS 'SUBMIT'**.

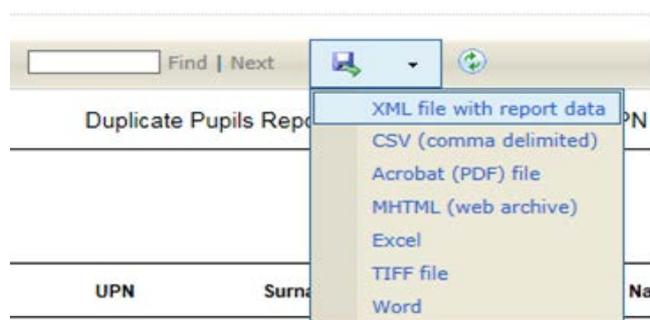
- **How do I run the duplicate reports in COLLECT?**

To run the reports, click on the 'launch reports' button in the school census in COLLECT.



On the next screen there is a drop down box to select which duplicate report you require.

The report is then displayed on screen. If the report does contain pupil's details you should download and save the report. Select the 'export' option, and choose to save as an excel document in an appropriate folder.



Appendix A shows a list of reports available via COLLECT. However some reports will only be available during certain census points.

- **How should I go about resolving duplicate pupils?**

When resolving queries unless the adjustment is to be made within your data you will need to contact the other school directly to resolve the discrepancy. When agreement is reached in respect of the adjustment the school making the amendment will need to change their **MIS data** and their **Pupil Census return in COLLECT**.

The best practice for resolving duplicates would be to do the changes in your MIS system and re-submit. This ensures that your MIS system reflects the position on COLLECT. However 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 your MIS** and will avoid you manually having to make the same changes every census.

Examples of Duplicates:-

Same pupil with different UPN showing:

The incorrect UPN will need to be changed.

Enrolment Statuses:

The correct combination will need to be agreed and amended.

Correct combination

Single Registration will show as 'C' = Current sole registration acceptable at one school only

OR

Dual Registration will show as 'M' = Main dual registration and 'S'=Subsidiary dual registration between two schools

Incorrect combination which will need to be resolved

C + C

C + M

C + S

M + M

S + S

Pupil incorrectly entered and should be changed to off roll:

Pupil record to be moved to 'NoLongerOnRoll' with date of leaving provided.

Pupil was permanently excluded and the appeals process ended:

Pupil record to be moved to 'NoLongerOnRoll', date of leaving provided, create an exclusion record.

A record is entered in error and the pupil did not attend:

Delete the incorrect record.

Different pupil:

Two duplicate records are in fact different pupils and the match is incorrect. The DfE will need to be notified of false matches and they will build these into COLLECT and take them into account for future reports and censuses. To notify the DfE, export your report and then simply put an 'F' after the last column on your duplicate pupils' sheet after each pupil, this is to indicate that the pair of duplicates is a false match and are in fact different pupils.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Local Authority : XXX - Example														
3	LA	Estab	School	UPII	Surname	Forename	Middle Names	Enrol Statu	DOB	Gender	Entry Date	Leaving Date	On / Off Roll		
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

Save the file and return to the DfE via the S2S site at any time during a census. They will update the list in COLLECT once a week. To use the S2S website you will need to adhere to a strict file naming convention, as follows:-

LEALLL_DFESXXX_DupPupils.ext

Where *LEA* is, enter your local authority number. Where *LLLL* is, enter your 4 digit DfE School Number, and *ext* is the file extension e.g. xls, csv, txt.

Please note: This file will need to be uploaded to the DfE as a generic files via 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 DfE helpdesk via the usual channels.

We would like to take this opportunity to remind schools **not** to include any identifiable pupil level data in emails to other schools, academies, local authorities or the department.

- **DfE Guidance Notes**

To assist schools in resolving duplicates the DfE have produced two sets of guidance notes:-

<https://www.gov.uk/government/publications/school-census-2017-to-2018-duplicate-reports-in-collect>

APPENDIX A

COLLECT reports

In addition to the school summary the department makes available a number of reports designed to assist schools in reconciling their pupil numbers throughout the 'live' census collection. All of these reports are available via the school census COLLECT portal and can be run by clicking on the 'launch reports' button and selecting the relevant report from the drop down menu. The population of the reports is an overnight process and therefore files loaded or information amended will not show in the reports until the following day.

Pupil number report.

The pupil number report will provide a headcount of pupils recorded on roll split by NC year group, headcount of pupils minus subsidiary registrations and the number of pupils that will be used in the dedicated schools grant calculation.

Duplicate UPN report

The duplicate UPN report will highlight any pupils appearing on more than one school's census return where there is an invalid combination of enrolment statuses. Any unresolved duplicate UPNs can have an impact on some funding streams.

Duplicate same person different UPN report

The purpose of this report is to highlight and correct incorrect practice. The 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. 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.

FSM

The FSM report will allow you to check the FSM eligibility data submitted in the census. Please note that this report refers only to FSM eligibility reported in the current census collection and not the FSM ever measure used to allocate the pupil premium.

UiFSM

The UiFSM report will provide a breakdown of the pupil numbers that will be used in the UiFSM funding calculation.

Pupil premium

The pupil premium report is aimed specifically at the data collected via the spring school census and will allow schools to check and verify the data submitted which will feed into the deprivation, service child and post LAC elements of the pupil premium allocation.

Early years pupil premium

The early years pupil premium report is aimed specifically at the data collected via the spring school census and will allow schools to check and verify the data submitted. This data will feed into the early years pupil premium allocation.

Zero funded hours

The zero funded hours report highlights the number of early years pupils who have 'zero' funded hours recorded on the school census return. As funded hours is used to calculate the early years block of the dedicated schools grant it is important that schools check and verify this data.

Post 16

There are three reports for both the current and the previous year's post 16 data submitted as part of the autumn census:

ESFA funded student summary report

This report shows students who are eligible for ESFA funding, according to the data returned in the census. The students are grouped according to their derived funding line type (their age, and whether they are high needs/have an education, health and care plan) and their funding band.

ESFA student detail report

This report shows all students who are recorded in the census, regardless of whether they qualify as a start (and therefore for ESFA funding) or not. An indicator shows those students who do qualify for funding and those who do not. This is different to the ESFA funded student summary report, which only shows students who are valid starts and counted for funding.

ESFA 16-19 maths and English GCSE status by student:

This report shows the maths and English GCSE status according to the condition of funding rules, for individual students.

Post 16 interactive census tool

In addition to these post 16 reports we have created a specific tool to help with submitting post-16 census data.

The [interactive post-16 census tool](#) is designed to:

- support the return of accurate post-16 school census data
- help schools and academies understand how their school census data is used to calculate their post-16 funding
- explain common errors and how they impact on the level of funding

Schools should take the time to look at the tool to help them return accurate post-16 census data which is used to calculate their post-16 funding allocation.

School attendance summary

This report provides a summary of the attendance data submitted as part of each termly census.

Infant class size report

This report is aimed specifically at the data collected via the spring school census and identifies infant classes in breach of the legal limit of 30 pupils per single school teacher.