



Department
for Education

Section 251 Budget 2014/15

COLLECT Guide for Local Authorities

February 2014

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Introduction

Local Authorities are required under Section 251 of the Apprenticeships, Skills, Children and Learning Act 2009 to prepare and submit an education and children's and young people's services budget statement not later than **31st March 2014** for the prescribed period to the Secretary of State for Education. The prescribed period for this budget statement covers **1st April 2014 – 31st March 2015**.

It is a statutory duty that LAs must publish their budget statements as and when prescribed in the administrative Direction issued by the Secretary of State for Education.

Technical Help with the COLLECT system: For advice and assistance with meeting the standards and using the system please contact the Education Data Division Helpdesk via a [data collections service request form](#).

COLLECT and Secure Access

Access to COLLECT is now through the Department's [Secure Access System](#) (SA), which was implemented on 10 December 2012.

To access Secure Access existing users will need their login which should have been retained from the 2013 data collection. If you have forgotten your login details, or are a new user and require access to COLLECT, you will need to contact the Approver within your Local Authority.

Full Secure Access guidance is published on the [Secure Access Website](#)

Logging In

Insert your username and password and click to agree to the terms of use.

The screenshot shows the Department for Education Secure Access login page. At the top, there is a search bar and a navigation menu. The main content area features a login form with three red circles highlighting the 'Username' input field, the 'Password' input field, and the 'I agree with the Terms of use' checkbox. Below the form, there is a 'Welcome to Secure Access' message and a 'News' section dated 16/07/2013.

Once successfully logged in you will be presented with the screen below. Select COLLECT

The screenshot shows the Department for Education Secure Access dashboard after successful login. The user is logged in as Naomi Williamson. The dashboard includes a navigation menu, a 'Welcome to Secure Access' message, and a prominent 'COLLECT' button with the text 'Collections On-Line for Learning, Education, Children, and Teachers.'

You will be taken into the COLLECT portal.

The screenshot shows the COLLECT portal welcome screen. It features a 'Collect Welcome' header, a 'Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers)' message, and a 'School Census Summer 2013' announcement. A 'PROCEED INTO COLLECT' button with a 'Continue...' link is visible, along with a 'Code of Conduct' section and a 'Show Code of Conduct Text...' link.

Click on Continue.

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

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 Return from file..."/>	Press this button to Import a file into your data return
<input type="button" value="Add Return 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"/>

LA Source Page Screen

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

Status could be:

No Data	Data hasn't been loaded
Loaded	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

An explanation of the function keys are:

Open Return

This option is greyed out until data is loaded and is used to access the loaded data for editing or viewing.

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

To input data and make a return for a LA, the user must click the 'Open return' button on Screen' button as shown below:

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 Return from file..."/>	Press this button to Import a file into your data return
<input type="button" value="Add Return 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"/>
---	--	---

Please note: LAs may receive the following warning, when they have still to complete and submit their data return. This is a 'bug' in generic COLLECT and can be ignored and over-ridden by selecting the 'Yes' button

Return Already Submitted Warning

As you have already submitted the return you can only read the data on it.

If you wish to make any amendments or reload it please contact your agent.

Do you wish to continue?

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

Viewing/ Editing LA Table data

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

S251 Budget

All Errors All Notes Add View Edit Delete Status

S251 Budget [3]

- Schools Budget [184]
- LA Totals Lines 2.1.4,2.1.5,2.2.1,3.1.8,...
- LA Education & CYPs 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 & 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 5b](#)
[Click here to access the EY Table lines 7 and 8](#)
[Click here to access EY Totals](#)

To view and edit your LA table click on the each on the blue 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 recoupmnt) is highlighted

All Errors All Notes Add View Edit Delete Status

S251 Budget [3]	Schools Budget - Cumbria		Drill Up	Error	
-Schools Budget [184]			All Notes		
-LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,					
-LA Education & CYP5 Budget [91]	S251 Line		Rule Errors		
-Reconciliation [6]	1.0.1 Individual Schools Budget (before Academy recoupment)		5		
-SchoolsTable [63]	1.1 Contingencies		3		
-EYTable	1.2 Behaviour support services		3		
└ EYChildRecords	1.3 Support to UPEG and bilingual learners		3		
-EY Table Lines 7 & 8	1.4 Free school meals eligibility		3		
└ EYChildRecords2	1.5 Insurance		3		
-EYTotals	1.6 Museum and Library services		3		
	1.7 Licences/subscriptions		3		
	1.8 Staff costs – supply cover excluding cover for facility time		3		
	1.9 Staff costs – supply cover for facility time		3		
	Page 1 of 4 (Records:37)				
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

All Errors All Notes Add View Edit Delete Status

S251 Budget [3]	Schools Budget - Cumbria		Drill Up	Error	
-Schools Budget [184]			All Notes		
-LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,					
-LA Education & CYP5 Budget [91]	S251 Line		Rule Errors		
-Reconciliation [6]	1.0.1 Individual Schools Budget (before Academy recoupment)		5		
-SchoolsTable [63]	1.1 Contingencies		3		
-EYTable	1.2 Behaviour support services		3		
└ EYChildRecords	1.3 Support to UPEG and bilingual learners		3		
-EY Table Lines 7 & 8	1.4 Free school meals eligibility		3		
└ EYChildRecords2	1.5 Insurance		3		
-EYTotals	1.6 Museum and Library services		3		
	1.7 Licences/subscriptions		3		
	1.8 Staff costs – supply cover excluding cover for facility time		3		
	1.9 Staff costs – supply cover for facility time		3		
	Page 1 of 4 (Records:37)				
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	

You will need to repeat this process on lines 1.0.1 to 1.5.1. Navigation to lines 1.2.2 to 1.5.1 is via the < > buttons

The screenshot shows a software interface for budget management. At the top, there are buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. Below this is a navigation pane on the left with a tree structure including 'S251 Budget [3]', 'Schools Budget [184]', 'LA Totals Lines 2.1.4,2.1.5,2.2.1,3.1.8...', 'LA Education & CYPs Budget [91]', 'Reconciliation [6]', 'SchoolsTable [63]', 'EYTable', 'EY ChildRecords', 'EY Table Lines 7 & 8', 'EY ChildRecords2', and 'EY Totals'. The main area is titled 'Schools Budget - Cumbria' and displays a table of budget lines. The table has columns for 'Data Item', 'Data Value', 'Errors', 'Validation Queries', 'OK Errors', and 'History'. The 'Errors' column contains red bars with the number '1' for several rows. A 'Drill Up' button is circled in red in the top right corner of the main area.

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'

This screenshot is identical to the one above, showing the same budget management interface. The 'Drill Up' button in the top right corner of the main area is circled in red, indicating the action to be taken to return to the first page of the budget return.

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

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,
- 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	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](#)

School Table High Needs & AP settings

Click on Higher Needs School Table

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,
- 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	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](#)

School Name is highlighted in the top half of screen. Click on 'Edit' and complete 'data items' in bottom half of 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 2.1.4,2.1.5,2.2.1,3.1.8,3.1.9
- LA Education & CYPs Budget [90]
- Reconciliation [4]
- SchoolsTable
- EYTable
- EYChildRecords [4]
- EY Table Lines 7 & 8
- EYChildRecords2
- EYTotals

SchoolsTable - Darlington			Rule Errors		
Estab	SchoolName		Errors	Queries	OK Errors
1100	Phoenix Centre		0	0	0
1020	Darlington Pru		0	0	0
1034	Darlington Special School		0	0	0

Data Item	Data Item	Errors	Validation		History
			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.

Schools Table

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

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

Data Item	Data Item	Errors	Validation		History
			Queries	OK Errors	
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 on 'Yes' to cancel click on 'No'

SchoolsTable

Confirm deletion ?

S251 Budget

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

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

Data item	Data Item	Validation			History
		Errors	Queries	OK Errors	
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 Agr Aug		0	2	0	
SEN Places Sep Mar		0	2	0	
SEN Funding		0	0	0	
APP Places Agr Aug		0	2	0	
APP Places Sep Mar		0	2	0	
APP Funding		0	0	0	
Hospital Places Agr Aug		0	2	0	
Hospital Places Sep Mar		0	2	0	
Hospital Funding		0	0	0	
Comments		0	0	0	

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 blue hyperlink.

S251 Budget

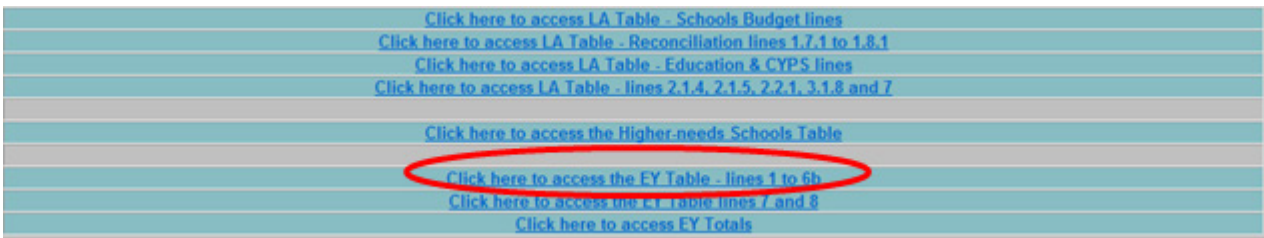
S251 Budget

- Schools Budget [183]
- LATotals Lines 2.1.4,2.1.5,2.2.1,3.1.8,3.1.9
- 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		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 & 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											

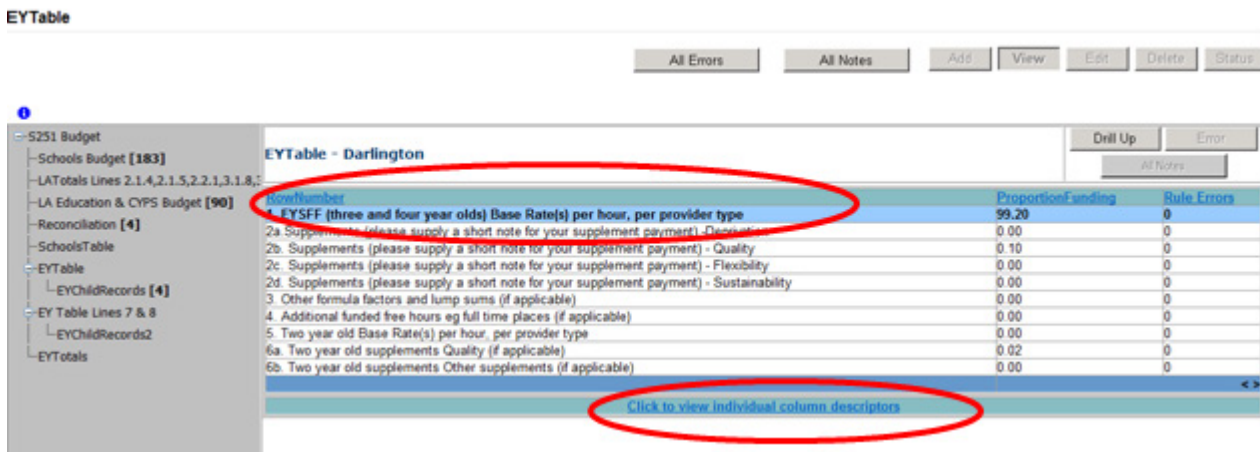
Early Years Table Line 1 – 6b – Adding data

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



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'.



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

INFORMATION
No matching EYChildRecords records found

All Errors All Notes Add View Edit Delete Status

> 1

S251 Budget
 -Schools Budget [184]
 -LATotals Lines 2.1.4.2.1.5.2.2.1.3.1.8.2
 -LA Education & CYP5 Budget [90]
 -Reconciliation [6]
 -SchoolsTable [70]
 -EYTable
 -EYChildRecords
 -EY Table Lines 7 & 8
 -EYChildRecords2
 -EYTotals

EYChildRecords - Durham Drill Up Error All 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	

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

S251 Budget
 -Schools Budget [184]
 -LATotals Lines 2.1.4.2.1.5.2.2.1.3.1.8.2
 -LA Education & CYP5 Budget [90]
 -Reconciliation [6]
 -SchoolsTable [70]
 -EYTable
 -EYChildRecords
 -EY Table Lines 7 & 8
 -EYChildRecords2
 -EYTotals

EYChildRecords - Durham Drill Up Error All 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

The screenshot shows the EYChildRecords interface. At the top, there is an 'INFORMATION' bar stating 'No matching EYChildRecords records found'. Below this is a section for 'Add new record?' with 'Save' and 'Cancel' buttons. The 'Save' button is circled in red. The main area displays a table titled 'EYChildRecords - Durham'. The table has columns for 'Number', 'Description', 'Rule Errors', 'Errors', 'Validation Queries', 'OK Errors', and 'History'. The 'Data Value' column is highlighted with a large red oval. The table is organized into sections: 'Unit Values (£)', 'Unit Applied', 'Number of Units', and 'Anticipated Budget (£)'. Each section contains rows for 'PVI', 'Maintained Nursery School', and 'Primary Nursery Class'.

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

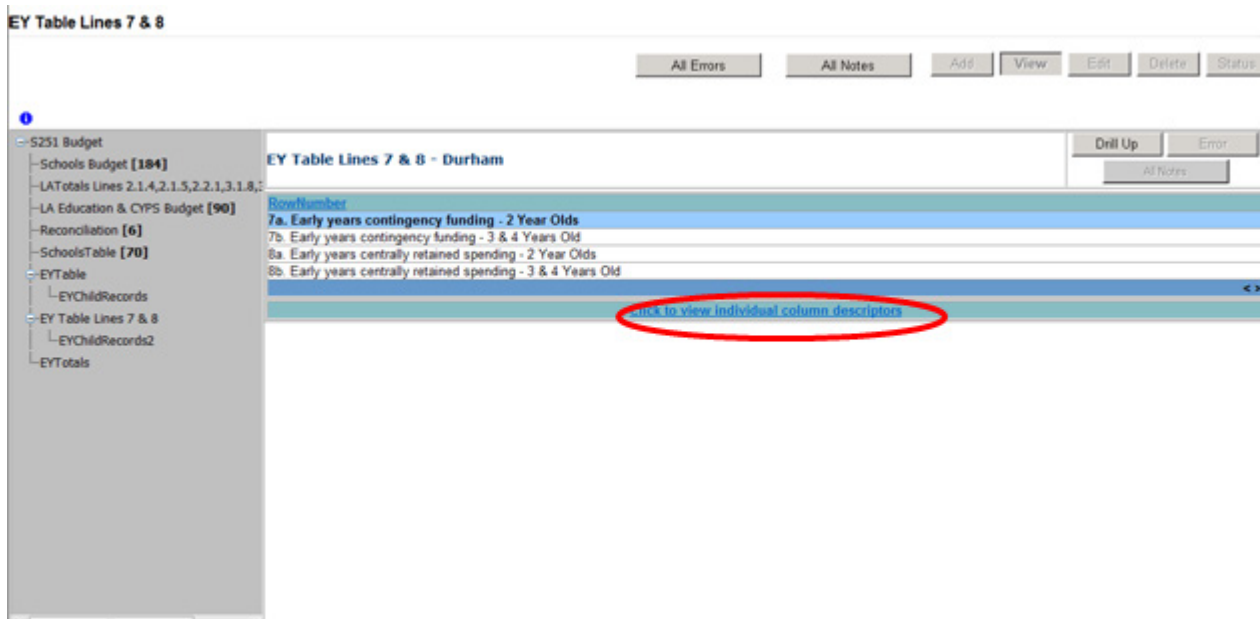
Early Years Table Lines 7 and 8 – Adding data

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

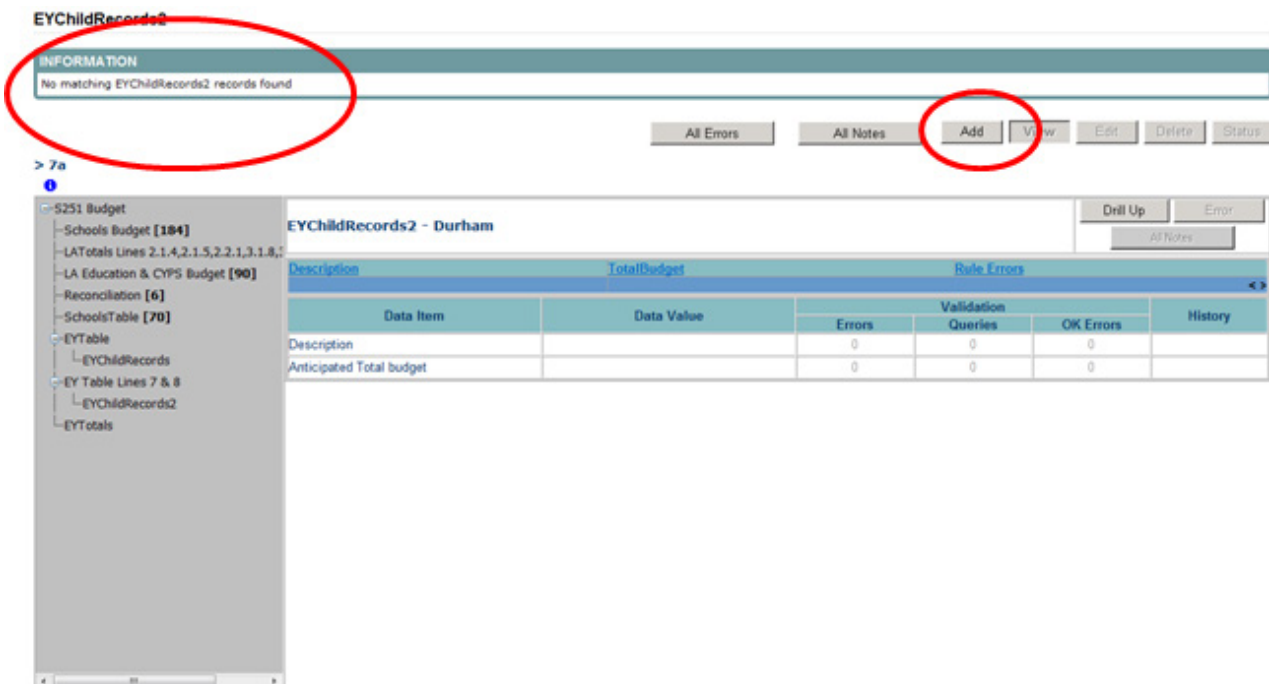
The screenshot shows a list of blue hyperlinks on a light blue background. The links are:

- 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 (circled in red)
- Click here to access EY Totals

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 'No matching EYChildRecord records found' message will appear at top of 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

EYChildRecords2

INFORMATION
No matching EYChildRecords2 records found

Add new record ?



Cancel

> 7a

- 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

EYChildRecords2 - Durham		Data Errors			
Description		TotalBudget	Data Errors		
Data Item	Data Value	Errors	Validation Queries	OK Errors	History
Description		0	0	0	
Anticipated Total budget		0	0	0	



Checking Data

COLLECT will notify user of any values outside usual parameters by producing a red box next to that field, users can navigate to an error by clicking on the red box or by going to All Errors

S251 Budget

S251 Budget - Darlington

Section 251 Budget 2014-15

Return Level Errors	Errors		OK Errors	Return Level Notes
	E	Q		
	1	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	juniko	0	
Email Address	juniko@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 & 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 the user has clicked the 'All Errors' button they will be taken to the blade error report, shown below. A user 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 Count 316 Return

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 the users has clicked the 'Details' button they 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 Count 316 Return

Rule No.	Return Level	Error Message	Priority OK'd	Notes	Primary	Value
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 		

Return
Details
Primary Value
null

The User can then navigate to an error by clicking the 'value' of an error on the right hand side of the screen. Once the user has clicked this 'Value', which in the case above is 'null', they will then be taken to the section where that error is occurring.

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

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 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 & CYPs lines](#)
[Click here to access LA Table - lines 2.1.4, 2.1.5, 2.2.1, 3.1.8 and Z](#)
[Click here to access the Higher needs Schools Table](#)
[Click here to access the EY Table - lines 1 to 6b](#)

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

S251 Budget

All Errors All Notes Add View Edit Delete Status

S251 Budget - Darlington

Section 251 Budget 2014-15

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

Data Item	Data Value
Collection	S251 Budget
Year	2015
Local Authority	B41 Darlington
DateTime	2014-02-10 14:27:10

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

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 & CYP's 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](#)

This shows that the user BMcGuigan with the role of "Source" amended the Value of Early Years data.

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

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

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

Submitting Return

Once your data has been added to the COLLECT system, checked and all errors/queries dealt with and you are satisfied with the quality of the data then the return should be submitted to the Department. 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.

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

The screenshot shows a web interface titled "Source Page S251 Budget_2014-15" with a sub-header "MY DATA RETURN". Below the header, there are three input fields: "The status of your data return : Amended_by_source", "Errors : 233", "Queries : 100", and "OK Errors : 0". A section titled "What can I do with My Data Return?" contains a list of buttons with descriptions:

- 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 Report on your data return
- Delete Return... Press this button to Delete your data return

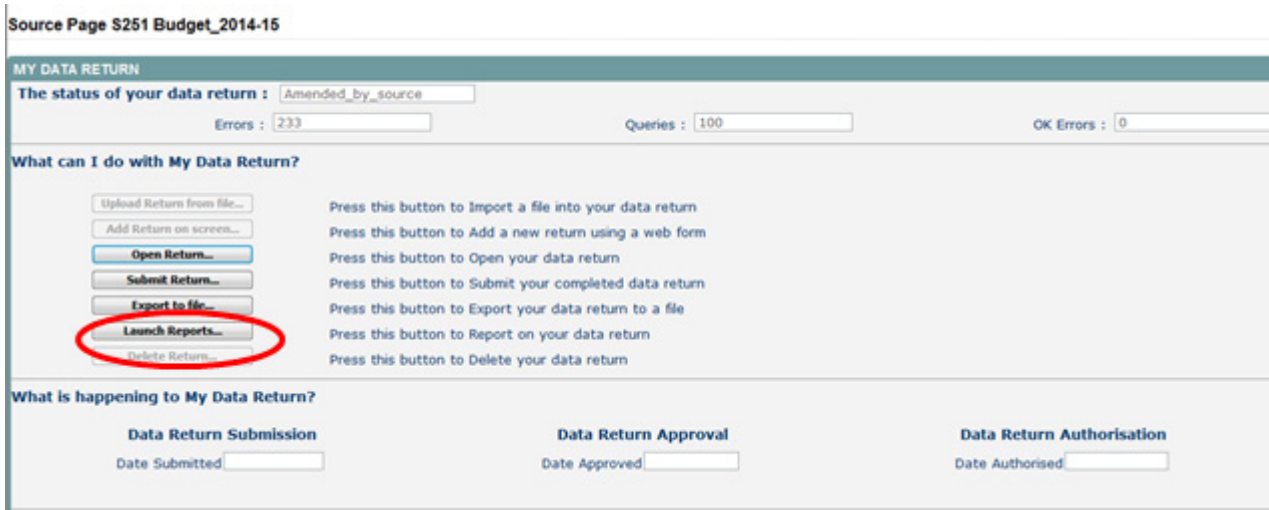
The "Open Return..." and "Submit Return..." buttons are circled in red. Below this section, "What is happening to My Data Return?" shows three columns: "Data Return Submission" (Date Submitted:) and "Data Return Approval" (Date Approved:) and "Data Return Authorisation" (Date Authorised:

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

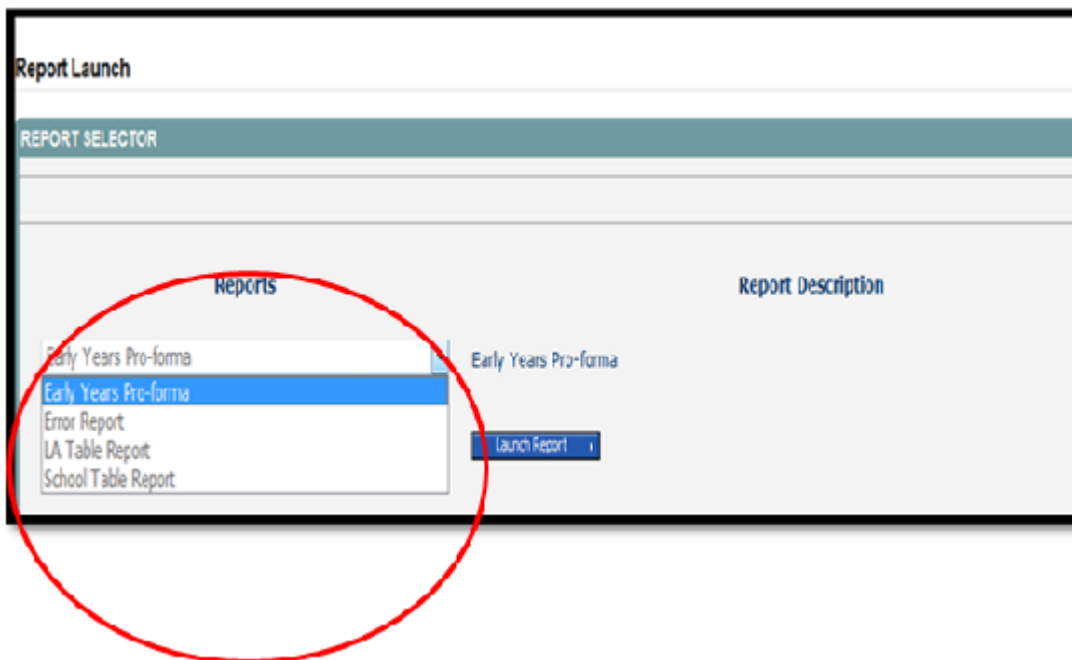
Launching Reports

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

To launch the 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.

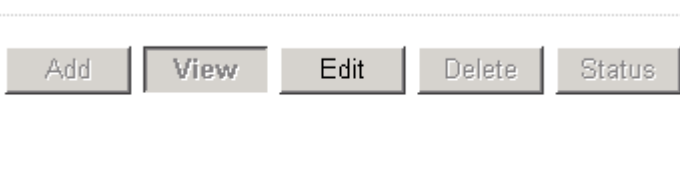
Navigation through a return

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.

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.

The screenshot shows the 'S251 Budget' application. At the top right, there are buttons for 'All Errors', 'All Notes', 'Add', 'View', 'Edit', 'Delete', and 'Status'. The 'View' button is active. On the left, a grey menu is circled in red, listing various budget categories and counts. The main area displays 'S251 Budget - Darlington' with a table showing 'Return Level Errors' (0) and 'Errors' (3). Below this is a 'Data Item' table with fields like 'Collection', 'Year', 'Local Authority', and 'Date Time'. Further down, there are sections for 'Contact Details', 'Validation Errors', 'History', and 'Notes'. At the bottom, there are several blue links for accessing different budget tables.

Help

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

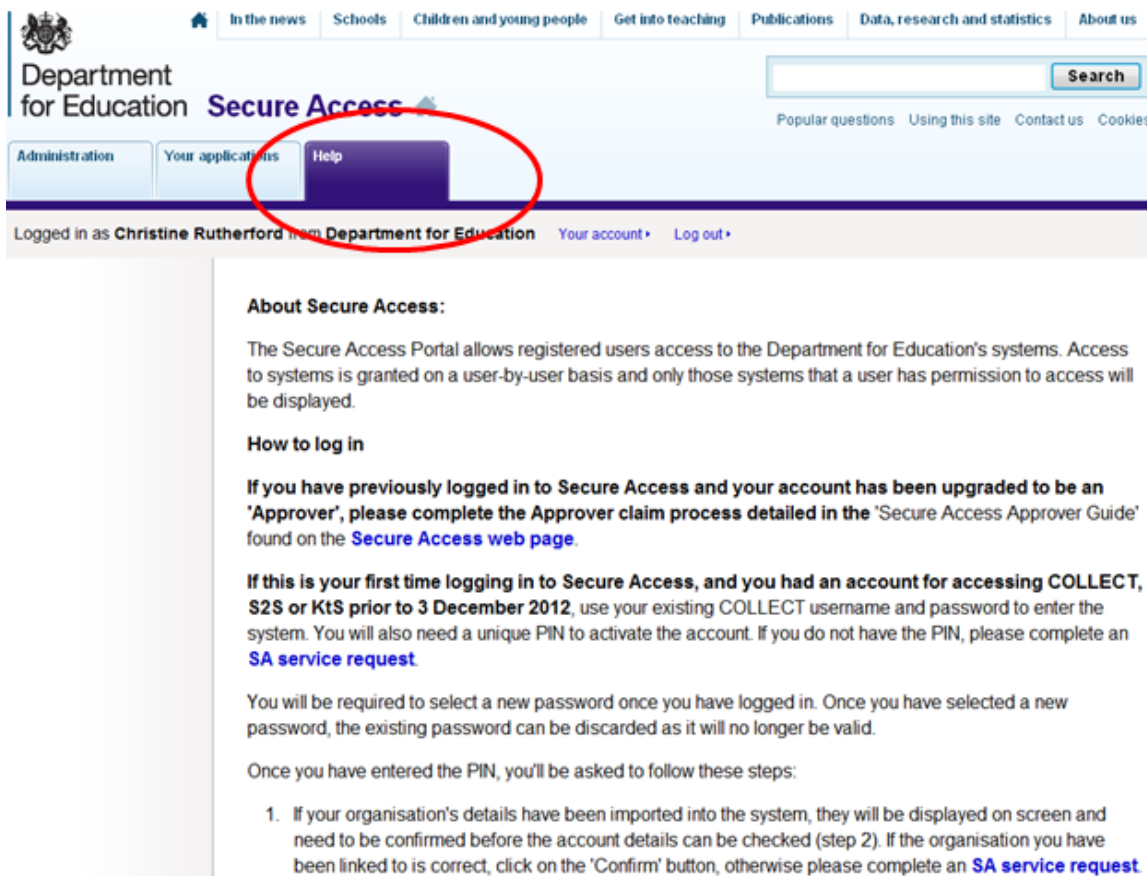
COLLECT ISSUES and S251 Budget queries:

If you are experiencing problems with COLLECT or have an S251 Budget data collection query, please submit a service request form to the Education Data Division Helpdesk. The form can be found at:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/requestform>

Secure Access Issues:

If you are having problems logging into Secure Access, please refer to the 'Help' section on Secure Access.



Department for Education **Secure Access**

Administration Your applications **Help**

Logged in as Christine Rutherford from Department for Education Your account Log out

About Secure Access:

The Secure Access Portal allows registered users access to the Department for Education's systems. Access to systems is granted on a user-by-user basis and only those systems that a user has permission to access will be displayed.

How to log in

If you have previously logged in to Secure Access and your account has been upgraded to be an 'Approver', please complete the Approver claim process detailed in the 'Secure Access Approver Guide' found on the [Secure Access web page](#).

If this is your first time logging in to Secure Access, and you had an account for accessing COLLECT, S2S or KtS prior to 3 December 2012, use your existing COLLECT username and password to enter the system. You will also need a unique PIN to activate the account. If you do not have the PIN, please complete an [SA service request](#).

You will be required to select a new password once you have logged in. Once you have selected a new password, the existing password can be discarded as it will no longer be valid.

Once you have entered the PIN, you'll be asked to follow these steps:

1. If your organisation's details have been imported into the system, they will be displayed on screen and need to be confirmed before the account details can be checked (step 2). If the organisation you have been linked to is correct, click on the 'Confirm' button, otherwise please complete an [SA service request](#).

If you are still unable to resolve your issue, please submit a service request to the SA Service desk at:

<https://www.education.gov.uk/researchandstatistics/datatdatam/secureaccess/service-request-form>



Department
for Education

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