User Guide for Resolving Duplicates – Pupil Census

During every Pupil Census collection, the LA runs two reports from COLLECT to assist in resolving duplicate pupil records.

However, whilst the LA have always assisted schools with this process, we are reminding schools that they are responsible for this, and therefore should familiar themselves with these reports, and the process to be followed when dealing with duplicate pupils showing on your school's reports.

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?**

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. It is 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 can 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 is 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.

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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.

It is important to note the reports have the potential to change each time an establishment submits their data within COLLECT, and so the reports need to be re-launched on a regular basis whilst **COLLECT is open.**

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

To run the reports, click on the 'launch reports' button in the school census in COLLECT.
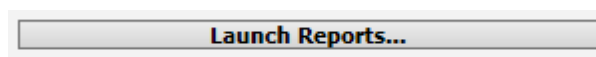
On the next screen there is a drop-down box to select which duplicate report you require.

- Same UPN
- Same Person Different UPN

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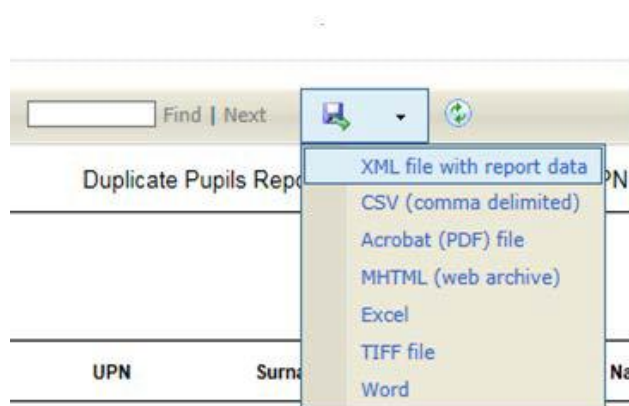
- **How should I go about resolving duplicate pupils?**

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. **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

False Duplicates

Some schools may find that two pupils identified in the reports could potentially be two separate pupils. If this is the case, please contact the named staff below, who will discuss what to do.

When you have run your reports within COLLECT, if you are unsure as to how to resolve any duplicates showing, please either contact: -

Jennie Swift jennie.swift@derbyshire.gov.uk
or
Carrie Wood carrie.wood@derbyshire.gov.uk

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