

# School Census Summer 2013

Guidance for using the  
COLLECT web site



**OXFORDSHIRE  
COUNTY COUNCIL**

# School Census – Summer 2013

These instructions are to be used to help you upload your return to the COLLECT web site. Please contact your support provider for full guidance on completing the return. The following information is collected in the Summer School Census 2013 return (16 May 2013):

## School Level – All Schools

- School Characteristics

## Pupil Level - Primary

- Basic Details for on-roll pupils
- Basic Details for leavers
- Attendance (collected for period 01/01/2013 – 31/03/2013)
- Exclusions (collected for period 01/09/2012 – 31/12/2012)
- Special Needs – SEN Status,
- Funded Hours and Hours at Setting
- Pupil address
- Free school meal eligibility

## Student Level – Secondary Schools

- Basic Details for on-roll students
- Basic Details for leavers
- Attendance (collected for period 01/01/2013 to 31/03/2013)
- Exclusions (collected for period 01/09/2012 to 31/12/2012)
- Special Needs – SEN Status
- Youth Support Services Agreement (YSSA) Indicator
- Learner Support Code
- Student's address
- Free school meal eligibility

## Pupil Level – Special Schools

- Basic Details for on-roll pupils
- Basic Details for leavers
- Exclusions (collected for period 01/09/2012 – 31/12/2012)
- Special Needs – SEN Status,
- Funded Hours and Hours at Setting
- Youth Support Services Agreement (YSSA) Indicator
- Learner Support code
- Pupil address
- Free school meal eligibility

## Pupil Level – Nursery Schools

- Basic Details for on-roll pupils
- Special Needs – SEN Status,
- Funded Hours and Hours at Setting
- Pupil address
- Free school meal eligibility

## Changes to the Summer School Census

**Free School Meal (FSM) eligibility** - Each School Census collection will collect any periods of FSM eligibility of pupils on roll on Census Day since the last Census. Each Census will collect FSM Eligibility Start Date for any periods of eligibility on-going on Census Day, and FSM Eligibility Start Date and an FSM Eligibility End Date for any period(s) of eligibility that have ended since the last Census Day. Schools will receive pupil premium funding based on the number of children who have been eligible for free school meals within the last six years. The Pupil Premium only covers periods of FSM eligibility in England.

### **Collection of attendance data for 4 year olds (Primary Schools Only) -**

Attendance data will be collected for any pupils aged 4, as at the 31 August 2012, in each of the 2013 School Census collections. Attendance data is required for pupils on roll on Census Day and also for any pupils who have left the school but were on roll for at least one session during the period for which attendance data is being collected.

### **Learner Support Code**

The Learner Support Code is being introduced in the 2013 School Census collections to show which students aged 16 to 19 have been awarded the 16-19 Bursary Fund from the beginning of the 2012/13 academic year. Schools will need to populate this data item from the start of the academic year.

### **Youth Support Services Agreement**

Replaces Connexions which was previously collected for the return.

## Submitting the School Census Return

### **Using the Collect website to transfer the Census 2013 data to the LA/DfE**

The Collect website is now accessed via the Secure Access Portal. Please enter the following into your Internet browser

<https://sa.education.gov.uk/idp/Authn/UserPassword>

The screenshot shows the Department for Education Secure Access Portal. At the top, there is the Department for Education logo and name, along with links for 'Increase contrast' and 'Default colours'. A search bar is located in the top right corner. Below the header, there is a navigation menu with 'Menu', 'Secure Access', and 'A-Z of terms | Using this site | Contact us | Cookies'. The main content area features a login form with fields for 'Username' and 'Password', a checkbox for 'I agree with the Terms of use', and a 'Login' button. A link for 'Forgotten username or password' is also present. Below the login form, there is a 'Welcome to Secure Access' section with a 'Print' icon. The main text area contains a 'Please read the Guidance Note...' message and instructions for schools regarding user registration and support.

Enter your **Username** and **Password**.

Department for Education

Secure Access

COLLECT  
Collections On-Line for Learning, Education, Children, and Teachers.

S2S  
The School to School system.

Click on COLLECT to access the My Data Collections page.

MY DATA COLLECTIONS

Data Collection	User Role	Organisation	Status
SchoolCensus 2013_Spring	Agent	Oxfordshire	Live

Select Data Collection

Welcome to COLLECT (Collections On-Line for Learning, Education Familiarisation Site).  
COLLECT is the DCSF Centralised Data Collection and Management S

Left click on SchoolCensus 2013\_Spring under the Data Collection Heading

Then left click Select Data Collection button.

**MY DATA RETURN**

The status of your data return :

Errors :       Queries :

**What can I do with My Data Return?**

<b>Upload Return from file...</b>	Press this button to Import a file into your data return
Add Return on screen...	Press this button to Add a new return using a web form
Open Return...	Press this button to Open your data return
Submit Return...	Press this button to Submit your completed data return
Export to file...	Press this button to Export your data return to a file
<b>Launch Reports...</b>	Press this button to Report on your data return
Delete Return...	Press this button to Delete your data return

Left click on the "Upload Return from file..." button.

**UPLOAD FILE SELECTION**

This both uploads and validates your data and may take several minutes. Please allow sufficient time to complete.

Left click on the Browse button.

Choose File to Upload

Integris > School Census

Search School Census

Name	Date modified
9311001_SC2_9311LL13_002.xml	03/05/2013 10:32

File name:  All Files (\*.\*)

Navigate to where you have saved your return.

## UPLOAD FILE SELECTION

This both uploads and validates your data and may take a few minutes.

931xxxx\_SC2\_931LL13\_yyy.xml

Select the xml file in this format  
931xxxx\_SC2\_931LL13\_yyy.xml  
(school's DfE number and yyy will be the version number).

Click on the Upload button.

The file will now be uploaded on to the Collect website.

## MY DATA RETURN

The status of your data return : Loaded

Errors : 0

Queries : 4

What can I do with My Data Return?

Upload Return from file...

Press this button to Import a file into your data return

Add Return on screen...

Press this button to Add a new return using a web form

Open Return...

Press this button to Open your data return

Submit Return...

Press this button to Submit your completed data return

Export to file...

Press this button to Export your data return to a file

Launch Reports...

Press this button to Launch Reports

Delete Return...

Press this button to Delete Return

Errors on the return.

Left Click on Submit Return to make your file available to the LA or DfE.

After the file is uploaded you will be taken to this screen. Be aware that the errors on your return will be displayed on this screen. You will need to press the **Submit Return** button to complete the upload process.

Please contact your chosen support provider for guidance and support with completing the School Census return:

<b>OCC MIS Support Team</b> RM Integris and SIMS	<a href="mailto:ICT.servicedesk@oxfordshire.gov.uk">ICT.servicedesk@oxfordshire.gov.uk</a> ICT Service Desk 0845 052 1000
<b>RM Education</b> RM IntegrisG2 and S2 (Primary and Secondary)	<a href="http://www.rm.com/support">www.rm.com/support</a> 0845 130 2214 <a href="mailto:sms.support@rm.com">sms.support@rm.com</a>
<b>SIMS – Capita</b>	01234 832100
<b>SIMS - Turn it on</b>	01844 390940
<b>SIMS – Scomis</b>	Tel: 01392 385349
<b>Bromcom</b>	Tel 020 8695 8077 <a href="http://support.bromcom.com/Default.aspx">http://support.bromcom.com/Default.aspx</a>