School census 2018 to 2019

User guide for the duplicate report: same UPN

September 2018

Contents

1. Introduction

The calculation of the the dedicated schools grant and pupil premium based on the school census data makes it more important than ever that the census data for all schools' are submitted promptly and accurately for all data providers. The 2018-2019 school census data will be used to finalise 2019 to 2020 allocations, and therefore it is vitally important that you are content with the accuracy of your schools' returns before passing them on to the department and that they are returned by the prescribed timescales.

2.   Duplicate report: same UPN

2.1   What is a duplicate UPN?

A unique pupil number (UPN) is a number that identifies each individual learner in England. UPNs are allocated to learners according to a nationally specified formula on first entry to school (or in some cases earlier). Learners' UPNs are intended to remain with them throughout their school career regardless of any change in school or local authority.

As a UPN is, by definition, unique to a particular learner, a duplicate UPN is one where more than one pupil registration shares the same UPN and the registrations sharing the UPN have an **invalid combination of enrolment statuses**. For example:

- A pupil where the same UPN is recorded against two registrations with a main registration ('M') at one school and a subsidiary registration ('S') at another school is NOT a duplicate UPN as main and subsidiary is a valid combination of enrolment status for dually registered pupils;
- A pupil where the same UPN is recorded against two registrations with a current sole registration ('C') at one school and a main registration ('M') at another school is classed as a duplicate UPN as sole and main is an invalid combination of enrolment status for dually registered pupils.

The table below describes valid and invalid combinations of enrolment status codes for pairs of duplicate UPNs:

Pupil Enrolment Status

Enrolment Status		Pupil 1		
		C	M	S
Pupil 2	C	✕	✕	✕
	M	✕	✕	✓
	S	✕	✓	✕
	F	✕	✕	✕
	O	✕	✕	✕

✓ = valid combination, ✕ = invalid combination

Pupil enrolment status

C = current (single registration at this school)
M = current main (dual registration)
S = current subsidiary (dual registration)
F = FE college
O = other provider

2.2   What pupils/schools are included in this report?

The duplicate UPN report will look for duplicates across all pupils on roll in the **current school census only**. It will not look for duplicates between the school census and any other pupil level collections (e.g. AP census and early years census).

2.3   What reports are available?

There are three '**duplicate report - same UPN**' reports available through COLLECT (2 reports for local authorities and 1 report for individual schools):

Local authority reports

The first local authority report includes all pupils where a duplicate UPN has been identified within your own authority only and the second report is where a duplicate UPN has been identified across all authorities*.

School reports

Each individual school will be able to run a duplicate report showing all pupils within their school where a duplicate UPN has been identified looking across all other schools.

Further details on how to run these reports in COLLECT are contained in the section of this guide entitled 'Running the reports in COLLECT.'

2.4   How will duplicates be identified?

Pupils in schools with a data return status of 'loaded' or above will be included in this report. For each pupil included within a return (on roll pupils only) the report 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 within the 'duplicate report - same UPN'

2.5   What will the report look like?

An example of the **'duplicate report - same UPN'** is displayed in Annex A.

For each duplicate UPN identified, the report will contain the following pupil identifiers: local authority, estab, COLLECT blade (ie school census), school name, UPN, surname, forename, enrol status, date of birth, entry date, school status and error description.

Error description identifier

The error description identifier is the reason the UPN has been flagged as a duplicate. There are 15 reasons applicable to this report as given below:

Enrol status	Error no	Error message
C&C	1	A pupil cannot be solely registered at more than one school.
C&M	2	A pupil cannot be solely registered and have a main (dual registration).
C&S	3	A pupil cannot be solely registered and have a subsidiary (dual registration).
M&M	4	A pupil cannot have more than one main (dual registered) record.
S&S	5	A pupil would not normally have more than one subsidiary (dual registered) record.
M&S	6	DOBs for pupils do not match
C&F	7	A pupil cannot have an enrolment status of 'F' and also be solely registered at another school.
C&O	8	A pupil cannot have an enrolment status of 'O' and also be solely registered at another school.
M&F	9	A pupil cannot have an enrolment status of 'F' and also have a main registration at another school.
M&O	10	A pupil cannot have an enrolment status of 'O' and also have a main registration at another school.
S&F	11	A pupil cannot have an enrolment status of 'F' and also have a subsidiary registration at another school.
S&O	12	A pupil cannot have an enrolment status of 'O' and also have a subsidiary registration at another school.
F&O	13	A pupil cannot have an enrolment status of 'F' and also have an enrolment status of 'O' at another school.
F&F	14	A pupil cannot have an enrolment status of 'F' at more than one school.
O&O	15	A pupil cannot have an enrolment status of 'O' at more than one school.

## 2.6   How do I run the duplicate reports in COLLECT?

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

- duplicate report – same UPN;
- duplicate report – same person different UPN;

For local authorities the next screen will indicate the type of report you require (schools can only run reports across all local authorities), either:

- within authority: this will match pupils within the selected authority;
- across all authorities: this will match pupils for the selected local authority against pupils in all other local authorities.

The report is then displayed on screen, but the option is also provided to download and save the report in various formats. Select the 'export' option and choose the format required.
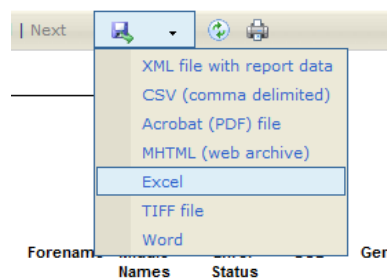
Please note

1. The duplicate reports will be run against a backup database and not the live database. Therefore, the duplicate reports will not be 'live' but on any given day will reflect the position from COLLECT as at close the previous working day.

2. If exporting to csv format, at the prompt save the file rather than opening it. Once in excel, open the file and a box will appear. Select 'delimited', put a tick next to 'comma' and remove any other ticks, click 'next' and then 'finish'.

If you have a large amount of duplicates and want to export the report to excel, we advise that the file is saved in .csv format and then opened in excel otherwise a time out error may occur.

When exporting reports files you may get an error message eg **'internet explorer can not download …n=….'. 'internet explorer was unable to open this internet site'**

If you get this error you need to change your internet explorer's security settings to allow saving of encrypted pages. To do this in internet explorer follow these instructions:

- open your internet browser
- click on 'tools', then on 'internet options', and select the 'advanced' tab
- scroll down to the security section and untick option 'do not save encrypted pages to disk'
- click 'apply', then 'ok' to complete the process

Your files should now be able to be saved.

3.   Resolving duplicate UPNs

3.1   Do I need to resolve the duplicate UPNs identified in this report?

As the school census is used to determine the the dedicated schools grant and pupil premium allocations, failure to resolve duplicate UPNs during the census may have an impact on funding allocations. Consequently, the department will be expecting all **local authorities, non-maintained special schools, academies (including free schools) and CTCs to work together to resolve all duplicate UPNs** during the 'live' census collection.

3.2   How should I go about resolving duplicate UPNs?

All schools have the facility to run their own 'duplicate report – same UPN' and 'duplicate report – same person different UPN' from COLLECT and therefore we request that **academies, NMSS and CTCs take on the same responsibility which is placed on local authorities with respect to resolving duplicates.**

Academies, CTCs and NMSS can be identified in the COLLECT duplicate reports by the prefix '**DfE**' appearing in the column before the local authority number with schools that were local authority maintained at the point of the census appearing in the duplicate report with this column blank. At a school level only academies, CTCs and NMSS are responsible for resolving their own duplicates and therefore all duplicates with local authority maintained schools should continue to be resolved via the local authority (ie local authority maintained schools should not be contacted directly by other schools/local authroities regarding duplicate pupils).

In order to assist local authorities, academies, CTCs and NMSS with resolving their duplicates the DfE will provide a list of the duplicate contacts across all local authorities.

Based on the above the department will not be resolving any duplicates on behalf of LAs and schools. All local authorities, NMSS, academies and CTCs will be expected to work together to resolve all duplicate UPNs within their authority/school. Unfortunately departmental involvement in duplicate resolution is limited by the following advice provided from legal advisors:

It is not the department's role to arbitrate between schools in deciding pupils' enrolment status. Schools and Local Authorities are professional and intelligent organisations, capable of negotiating mutually satisfactory arrangements within the framework provided by the Education (Pupil Registration) (England) Regulations 2006.

Hence in situations where schools and/or local authorities are disputing a pupils registration all we can do is to offer some advice based on the information we have been

provided but it is up to the parties involved whether or not they accept our advice (as we cannot force schools and/or local authorities to make changes to pupil records on the school census). However the department should only be contacted using the contact details below where the relevant schools/local authorities have first been in contact with each other and cannot agree.

If you have any queries specifically concerning the resolution of duplicate pupil disputes or queries related to school funding then please contact the data collection helpdesk using the service request form.

Please note: we would like to take this opportunity to remind schools and local authorities **not** to include any identifiable pupil level data in emails to other schools, local authorities or the department.

3.3   Best practice for resolving duplicates

To correct duplicates, best practice would be to ask the school to make the changes on their school system and re-submit. This ensures the school's system reflects the position on COLLECT. However where a school, local authority or the department have carried out a lot of error correction on a particular school, then 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 school systems** – ie if a change is made to an enrolment status within COLLECT then the same change should also be made to the data within the school MIS. This is important from an audit/inspection viewpoint and will avoid schools having to make the same changes manually every census.

3.4   Possible actions for resolving duplicate UPNs

- Change the pupil's registration code to produce a valid combination of enrolment status (for dually registered pupils the only valid combination is to have a dual main registration with a dual subsidiary registration);
- Delete pupil record (only if pupil has been entered in error);
- Pupil record to be moved off roll to 'NoLongerOnRoll' with date of leaving provided;
- Pupil was permanently excluded - pupil record to be moved to 'NoLongerOnRoll' and date of leaving provided and create an exclusion record;
- Change of UPN (only if pupil UPN has been entered incorrectly).

3.5 Additional information

No longer on roll

If it is found that the pupil recorded on census left the school before the census date, it is important for attendance data requirements that the pupil is not deleted but moved to 'NoLongerOnRoll'.

Pupil does not arrive on expected start date

Please see the information provided in Annex B for schools where a pupil does not arrive on the expected start date and the effect on the 'other' school when it is found the pupil has started another school.

Annex A: report layout

Duplicate Pupils Report (Same UPN)   **Report Date: dd/mm/2018**

Local Authority: 111 – Example LA1

	LA No	LA Name	COLLECT Blade	Estab	School Name	UPN	Surname	Forename	Enrol Status	DOB	Entry Date	School Status	Category Description
	111	Example LA1	School Census	2005	Example Primary	A123456789101	Bloggs	Joe	C	15/06/2010	15/06/2009	Approved	A pupil cannot be solely registered at more than one school
	222	Example LA2	School Census	2006	Example Primary	A123456789101	Bloggs	Joe	C	15/06/2010	16/08/2009	Submitted	A pupil cannot be solely registered at more than one school
	111	Example LA1	School Census	4000	Example Secondary	B123456789101	Doe	John	C	05/06/1998	15/06/2002	Approved	A pupil cannot be solely registered and have a subsidiary (dual registration)
DFE	333	Example LA3	School Census	4024	Example Academy	B123456789101	Doe	John	S	05/06/1998	16/08/2002	Submitted	A pupil cannot be solely registered and have a subsidiary (dual registration)

Annex B: Pupil does not arrive on expected start date

Actions by schools where a pupil does not arrive on the expected start date and the effect on the 'other' school when it is found the pupil has started at another school

Step	Event	School A (school expecting a pupil)	School B (school where pupil actually starts)
1.	Enrolment	Enters pupil on admission register with enrolment status of C, F or O	Enters pupil on admission register with enrolment status of C, F or O
2.	Attendance (prior to school A finding out where pupil is)	Marks pupil as absent, no reason given (Code N)	Marks pupil as present or absent in the normal way
3.		Make pupil a leaver from the date that the pupil is found registered at another school	
4.	Enrolment (once school A finds where pupil is)	Change enrolment status to S (Dual subsidiary) (from the date of enrolment to the date of leaving)	Change enrolment status to M (Dual main) (from the date of enrolment to the date agreed with school A that the pupil will be made a leaver at School A). Enrolment status reverts to C, F or O from the date that the pupil is marked as a leaver from school A.
5.	Attendance (once school A finds where pupil is)	Mark any possible session as Code D. Therefore the pupil would be shown as dually registered with 0 possible sessions.	No changes need to be made to the attendance register at school B.

NOTE: Step 4 is the procedural change that takes place ie recognising that the pupil was registered at two establishments for the period in question. Schools, and their MIS systems, however, are not required to hold a 'history' for enrolment status. As a result, it may not be necessary for school B to make any change to the enrolment status for the period of the dual registration if that will not be stored in the MIS system. However, school B should keep a manual note to this effect.

About this publication:
  enquiries https://www.education.gov.uk/form/data-collection-request-form
  download www.gov.uk/government/publications

Follow us on Twitter:
@educationgovuk

Like us on Facebook:
facebook.com/educationgovuk