



Department
for Education

Section 251 financial data collection 2015 to 2016

COLLECT guide for local authorities

February 2015

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Introduction

Local authorities (LAs) are required under Section 251 of the Apprenticeships, Skills, Children and Learning Act 2009 to prepare and submit an education and children and young people's services budget statement to the Secretary of State for Education.

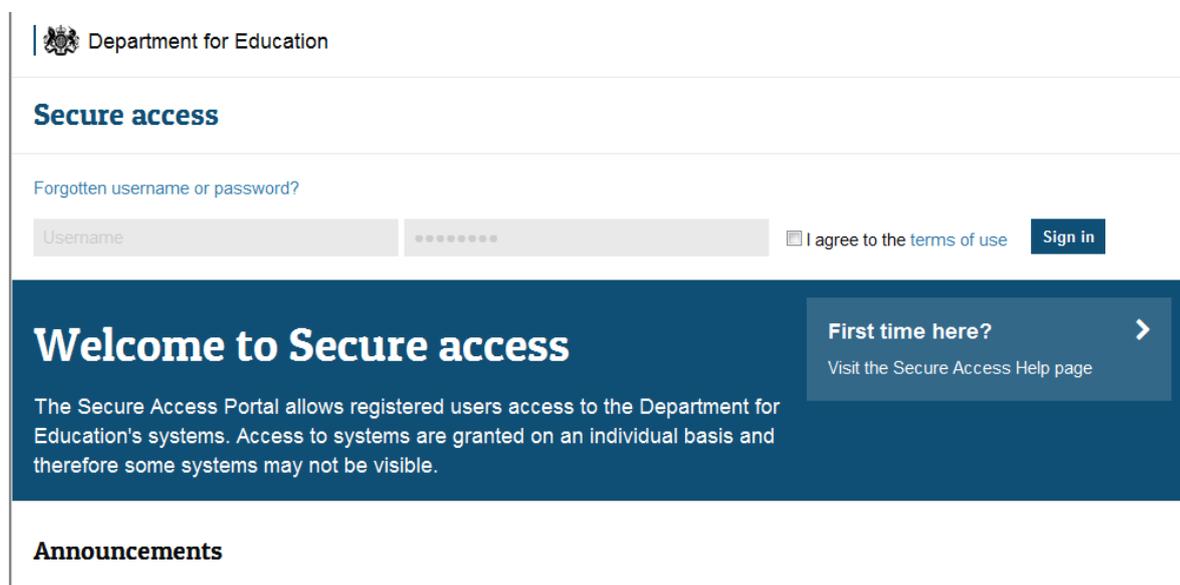
The budget statement applies to the period from 1 April 2015 to 31 March 2016 and must be submitted by 31 March 2015.

LAs must submit their budget statement using the DfE's centralised data collection and management system for education COLLECT (Collections On-Line for Learning, Education, Children and Teachers).

This advice is for LA finance officers and provides guidance for using the COLLECT system. For technical help, advice and assistance with meeting the standards and using the system, please contact the data collections helpdesk via a [data collections service request form](#).

COLLECT and Secure Access

Access to COLLECT is through the department's [Secure Access System](#) (SA).



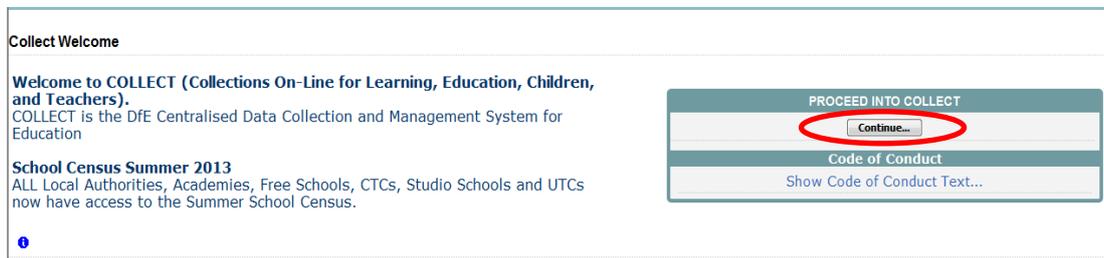
The screenshot shows the login interface for the Department for Education's Secure Access System. At the top left is the Department for Education logo and name. Below this is the heading "Secure access". A link for "Forgotten username or password?" is visible. The login form includes a "Username" field, a password field (represented by dots), a checkbox for "I agree to the terms of use", and a "Sign in" button. A large blue banner contains the text "Welcome to Secure access" and a sub-header "First time here?" with a right-pointing arrow and the text "Visit the Secure Access Help page". Below the banner is an "Announcements" section.

Please note some screen shots may refer to 2014. However the process is the same for the 2015 collection.

If you are a new user and require access to COLLECT, you will need to contact your local authority approver. Full [Secure Access](#) guidance is published online. Once successfully registered, click on the COLLECT link to access COLLECT.

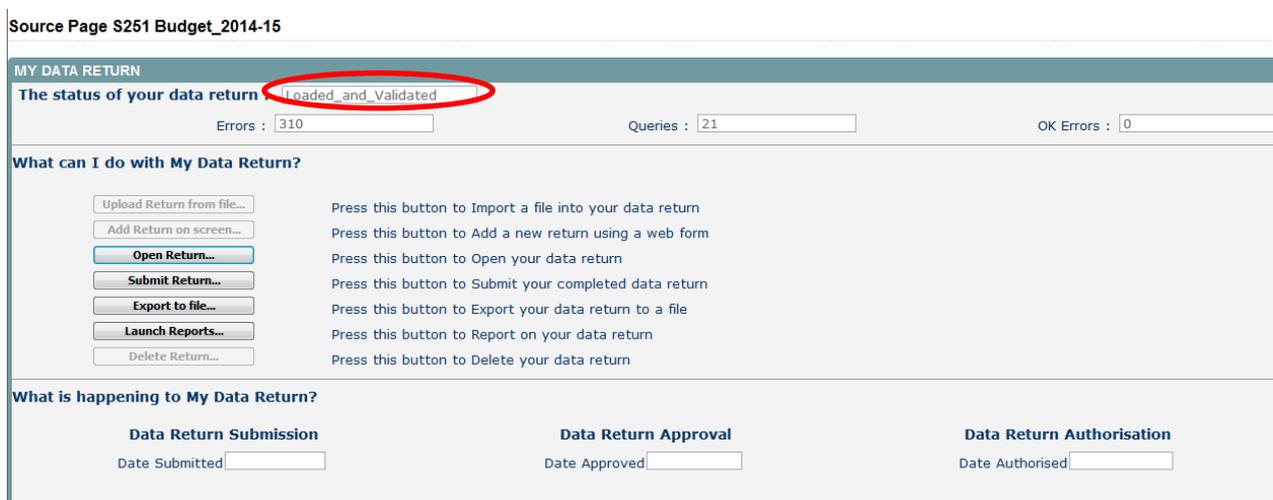
Logging in

Once successfully logged in you will be presented with the screen below. Select COLLECT. You will be taken into the COLLECT portal.



Click on Continue. Highlight 'S251 Budget 2014-15' and click on 'Select Data Collection'. This will take you to the main 'Source Page'.

LA Source page screen



On this page the options open to you will be highlighted and the status will be shown.

| Status | Explanation |
|----------------------|--|
| No Data | Data hasn't been loaded |
| Loaded and validated | Data loaded but not submitted |
| Submitted | Data loaded and submitted |
| Authorised | Data loaded, submitted and authorised by DfE |
| Amended by Source | Data amended by LA |
| Rejected | Data loaded but rejected due to invalid format and or contents |
| Amended by collector | Data amended by DfE |

MY DATA RETURN

The status of your data return :

Errors : Queries : OK Errors :

What can I do with My Data Return?

| | |
|--|--|
| <input type="button" value="Upload Returns from file..."/> | Press this button to Import a file into your data return |
| <input type="button" value="Add Returns on screen..."/> | Press this button to Add a new return using a web form |
| <input type="button" value="Open Return..."/> | Press this button to Open your data return |
| <input type="button" value="Submit Return..."/> | Press this button to Submit your completed data return |
| <input type="button" value="Export to file..."/> | Press this button to Export your data return to a file |
| <input type="button" value="Launch Reports..."/> | Press this button to Report on your data return |
| <input type="button" value="Delete Return..."/> | Press this button to Delete your data return |

What is happening to My Data Return?

| | | |
|---|--|---|
| Data Return Submission Date Submitted: <input type="text"/> | Data Return Approval Date Approved: <input type="text"/> | Data Return Authorisation Date Authorised: <input type="text"/> |
|---|--|---|

An explanation of the function keys are:

| Function key | Explanation |
|----------------|--|
| Open Return | You will need to click on here to open the return (change for 15/16 return) |
| Submit Return | This option is greyed out until data is loaded and is used to submit the data to the DFE – this should only be done when the data is complete and clean. Control then passes to the DFE. |
| Export to File | This option is greyed out until data is loaded and is used to export the loaded data either as a single XML file or as a CSV file. |
| Launch Reports | This allows you to run the associated reports. |
| Delete Return | This option is greyed out until data is loaded and is used to delete the LA data from the system. |

Making your return

Source Page S251 Budget_2014-15

MY DATA RETURN

The status of your data return :

Errors : Queries : OK Errors :

What can I do with My Data Return?

| | |
|--|--|
| <input type="button" value="Upload Returns from file..."/> | Press this button to Import a file into your data return |
| <input type="button" value="Add Returns on screen..."/> | Press this button to Add a new return using a web form |
| <input type="button" value="Open Return..."/> | Press this button to Open your data return |
| <input type="button" value="Submit Return..."/> | Press this button to Submit your completed data return |
| <input type="button" value="Export to file..."/> | Press this button to Export your data return to a file |
| <input type="button" value="Launch Reports..."/> | Press this button to Report on your data return |
| <input type="button" value="Delete Return..."/> | Press this button to Delete your data return |

What is happening to My Data Return?

| | | |
|--------------------------------------|-------------------------------------|---------------------------------------|
| Data Return Submission | Data Return Approval | Data Return Authorisation |
| Date Submitted: <input type="text"/> | Date Approved: <input type="text"/> | Date Authorised: <input type="text"/> |

To input data and make a return for a LA, you must click the 'Open return' button as shown above.

Viewing/ editing LA table data

S251 Budget

- S251 Budget [3]
- Schools Budget [184]
- LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8;
- LA Education & CYP5 Budget [91]
- Reconciliation [6]
- SchoolsTable [63]
- EYTable
- EYChildRecords
- EY Table Lines 7 & 8
- EYChildRecords2
- EYTotals

S251 Budget - Cumbria

Section 251 Budget 2014-15

| Return Level Errors | Errors | | OK Errors | Return Level Notes |
|---------------------|--------|---|-----------|--------------------|
| | E | Q | | |
| 2 | 0 | 0 | | |

| Data Item | Data Value | | |
|-----------------|---------------------|---------|--|
| Collection | S251 Budget | | |
| Year | 2015 | | |
| Local Authority | 909 | Cumbria | |
| DateTime | 2014-02-10 14:27:10 | | |

| Contact Details | Validation Errors | History |
|------------------|-------------------|---------|
| Contact Name | 1 | |
| Email Address | 1 | |
| Telephone Number | 1 | |

Notes

LA Table Notes

School Table Notes

Early Years Table Notes

[Click here to access LA Table - Schools Budget lines](#)
[Click here to access LA Table - Reconciliation lines 1.7.1 to 1.8.1](#)
[Click here to access LA Table - Education & CYP5 lines](#)
[Click here to access LA Table - lines 2.1.4, 2.1.5, 2.2.1, 3.1.8 and 7](#)

[Click here to access the Higher needs Schools Table](#)

[Click here to access the EY Table - lines 1 to 5b](#)
[Click here to access the EY Table lines 7 and 8](#)
[Click here to access EY Totals](#)

Once you have completed the first screen with general contact data, you will then need to go into each section to enter your data.

To view and edit your LA table click on the each on the hyperlinked sections.

School budget lines

Each line in the top half of the screen represents school budget lines. In the example below 1.0.1 Individual Schools Budget (before Academy recoupment) is highlighted.

| Data Item | Data Value | Validation | | | History |
|-------------|------------|------------|---------|-----------|---------|
| | | Errors | Queries | OK Errors | |
| Early Years | | 1 | 0 | 0 | |
| Primary | | 1 | 0 | 0 | |
| Secondary | | 1 | 0 | 0 | |
| SEN/Special | | 1 | 0 | 0 | |
| AP/PRUs | | 1 | 0 | 0 | |
| Post School | | 0 | 0 | 0 | |
| Gross | | 0 | 0 | 0 | |
| Income | | 0 | 0 | 0 | |
| Net | | 0 | 0 | 0 | |

In order to enter the data click on 'Edit' which will activate the 'Data Value' fields in the bottom half of the screen.

| Data Item | Data Value | Validation | | | History |
|-------------|------------|------------|---------|-----------|---------|
| | | Errors | Queries | OK Errors | |
| Early Years | | 1 | 0 | 0 | |
| Primary | | 1 | 0 | 0 | |
| Secondary | | 1 | 0 | 0 | |
| SEN/Special | | 1 | 0 | 0 | |
| AP/PRUs | | 1 | 0 | 0 | |
| Post School | | 0 | 0 | 0 | |
| Gross | | 0 | 0 | 0 | |
| Income | | 0 | 0 | 0 | |
| Net | | 0 | 0 | 0 | |

Navigation to the remaining rows is via the < > buttons.

You are required to only enter data adjacent to the field showing errors. Any field under data value that does not show an error does not require an entry. Please leave them blank because it is either a calculated field or does not require an entry.

BIADUAT COLLECT Portal

Schools Budget

All Errors All Notes Add View Edit Delete Status

S251 Budget [3]

Schools Budget [185]

LATotals Lines 2.1.4 to 2.2.1,3.1.8,3.1.11,7 [51]

LA Education & CYPs Budget [90]

Reconciliation [6]

SchoolsTable

EYTable

EYChildRecords

EY Table Line 9

EY Table Lines 7 & 8

EYChildRecords2

EYTotals

Schools Budget - Barnsley

S251Line

1.0.1 Individual Schools Budget (before Academy recruitment) 5

1.1.1 Contingencies 3

1.1.2 Behaviour support services 3

1.1.3 Support to UPEG and bilingual learners 3

1.1.4 Free school meals eligibility 3

1.1.5 Insurance 3

1.1.6 Museum and Library services 3

1.1.7 Licences/subscriptions 3

1.1.8 Staff costs – supply cover excluding cover for facility time 3

1.1.9 Staff costs – supply cover for facility time 3

Page 1 of 4 (Records:37)

| Data Item | Data Value | Errors | Validation Queries | OK Errors | History |
|-------------|------------|--------|--------------------|-----------|---------|
| Early Years | | 1 | 0 | 0 | |
| Primary | | 1 | 0 | 0 | |
| Secondary | | 1 | 0 | 0 | |
| SEN/Special | | 1 | 0 | 0 | |
| AP/PRUs | | 1 | 0 | 0 | |
| Post School | | 0 | 0 | 0 | |
| Gross | | 0 | 0 | 0 | |
| Income | | 0 | 0 | 0 | |
| Net | | 0 | 0 | 0 | |

All Errors All Notes Add View Edit Delete Status

S251 Budget [3]

Schools Budget [184]

LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,3.1.11,7 [51]

LA Education & CYPs Budget [91]

Reconciliation [6]

SchoolsTable [63]

EYTable

EYChildRecords

EY Table Lines 7 & 8

EYChildRecords2

EYTotals

Schools Budget - Cumbria

S251Line

1.0.1 Individual Schools Budget (before Academy recruitment) 5

1.1.1 Contingencies 3

1.1.2 Behaviour support services 3

1.1.3 Support to UPEG and bilingual learners 3

1.1.4 Free school meals eligibility 3

1.1.5 Insurance 3

1.1.6 Museum and Library services 3

1.1.7 Licences/subscriptions 3

1.1.8 Staff costs – supply cover excluding cover for facility time 3

1.1.9 Staff costs – supply cover for facility time 3

Page 1 of 4 (Records:37)

| Data Item | Data Value | Errors | Validation Queries | OK Errors | History |
|-------------|------------|--------|--------------------|-----------|---------|
| Early Years | | 1 | 0 | 0 | |
| Primary | | 1 | 0 | 0 | |
| Secondary | | 1 | 0 | 0 | |
| SEN/Special | | 1 | 0 | 0 | |
| AP/PRUs | | 1 | 0 | 0 | |
| Post School | | 0 | 0 | 0 | |
| Gross | | 0 | 0 | 0 | |
| Income | | 0 | 0 | 0 | |
| Net | | 0 | 0 | 0 | |

Once all lines have been completed you can return to the first page of your budget return by clicking on 'Drill Up'.

| Data Item | Data Value | Errors | Validation Queries | OK Errors | History |
|-------------|------------|--------|--------------------|-----------|---------|
| Early Years | | 1 | 0 | 0 | |
| Primary | | 1 | 0 | 0 | |
| Secondary | | 1 | 0 | 0 | |
| SEN/Special | | 1 | 0 | 0 | |
| AP/PRUs | | 1 | 0 | 0 | |
| Post School | | 0 | 0 | 0 | |
| Gross | | 0 | 0 | 0 | |
| Income | | 0 | 0 | 0 | |
| Net | | 0 | 0 | 0 | |

To continue to complete your budget LA table data click on each of the blue hyperlinked LA table sections, click on 'Edit' and enter the data values again.

| Return Level Errors | E | Q | OK Errors | Return Level Notes |
|---------------------|---|---|-----------|--------------------|
| | 0 | 3 | 0 | |

| Data Item | Data Value | Validation Errors | History |
|-----------------|---------------------|-------------------|---------|
| Collection | S251 Budget | 0 | |
| Year | 2015 | 0 | |
| Local Authority | 841 Darlington | 0 | |
| Date/Time | 2014-02-10 14:27:10 | 0 | |

| Contact Name | Contact Details | Validation Errors | History |
|----------------|-----------------|-------------------|---------|
| junko | | 0 | |
| junko@keiko.uk | | 0 | |
| 4647611 | | 0 | |

| Notes |
|--|
| Click here to access LA Table - Schools Budget lines Click here to access LA Table - Reconciliation lines 1.7.1 to 1.8.1 Click here to access LA Table - Education & CYPs lines Click here to access LA Table - lines 2.1.4, 2.1.5, 2.2.1, 3.1.4, 3.1.5, 3.1.6, 3.1.7 |
| Click here to access the Higher needs Schools Table |
| Click here to access the EY Table - lines 1 to 6b Click here to access the EY Table lines 7 and 8 Click here to access EY Totals |

School table high needs & AP settings

Click on 'Higher Needs School Table'.

S251 Budget

- [-] Schools Budget [183]
- [-] LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,...
- [-] LA Education & CYP5 Budget [90]
- [-] Reconciliation [4]
- [-] SchoolsTable
- [-] EYTable
 - [-] EYChildRecords [4]
 - [-] EY Table Lines 7 & 8
 - [-] EYChildRecords2
- [-] EYTotals

S251 Budget - Darlington

Section 251 Budget 2014.15

| Return Level Errors | Errors | | OK Errors | Return Level Notes |
|---------------------|--------|---|-----------|--------------------|
| | E | Q | | |
| 0 | 0 | 3 | 0 | |

| Data Item | Data Value | | |
|-----------------|---------------------|------------|--|
| Collection | S251 Budget | | |
| Year | 2015 | | |
| Local Authority | 841 | Darlington | |
| DateTime | 2014-02-10 14:27:10 | | |

| Contact Name | Validation Errors | History |
|------------------|-------------------|---------|
| junko | 0 | |
| Email Address | 0 | |
| Telephone Number | 0 | |

Notes

LA Table Notes: la table notes

School Table Notes: school table notes

Early Years Table Notes: ey table notes

[Click here to access LA Table - Schools Budget lines](#)
[Click here to access LA Table - Reconciliation lines 1.7.1 to 1.8.1](#)
[Click here to access LA Table - Education & CYP5 lines](#)
[Click here to access LA Table - lines 2.1.4, 2.1.5, 2.2.1, 3.1.8 and 7](#)

[Click here to access the Higher-needs Schools Table](#)

[Click here to access the EY Table - lines 1 to 6b](#)
[Click here to access the EY Table lines 7 and 8](#)
[Click here to access EY Totals](#)

School name is highlighted in the top half of the screen. Click on 'Edit' and complete 'data items' in the bottom half of the screen. **Please note that 'Estab' is an un-editable field once the school record has been created. If you require this to be changed you would need to contact DfE or delete the school and re-add it with the correct estab number.**

Add new record ?

S251 Budget

- [-] Schools Budget [183]
- [-] LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,...
- [-] LA Education & CYP5 Budget [90]
- [-] Reconciliation [4]
- [-] SchoolsTable
- [-] EYTable
 - [-] EYChildRecords [4]
 - [-] EY Table Lines 7 & 8
 - [-] EYChildRecords2
- [-] EYTotals

SchoolsTable - Darlington

| Estab | SchoolName | Profile Errors |
|-------|---------------------------|----------------|
| 1109 | Phoenix Centre | 0 |
| 1020 | Darlington Pru | 0 |
| 1034 | Darlington Special School | 0 |

| Data Item | Data Item | Validation | | | History |
|-------------------------|-----------|------------|---------|-----------|---------|
| | | Errors | Queries | OK Errors | |
| Estab | | 0 | 0 | 0 | |
| School Name | | 0 | 0 | 0 | |
| Open/Close Indicator | | 0 | 0 | 0 | |
| Date (YYYY-MM-DD) | | 0 | 0 | 0 | |
| SEN Places Apr Aug | | 0 | 0 | 0 | |
| SEN Places Sep Mar | | 0 | 0 | 0 | |
| SEN Funding | | 0 | 0 | 0 | |
| APP Places Apr Aug | | 0 | 0 | 0 | |
| APP Places Sep Mar | | 0 | 0 | 0 | |
| APP Funding | | 0 | 0 | 0 | |
| Hospital Places Apr Aug | | 0 | 0 | 0 | |
| Hospital Places Sep Mar | | 0 | 0 | 0 | |
| Hospital Funding | | 0 | 0 | 0 | |
| Comments | | | | | |

To remove a school from your expected list, ensure that you have the correct school highlighted in the school table grid and click on the 'Delete' button.

SchoolsTable

All Errors All Notes Add View Edit **Delete** Status

SchoolsTable - Darlington

| Estab | SchoolName | Rule Errors |
|-------|---------------------------|-------------|
| 1100 | Phoenix Centre | 0 |
| 1020 | Darlington Pru | 0 |
| 1034 | Darlington Special School | 0 |
| 1105 | new school darlington | 7 |

| Data Item | Data Item | Errors | Validation Queries | OK Errors | History |
|-------------------------|-----------------------|--------|--------------------|-----------|---------|
| Estab | 1105 | 0 | 0 | 0 | |
| School Name | new school darlington | 0 | 0 | 0 | |
| Open/Close Indicator | | 0 | 0 | 0 | |
| Date (YYYY-MM-DD) | | 0 | 0 | 0 | |
| SEN Places Apr Aug | | 0 | 2 | 0 | |
| SEN Places Sep Mar | | 0 | 2 | 0 | |
| SEN Funding | | 0 | 0 | 0 | |
| APP Places Apr Aug | | 0 | 2 | 0 | |
| APP Places Sep Mar | | 0 | 2 | 0 | |
| APP Funding | | 0 | 0 | 0 | |
| Hospital Places Apr Aug | | 0 | 2 | 0 | |
| Hospital Places Sep Mar | | 0 | 2 | 0 | |
| Hospital Funding | | 0 | 0 | 0 | |
| Comments | | | | | |

You will then be asked to confirm deletion, to proceed, click 'Yes', to cancel click 'No'.

SchoolsTable

Confirm deletion ?

Yes No

SchoolsTable - Darlington

| Estab | SchoolName | Rule Errors |
|-------|---------------------------|-------------|
| 1100 | Phoenix Centre | 0 |
| 1020 | Darlington Pru | 0 |
| 1034 | Darlington Special School | 0 |
| 1105 | new school darlington | 7 |

| Data Item | Data Item | Errors | Validation Queries | OK Errors | History |
|-------------------------|-----------------------|--------|--------------------|-----------|---------|
| Estab | 1105 | 0 | 0 | 0 | |
| School Name | new school darlington | 0 | 0 | 0 | |
| Open/Close Indicator | | 0 | 0 | 0 | |
| Date (YYYY-MM-DD) | | 0 | 0 | 0 | |
| SEN Places Apr Aug | | 0 | 2 | 0 | |
| SEN Places Sep Mar | | 0 | 2 | 0 | |
| SEN Funding | | 0 | 0 | 0 | |
| APP Places Apr Aug | | 0 | 2 | 0 | |
| APP Places Sep Mar | | 0 | 2 | 0 | |
| APP Funding | | 0 | 0 | 0 | |
| Hospital Places Apr Aug | | 0 | 2 | 0 | |
| Hospital Places Sep Mar | | 0 | 2 | 0 | |
| Hospital Funding | | 0 | 0 | 0 | |
| Comments | | | | | |

By clicking 'Yes' the school will be removed from your expected list and the user will be automatically taken back to S251 Budget (first page of your budget return). To return to the higher needs school table click on the hyperlink.

- S251 Budget
- └ Schools Budget [183]
- └ LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,...
- └ LA Education & CYPS Budget [90]
- └ Reconciliation [4]
- └ SchoolsTable
- └ EYTable
- └ EYChildRecords [4]
- └ EY Table Lines 7 & 8
- └ EYChildRecords2
- └ EYTotals

S251 Budget - Darlington

Section 251 Budget 2014-15

| Return Level Errors | Errors | | OK Errors | Return Level Notes |
|---------------------|--------|---|-----------|--------------------|
| | E | Q | | |
| 0 | 3 | 0 | | |

| Data Item | Data Value |
|-----------------|---------------------|
| Collection | S251 Budget |
| Year | 2015 |
| Local Authority | 841 Darlington |
| DateTime | 2014-02-10 14:27:10 |

| Contact Details | Validation Errors | History |
|------------------|-------------------|---------|
| Contact Name | 0 | |
| Email Address | 0 | |
| Telephone Number | 0 | |

Notes

- LA Table Notes: la table notes
- School Table Notes: school table notes
- Early Years Table Notes: ey table notes

[Click here to access LA Table - Schools Budget lines](#)
[Click here to access LA Table - Reconciliation lines 1.7.1 to 1.8.1](#)
[Click here to access LA Table - Education & CYPS lines](#)
[Click here to access LA Table - lines 2.1.4, 2.1.5, 2.2.1, 3.1.8 and 7](#)

[Click here to access the Higher-needs Schools Table](#)

[Click here to access the EY Table - lines 1 to 6b](#)
[Click here to access the EY Table lines 7 and 8](#)
[Click here to access EY Totals](#)

Early years table line 1 – 6b – adding data

Click on 'EY Table - Lines 1- 6b' - the hyperlink on the first page of Budget Return

[Click here to access LA Table - Schools Budget lines](#)
[Click here to access LA Table - Reconciliation lines 1.7.1 to 1.8.1](#)
[Click here to access LA Table - Education & CYPS lines](#)
[Click here to access LA Table - lines 2.1.4, 2.1.5, 2.2.1, 3.1.8 and 7](#)

[Click here to access the Higher-needs Schools Table](#)

[Click here to access the EY Table - lines 1 to 6b](#)

[Click here to access the EY Table lines 7 and 8](#)
[Click here to access EY Totals](#)

The next screen details lines 1 – 6b, which feeds into the early years single funding formula (EYSFF). In this screen 'Line 1. EYSFF (three and four-year-olds) base rate(s) per hour, per provider type' is highlighted.

This section requires you to 'add' data fields. You do this by clicking 'Click to view individual column descriptions'.

All Errors All Notes Add View Edit Delete Status

- S251 Budget
- Schools Budget [183]
- LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,3.1.9
- LA Education & CYP5 Budget [90]
- Reconciliation [4]
- SchoolsTable
- EYTable
- EYChildRecords [4]
- EY Table Lines 7 & 8
- EYChildRecords2
- EYTotals

EYTable - Darlington

| Row/Number | Description | ProportionFunding | Rule Errors |
|------------|---|-------------------|-------------|
| 4 | FYSFF (three and four year olds) Base Rate(s) per hour, per provider type | 99.20 | 0 |
| 2a | Supplements (please supply a short note for your supplement payment) - Description | 0.00 | 0 |
| 2b | Supplements (please supply a short note for your supplement payment) - Quality | 0.10 | 0 |
| 2c | Supplements (please supply a short note for your supplement payment) - Flexibility | 0.00 | 0 |
| 2d | Supplements (please supply a short note for your supplement payment) - Sustainability | 0.00 | 0 |
| 3 | Other formula factors and lump sums (if applicable) | 0.00 | 0 |
| 4 | Additional funded free hours eg full time places (if applicable) | 0.00 | 0 |
| 5 | Two year old Base Rate(s) per hour, per provider type | 0.00 | 0 |
| 6a | Two year old supplements Quality (if applicable) | 0.02 | 0 |
| 6b | Two year old supplements Other supplements (if applicable) | 0.00 | 0 |

[Click to view individual column descriptors](#)

Drill Up Error

All Notes

At this point a 'No matching EYChildRecord records found' message will appear at the top of the next screen.

INFORMATION

No matching EYChildRecords records found

All Errors All Notes Add View Edit Delete Status

- S251 Budget
- Schools Budget [184]
- LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,3.1.9
- LA Education & CYP5 Budget [90]
- Reconciliation [6]
- SchoolsTable [70]
- EYTable
- EYChildRecords
- EY Table Lines 7 & 8
- EYChildRecords2
- EYTotals

EYChildRecords - Durham

| Number | Description | Rule Errors | | | |
|-------------------------------|-------------|-------------|---------|-----------|---------|
| | | Errors | Queries | OK Errors | History |
| Unit Values (£) | | | | | |
| PVI | | 0 | 0 | 0 | |
| Maintained Nursery School | | 0 | 0 | 0 | |
| Primary Nursery Class | | 0 | 0 | 0 | |
| Unit Applied | | | | | |
| Number of Units | | | | | |
| PVI | | 0 | 0 | 0 | |
| Maintained Nursery School | | 0 | 0 | 0 | |
| Primary Nursery Class | | 0 | 0 | 0 | |
| Anticipated Budget (£) | | | | | |
| PVI | | 0 | 0 | 0 | |
| Maintained Nursery School | | 0 | 0 | 0 | |
| Primary Nursery Class | | 0 | 0 | 0 | |

Drill Up Error

All Notes

Next you will need to click on the 'Add' button. Please note that the 'Add' button will be greyed out if the left-hand grey panel is used rather than drilling down.

EYChildRecords

INFORMATION
No matching EYChildRecords records found

All Errors All Notes **Add** View Edit Delete Status

> 1

0

S251 Budget
Schools Budget [184]
LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,
LA Education & CYPs Budget [90]
Reconciliation [6]
SchoolsTable [70]
EYTable
EYChildRecords
EY Table Lines 7 & 8
EYChildRecords2
EYTotals

EYChildRecords - Durham

Drill Up Enter
Add Notes

| Data Item | Data Value | Validation | | | History |
|-------------------------------|------------|------------|---------|-----------|---------|
| | | Errors | Queries | OK Errors | |
| Description | | 0 | 0 | 0 | |
| Unit Values (£) | | | | | |
| PVI | | 0 | 0 | 0 | |
| Maintained Nursery School | | 0 | 0 | 0 | |
| Primary Nursery Class | | 0 | 0 | 0 | |
| Unit Applied | | | | | |
| | | 0 | 0 | 0 | |
| Number of Units | | | | | |
| PVI | | 0 | 0 | 0 | |
| Maintained Nursery School | | 0 | 0 | 0 | |
| Primary Nursery Class | | 0 | 0 | 0 | |
| Anticipated Budget (£) | | | | | |
| PVI | | 0 | 0 | 0 | |
| Maintained Nursery School | | 0 | 0 | 0 | |
| Primary Nursery Class | | 0 | 0 | 0 | |

This will then free up the 'data value' boxes and allow you to provide your Description, Unit Values, Unit Applied and Number of Units. Once completed click on 'Save'. If you need to make any change to this data once saved, click on the 'Edit' button.

EYChildRecords

INFORMATION
No matching EYChildRecords records found

Add new record ? **Save** Cancel

> 1

0

S251 Budget
Schools Budget [184]
LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,
LA Education & CYPs Budget [90]
Reconciliation [6]
SchoolsTable [70]
EYTable
EYChildRecords
EY Table Lines 7 & 8
EYChildRecords2
EYTotals

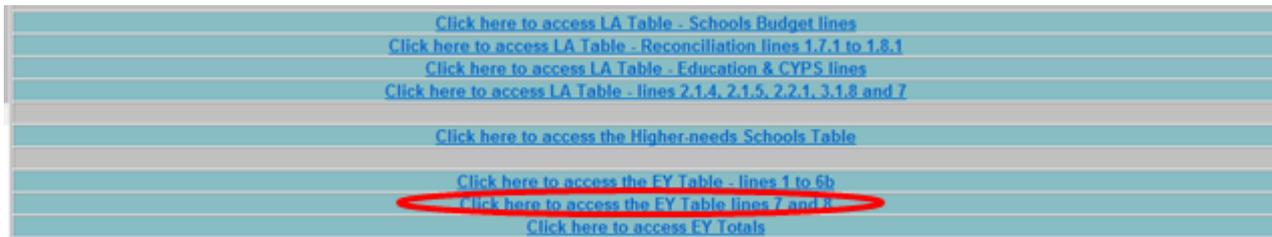
EYChildRecords - Durham

| Data Item | Data Value | Validation | | | History |
|-------------------------------|------------|------------|---------|-----------|---------|
| | | Errors | Queries | OK Errors | |
| Description | | 0 | 0 | 0 | |
| Unit Values (£) | | | | | |
| PVI | | 0 | 0 | 0 | |
| Maintained Nursery School | | 0 | 0 | 0 | |
| Primary Nursery Class | | 0 | 0 | 0 | |
| Unit Applied | | | | | |
| | | 0 | 0 | 0 | |
| Number of Units | | | | | |
| PVI | | 0 | 0 | 0 | |
| Maintained Nursery School | | 0 | 0 | 0 | |
| Primary Nursery Class | | 0 | 0 | 0 | |
| Anticipated Budget (£) | | | | | |
| PVI | | 0 | 0 | 0 | |
| Maintained Nursery School | | 0 | 0 | 0 | |
| Primary Nursery Class | | 0 | 0 | 0 | |

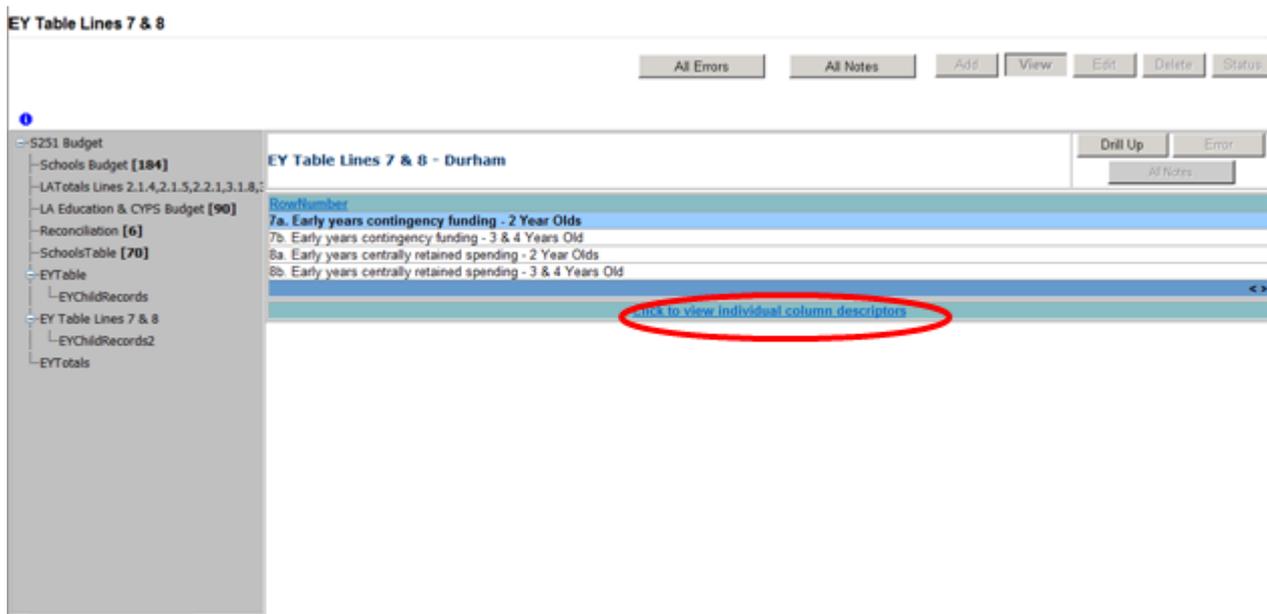
You will need to continue this process for lines 2-6b.

Early years table lines 7 and 8 – adding data

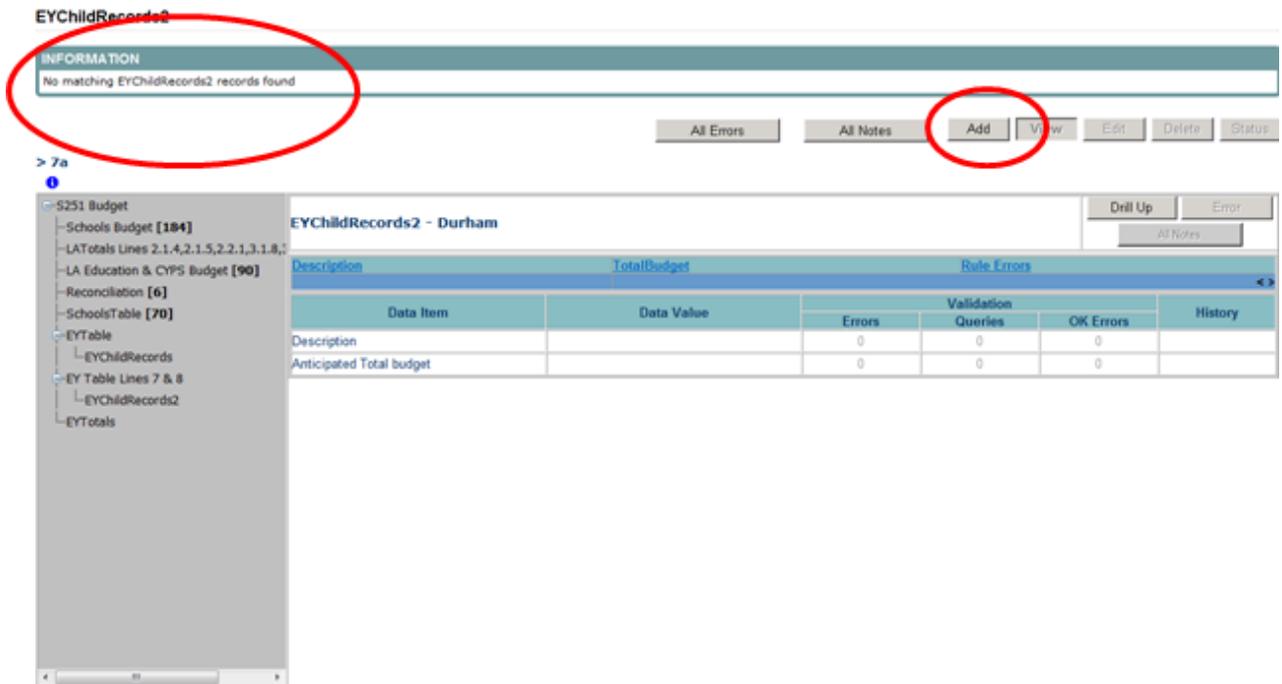
Click on 'EY Table - Lines 7 and 8' - the hyperlink on the first page of Budget Return.



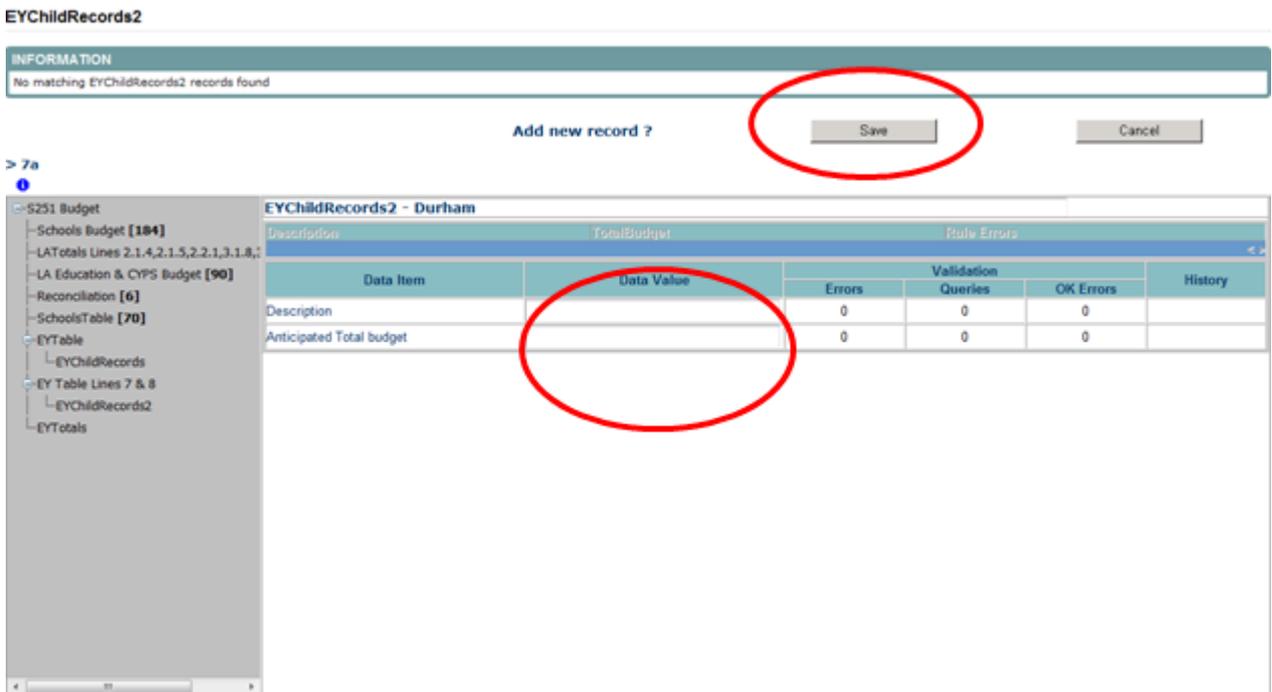
The next screen shows lines 7 and 8, which feeds into the early years single funding formula (EYSFF). Click on 'Click to view individual column descriptions'.



At this point a 'No matching EYChildRecord records found' message will appear at the top of the next screen and to add data you will need to click on the 'Add' button. **Please note that the 'Add' button will be greyed out if the left-hand grey panel is used rather than drilling down.**



This then allows 'Description' and 'Anticipated Total budget' to be added and saved.



There will also be a similar screenshot showing 9. Early Years Pupil Premium Allocation

File Edit View Favorites Tools Help

Department for Education [Back to My COLLECT page](#) | [Help](#)
 You are logged in as [pab@education.gov.uk](#) | [Log out](#)

BJA DELUAT COLLECT Portal

EY Table Line 9

All Errors All Notes Add View Edit Delete Status

Drill Up Error

Row Number

EY Table Line 9 - Barnsley

9 Early years pupil premium allocation

| Data Item | Delta Value | Errors | Validation Queries | OK Errors | History |
|--|-------------|--------|--------------------|-----------|---------|
| 9 Early Years Pupil Premium Allocation | | 0 | 0 | 0 | |

Navigation: < >

Left sidebar menu:

- S251 Budget [3]
- Schools Budget [185]
- LATotals Lines 2.1.4 to 2.2.1,3.1.8,3.1.11,7 [51]
- LA Education & CPS Budget [90]
- Reconciliation [6]
- SchoolsTable
- EYTable
 - EYChildRecords
 - EY Table Line 9
 - EY Table Lines 7 & 8
 - EYChildRecords2
 - EYTotals

Checking data

COLLECT will notify you of any values outside usual parameters by producing a red box next to that field. You can navigate to an error by clicking on the red box or by going to the 'All Errors' button.

S251 Budget

All Errors All Notes Add View Edit Delete Status

- S251 Budget
- Schools Budget [185]
- LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,...
- LA Education & CYPs Budget [90]
- Reconciliation [4]
- SchoolsTable
- EYTable
- EYChildRecords [4]
- EY Table Lines 7 & 8
- EYChildRecords2
- EYTotals

S251 Budget - Darlington

Section 251 Budget 2014.15

| Return Level Errors | Errors | | OK Errors | Return Level Notes |
|---------------------|--------|---|-----------|--------------------|
| | E | Q | | |
| 1 | 2 | | 0 | |

| Data Item | Data Value | | |
|-----------------|---------------------|------------|--|
| Collection | S251 Budget | | |
| Year | 2015 | | |
| Local Authority | 841 | Darlington | |
| DateTime | 2014-02-10 14:27:10 | | |

| Contact Details | Validation Errors | History |
|------------------|-------------------|---------|
| Contact Name | 0 | [E] |
| Email Address | 0 | [E] |
| Telephone Number | 0 | [E] |

Notes

LA Table Notes | la table notes

School Table Notes | school table notes

Early Years Table Notes | ey table notes

[Click here to access LA Table - Schools Budget lines](#)
[Click here to access LA Table - Reconciliation lines 1.7.1 to 1.8.1](#)
[Click here to access LA Table - Education & CYPs lines](#)
[Click here to access LA Table - lines 2.1.4, 2.1.5, 2.2.1, 3.1.8 and 7](#)

[Click here to access the Higher needs Schools Table](#)

[Click here to access the EY Table - lines 1 to 6b](#)
[Click here to access the EY Table lines 7 and 8](#)
[Click here to access EY Totals](#)

Once you have clicked the 'All Errors' button you will be taken to the blade error report, shown below. You can view details of a particular error by clicking on the 'Details' button.

Blade Error Report - S251 Budget_2014-15

Darlington Error report on 21/02/2014 at 15:21 Return

Count 316

| Rule No. | Return Level | Error Message | Priority OK'd | Notes |
|----------|--------------|---|--------------------------------|-------|
| 1.1 | | Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.1 | Errors Details | |
| 1.1 | | Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.1 | Errors Details | |
| 1.1 | | Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.1 | Errors Details | |
| 1.1 | | Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.6 | Errors Details | |
| 1.1 | | Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.6 | Errors Details | |
| 1.1 | | Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.6 | Errors Details | |
| 1.1 | | Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.7 | Errors Details | |
| 1.1 | | Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.7 | Errors Details | |

Once you have clicked the 'Details' button you will see the details appear on the right-hand side of the screen.

Blade Error Report - S251 Budget_2014-15

Darlington Error report on 21/02/2014 at 15:29 Return

Count 316

| Rule No. | Return Level | Error Message | Priority OK'd | Notes | Details | | | | |
|----------|--------------|---|--------------------------------|-------|---|---------|-------|--|------|
| 1.1 | | Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.1 | Errors Details | | <table border="1"> <thead> <tr> <th>Primary</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td></td> <td>null</td> </tr> </tbody> </table> | Primary | Value | | null |
| Primary | Value | | | | | | | | |
| | null | | | | | | | | |
| 1.1 | | Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.1 | Errors Details | | | | | | |
| 1.1 | | Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.1 | Errors Details | | | | | | |
| 1.1 | | Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.6 | Errors Details | | | | | | |
| 1.1 | | Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.6 | Errors Details | | | | | | |
| 1.1 | | Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.6 | Errors Details | | | | | | |
| 1.1 | | Value is missing. Do not leave any cell blank. Instead, please enter a zero if that is the amount your authority budgeted for this category. Schools Budget Line 1.1.7 | Errors Details | | | | | | |

You can then navigate to an error by clicking 'Value' on the right-hand side of the screen, to be taken to the section where the error occurs. In the case above the value is 'null'.

Providing clarification/supplementary information

There is a section on the first page of the budget return 'S251 Budget' where supplementary information can be provided. Clicking on 'Edit' will free up the text boxes for LA table, school table and early years notes.

S251 Budget

All Errors All Notes Add View Edit Delete Status

S251 Budget - Darlington

Section 251 Budget 2014.15

| Return Level Errors | Errors | | OK Errors | Return Level Notes |
|---------------------|--------|---|-----------|--------------------|
| | E | Q | | |
| 0 | 3 | 0 | | |

Data Item Data Value

Collection S251 Budget
Year 2015
Local Authority 841 Darlington
DateTime 2014-02-10 14:27:10

| Contact Details | Validation Errors | History |
|-------------------------------|-------------------|---------|
| Contact Name junko | 0 | |
| Email Address junko.@keiko.uk | 0 | |
| Telephone Number 4647611 | 0 | |

Notes

LA Table Notes la table notes
School Table Notes school table notes
Early Years Table Notes ey table notes

[Click here to access LA Table - Schools Budget lines](#)
[Click here to access LA Table - Reconciliation lines 1.7, 1 to 1.8.1](#)
[Click here to access LA Table - Education & CYP5 lines](#)
[Click here to access LA Table - lines 2.1.4, 2.1.5, 2.2.1, 3.1.8 and 7](#)
[Click here to access the Higher needs Schools Table](#)
[Click here to access the EY Table - lines 1 to 5b](#)

Once you have completed adding your notes, click on 'View' to save them.

History

Changes that are made to data items are recorded in the history log and indicated with an icon in the audit history column against that data item

This shows that the user BMcGuigan with the role of 'Source' amended the value of early years data.

S251 Budget

All Errors All Notes Add View Edit Delete Status

S251 Budget - Darlington

Section 251 Budget 2014-15

| Return Level Errors | Errors | | OK Errors | Return Level Notes |
|---------------------|--------|--|-----------|--------------------|
| E | Q | | | |
| 0 | 3 | | 0 | |

| Data Item | Data Value |
|-----------------|---------------------|
| Collection | S251 Budget |
| Year | 2015 |
| Local Authority | 841 Darlington |
| Date/Time | 2014-02-10 14:27:10 |

| Contact Details | Validation Errors | History |
|------------------|-------------------|---------|
| Contact Name | 0 | |
| Email Address | 0 | |
| Telephone Number | 0 | |

Notes

LA Table Notes

School Table Notes school table notes

Early Years Table Notes ey table notes

[Click here to access LA Table - Schools Budget lines](#)

[Click here to access LA Table - Reconciliation lines 1.7.1 to 1.8.1](#)

[Click here to access LA Table - Education & CYPs lines](#)

[Click here to access LA Table - lines 2.1.4, 2.1.5, 2.2.1, 3.1.8 and 7](#)

[Click here to access the Higher needs Schools Table](#)

[Click here to access the EY Table - lines 1 to 6b](#)

[Click here to access the EY Table lines 7 and 8](#)

[Click here to access EY Totals](#)

Data Log Page

History Report - S251 Budget_2014-15 Back

Darlington
History report on 24/02/2014 at 08:54:44
Data EarlyYears

| Filter By: | Action | User | Start Date | End Date | Go | Reset |
|------------|--------|------------------|------------|----------|----|-------|
| | Update | Brendan McGuigan | | | | |
| | Update | Brendan McGuigan | | | | |

| Action | Old Value | New Value | User | Role | Organisation | Date |
|--------|-----------|-----------|------------------|--------|--------------------------|---------------------|
| Update | 785.00 | 0 | Brendan McGuigan | Source | Department for Education | 11/02/2014 07:33:16 |
| Update | | 785 | Brendan McGuigan | Source | Department for Education | 11/02/2014 07:32:51 |

Every time the data is changed, the system records the old and new values, who changed it, their role and when it was changed. Once a data item has been changed the status of the return will change to 'Amended_by_Source' and be reflected in both the LA and DfE views.

Submitting returns

Once your data has been added to the COLLECT system, checked, all errors or queries dealt with, and you are satisfied with the quality of the data, then the return should be submitted to the Department for Education (DfE). This indicates to the DfE that your return is complete.

To do this select the 'Submit Return' button from the main 'Source' page which is available after login.

The screenshot shows a web interface titled "Source Page \$251 Budget_2014-15" with a sub-header "MY DATA RETURN". Below the header, it displays "The status of your data return : Amended_by_source" and three input fields: "Errors : 233", "Queries : 100", and "OK Errors : 0". A section titled "What can I do with My Data Return?" contains several buttons: "Upload Return from file...", "Add Return on screen...", "Open Return...", "Submit Return..." (circled in red), "Export to file...", "Launch Reports...", and "Delete Returns...". Each button has a corresponding instruction. Below this, a section titled "What is happening to My Data Return?" contains three columns: "Data Return Submission" with "Date Submitted" field, "Data Return Approval" with "Date Approved" field, and "Data Return Authorisation" with "Date Authorised" field.

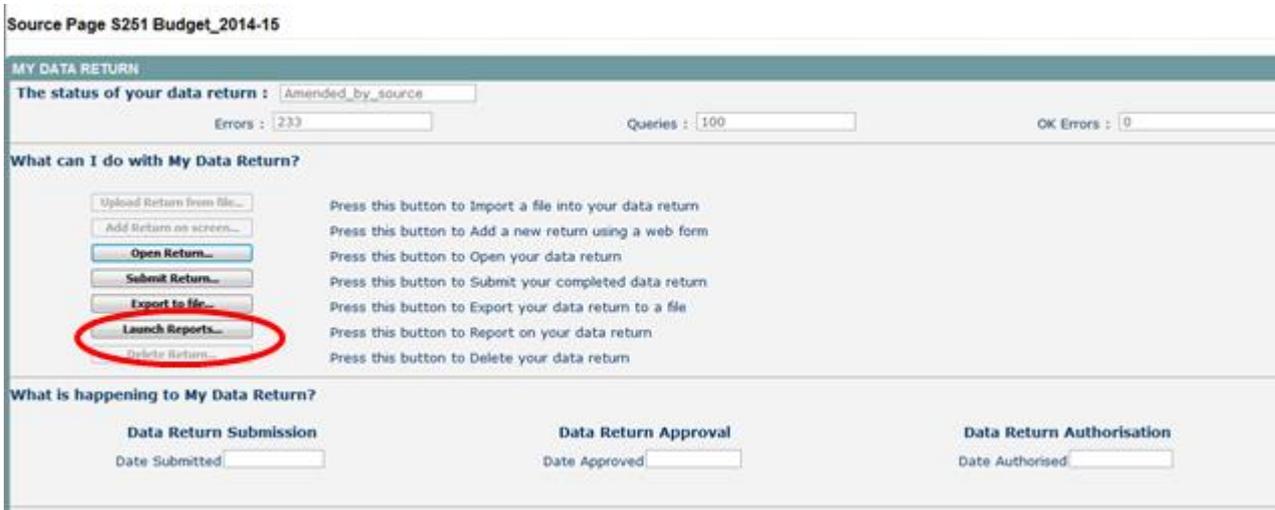
NOTE: it is important that the return is submitted as checking of the data by the DfE will not start until return has been submitted.

Those LAs that have previously submitted their return and wish to make some amendments will need to contact the Data collections helpdesk via a [Service Request Form](#).

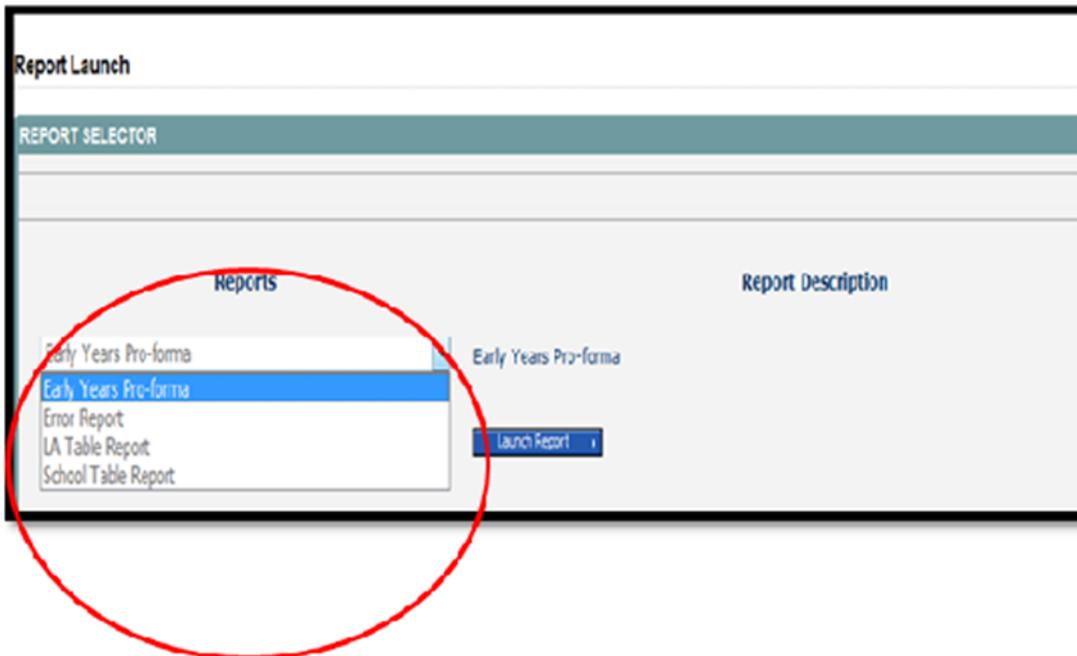
Launching reports

There are a number of reports available from the COLLECT system which will allow you to produce the reports directly from COLLECT.

To launch reports, select the "Launch Report" button from the main screen.



Select the report you want to run from the drop-down list. The report can be printed off or can be saved as an excel file.



General tips on navigating around COLLECT screens

Before viewing the return it is useful to understand some of the basic controls and screen operations.

Don't use the browser buttons! When in the data collection, unpredictable behaviour may be experienced if you use the back/forward buttons on your web browser's toolbar.

Navigation through a return

To navigate through the system, links are provided on all pages either as 'Back' or 'Drill Up' options. Please use these links to navigate between screens when using the system.

| Control | Usually located | Action |
|-------------------------|--|---|
| Back to my collect page | All screens within a return except the main page which shows Back to Home page | Returns you to the main page for your user role (Agent, Source etc) |
| Drill Up | Any data screen within a return apart from the header screen | Returns you to the previous data screen |
| Return | Report screens, e.g. History and errors | Returns you to the previous screen |
| Back | Notes screens | Returns you to the previous screen |
| View All | Data entry screens that have additional linked data, e.g. accesses contract details for a workforce member | Takes you to the sub module level details |

Mode buttons

Those buttons determine which operation mode the data form on screen is in and which operations are available.



Dark grey text on sunken button with light border = Active Mode

Black text on button and highlighted border = Available Mode

Light grey text on button with light border = Unavailable Mode

Left-hand menu

The left-hand menu can also be used to migrate to different screens by clicking on one of the options in the grey left-hand menu. This is a useful for quick navigation when needed.

S251 Budget

All Errors All Notes Add View Edit Delete Status

S251 Budget - Darlington

Section 251 Budget 2014.15

| Return Level Errors | Errors | | OK Errors | Return Level Notes |
|---------------------|--------|---|-----------|--------------------|
| | E | Q | | |
| 0 | 3 | 0 | | |

Data Item Data Value

| | |
|-----------------|---------------------|
| Collection | S251 Budget |
| Year | 2015 |
| Local Authority | 841 Darlington |
| Creation Time | 2014-02-10 14:27:10 |

Contact Details Validation Errors History

| | | | |
|------------------|----------------|---|--|
| Contact Name | junko | 0 | |
| Email Address | junko@keiko.uk | 0 | |
| Telephone Number | 4647611 | 0 | |

Notes

LA Table Notes school table notes
School Table Notes school table notes
Early Years Table Notes early table notes

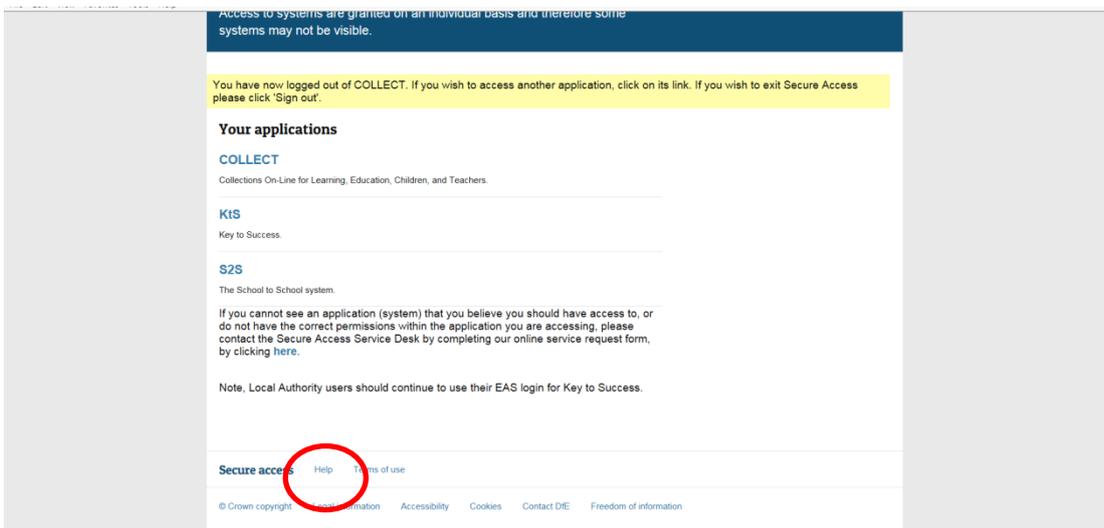
[Click here to access LA Table - Schools Budget lines](#)
[Click here to access LA Table - Reconciliation lines 1.7.1 to 1.8.1](#)
[Click here to access LA Table - Education & CYPs lines](#)
[Click here to access LA Table - lines 2.1.4, 2.1.5, 2.2.1, 3.1.8 and 7](#)
[Click here to access the Higher needs Schools Table](#)
[Click here to access the EY Table - lines 1 to 6b](#)
[Click here to access the EY Table lines 7 and 8](#)
[Click here to access EY Totals](#)

Please note that when using the left-hand menu the 'Add' button will be disabled. When adding records (eg schools, EY child records) the user will have to use the drill down links.

Help

If you have a query regarding COLLECT or S251 please submit a [service request form](#) to the data collections helpdesk.

If you are experiencing problems with COLLECT or have an S251 budget data collection query, please submit a [data collections service request form](#) If you are having problems logging into Secure Access, please refer to the 'Help' section on Secure Access.



If you are still unable to resolve your issue, please submit a SA [service request](#).



Department
for Education

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