Entering Notes in COLLECT for the

Autumn School Census 2021

Census date – Thursday 7 October 2021

Once again, we are making available our guidance notes for entering notes into COLLECT as there are still some schools that are either not entering notes or are entering them incorrectly.

We suggest you read the below information prior to starting to enter your notes, this will give you a better understanding of what we are asking you to do.

Step 1:

Once your return has been loaded into **COLLECT**, please wait until your return is at the **LOADED AND VALIDATED** stage before you try and open it
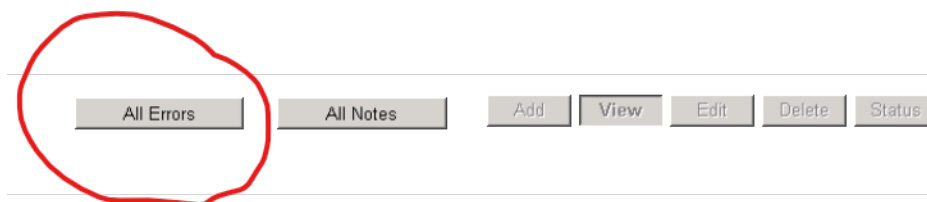
Step 2:

Open your return in COLLECT

Step 3:

You should now be on the **main page** of COLLECT

Step 4:

Click on the **'All Errors'** button to go to the 'Error Report'

Step 5:

Have a look at the queries for your school *(below is an example of what you could see)*

Rule No.	Return Level	Error Message	Priority	OK'd			Notes
1990Q		Please check: Pupil is in receipt of top-up funding but is not classed as having an EHC Plan?	Queries	OK	Details		✗
2040Q	Y	Please check: Expected year group with no pupils (apart from year 14)	Queries	OK			✗
2560Q	Y	Please check: Percentage of authorised absence is greater than 30% - are you sure?	Queries	OK			✗
1760Q	Y	Please check: No pupils in the school eligible for free school meals during the period since the last Census	Queries	OK			✗
1872Q	Y	Please check: Percentage of pupils on roll on census day reported as having ceased to be looked after through adoption, a special guardianship order, residence order or child arrangement order is high (greater than 5%)	Queries	OK			✗
1878Q	Y	Please check: No infant pupils are recorded as having a school lunch on census day?	Queries	OK			✗
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If you have multiple pages of queries showing, click on the **'Rule No'** column twice, that way you will be able to view these in order of query number. This is a much easier way to count them up if you have multiple queries of the same number. Go through each page to view all your queries.

If your school has errors showing, these will need to be resolved. Your return cannot be submitted to the DfE if any errors are present, and notes cannot be entered for an error. It may be necessary to amend your data within your MIS and generate another return to be loaded into COLLECT before your errors disappear.

To get back to the main screen, click on the **Return** button on the right-hand side of the screen.

Entering Notes is easy when you know what to do

Notes must be entered at return level within COLLECT, which is on the **main page**

Once you have clicked on the above pencil, the next screen you see is where you need to enter your notes.

Click on the **Add New Note** button, once you have done this, you will see a box opens to the left of the screen (see below)

Note Page

Create New Note

[Create] [Cancel]

You may not be able to see this, but your cursor is already positioned within the box that has just opened and is ready for you to start typing the relevant notes for your school.

Enter all your notes within the same box and enter each query on a separate line *(like the example below)*. This makes it a lot easier for staff at the LA and DfE to check by having all the notes in one box.

> **564Q** - The school have confirmed that they did not have any primary admission appeals.
>
> **566Q** - The school have confirmed that they did not have any Infant admission appeals.
>
> **1990Q x 2** - Confirmed as correct.
>
> **1495Q** - No pupils have left the school since the October 2020 census.
>
> **2550Q** - The school has confirmed that there were no unauthorised absence in the autumn term.
>
> **TonT9D** - Confirmed as correct.
>
> **1872Q** - The school have specifically confirmed that the number of pupils ceased to be looked after through adoption, a special guardianship order or a residence order is high.
>
> [Create] [Cancel]

When you have entered **all** your notes click on the (create) button.

Suggestion - It is best that you sort your notes out in advance of entering them into the 'Note Page'. Therefore, count all your queries and obtain the relevant notes that correspond to the query number/s showing.

All notes entered in COLLECT must be in line with the DfE requirements. Please do not make your notes up, refer to the *'School census 2021 to 2022 acceptable notepad entries'* document. There will be occasions when the DfE ask for an explanation, this is the only time you are able to type your own notes.

You will notice that the *'School census 2021 to 2022 acceptable notepad entries'* Excel document is split into 3 tabs (Pupil, School and TonT). Depending on the query you have listed within COLLECT for your school, determines which of the 3 sections you will need to look in to find your corresponding query number.

When you have found the matching query number within the *'School census 2021 to 2022 acceptable notepad entries' document*, please read all the details on the relevant row. The last column on each of the 3 tabs gives details about the type of note the DfE require entering in COLLECT, (see example below for query 1990)

1990	Pupil Characteristics	<TopUpFunding> is 'true' or '1' but <SENprovision> does not equal 'E'	Please check: Pupil is in receipt of top-up funding but is not classed as having an EHC Plan?	Confirmation that the information has been confirmed by the school as being correct. **Acceptable note entry** 'confirmed as correct'.

Please remember to enter a note for each query listed.

If there are multiple queries for the same number, count these up and enter one note i.e. **1990Q x 6 – Confirmed as correct**.

Do a double check to ensure you have a note entered for each query or set of queries showing.

Please remember…….

It is the queries showing within COLLECT that need to be noted, **NOT** those showing in your MIS.

COLLECT is a lot more sensitive than your MIS. The queries you see in your MIS may increase once your return has been loaded into COLLECT, you may even see a few you were unaware you had.

When all notes have been entered please remember to press **SUBMIT**. The Statutory Returns team are unable to start checking your school's return until this is pressed.

If in doubt talk to a member of the Statutory Returns Team by contacting Jennie Swift *jennie.swift@derbyshire.gov.uk* *or calling 01629 536440 /01629 705909*