Moving a child from On Roll to Off Roll on COLLECT

1. Open your return

Source Page SchoolCensus 2019_Autumn

MY DATA RETURN

The status of your data return : `Authorised`

Errors : `0`

What can I do with My Data Return?

Upload Return from file...	Press this button to Import a file into yo
Add Return on screen...	Press this button to Add a new return us
Open Return...	Press this button to Open your data retu
Submit Return...	Press this button to Submit your comple
Export to file...	Press this button to Export your data ret
Launch Reports...	Press this button to Report on your data
Delete Return...	Press this button to Delete your data ret

What is happening to My Data Return?

Data Return Submission   **Da**

2. Got to the bottom right hand corner of the next screen. There will be 3 "View all" options, select the middle one which is against "Pupils on roll"

All Errors   All Notes   Add   View   Edit   Delete   Status

SC19 Autumn -   School

All notes must be added in the "Return Level Notes" section

Return Level Errors	Errors E	Q	OK Errors	Return Level Notes
	0	0	1	

Data Item	Value	Errors E	Q	OK Errors	History
School Census Autumn 2019					
Collection	SC	0	0	0	
Term	AUT	0	0	0	
Year	2019	0	0	0	
Reference Date	2019-10-03	0	0	0	
Source Level	S	0	0	0	
LA	307 - EALING	0	0	0	
Estab		0	0	0	
Establishment unique reference number		0	0	0	
Software Code	CCS-SIMS	0	0	0	
Release	7.188 3.63.434	0	0	0	
Xversion		0	0	0	
Serial No	3	0	0	0	
Datetime	2019-10-03 13:52:58	0	0	0	
School		View All			
Pupils on Roll		View All			
Pupils No Longer on Roll		View All			

erm Attendance
nce

tails

n 2 Session Details
Roll

erm Attendance
nce

tails

3. You will now see a list of all your on roll pupils. Click "Edit" on the top right hand side of the screen.
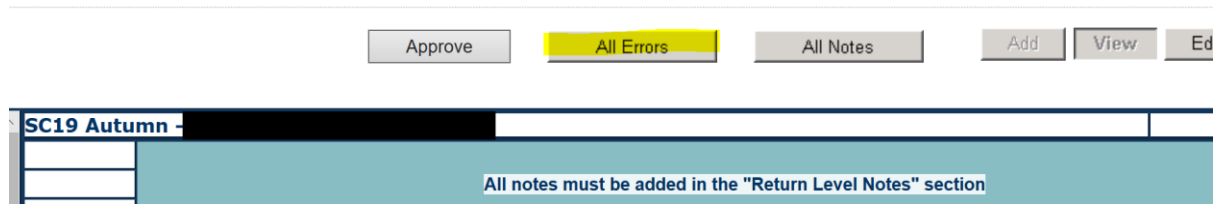

4. You can then search for your pupil by typing in their UPN, surname or DOB. Once you have done this click "Go" at the end of the search bar (do not use the enter key on your keyboard – this may take you back to the start of the process)

5. You should now be looking at just one pupil in your list. If you page down to the bottom of the page there is a row called "Transfer Pupil to Off Roll", on the very right hand side if you click you will get a drop down menu. Select "True", then click away from the box – this will automatically update (there is no save button you need to click"

6. COLLECT does not immediately off roll the pupil, the process happens overnight. You will therefore need to log back in the next day to add the off roll date. When you log back in the next day, you will now see that you have an error on your census. Open up the return and click "All errors"

| Approve | All Errors | All Notes | Add | View | Ed |

SC19 Autumn -

All notes must be added in the "Return Level Notes" section

7. Locate the error on you errors and queries list that says "Pupils leaving date is either missing...", then click the details button next to it. The details will appear to the right and you will see that the Leaving Date says "null", click where it says "null". This will take you to the relevant child and field where you need to enter their leaving date.

Blade Error Report - SchoolCensus 2019_Autumn

Error report on 01/11/2019 at 09:01

Count 22

Field	Value
EntryDate	Jul 16 2018 12:00AM
LeavingDate	null
Phase	PR - Pupil Referral Unit (PRU)

Rule No.	Return Level	Error Message	Priority	OK'd		Notes
1920		Pupils leaving date is either missing, is either before entry date or equal to or after census date.	Errors		Details	✗

Page 3 of 3   1 2 3

8. Once you are at the child's record click the "Edit" button on the top right. You will then be able to enter their leaving date
   NOTE: the leaving date must be before the date of the school census

| Approve | All Errors | All Notes | Add | View | Edit | De |

Pupils No Longer On Roll - Status -

UPN	Surname	Forename	DOB	Pupil Errors	Address	Termly Sessions	Summer Sessions	Exclusion
				0	0	0	0	0
				0	0	0	0	0
				0	0	0	0	0
				1	0	0	0	0
				1	0	0	0	0

Page 4 of 4 (Records:65)

| Pupil No Longer On Roll Identifers | | Pupil No Longer On Roll Characteristics | | Pupil No Longer On Roll Termly Attendance | | Pupil No Longer On Roll Summer Half Term 2 Attendance | |

Data Item	Value	Errors		OK Err
		E	Q	

Pupil No Longer On Roll Status

Pupil Date of Entry	2018-07-16	1	0	0
Pupil Date of Leaving		1	0	0
Pupil Part-Time Indicator	False	0	0	0
Pupil Boarder Indicator	N - Not a boarder	0	0	0
NC Year of Leaving	10 - Year 10	0	0	0

9. Once you had entered the Date of Leaving, click away from the field and the census will update. The red error on the right of the start and leaving dates will disappear.

| Approve | | All Errors | | All Notes | | Add | View | Edit | |

Pupils No Longer On Roll - Status - ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

UPN	Surname	Forename	DOB	Pupil Errors	Address	Termly Sessions	Summer Sessions	Exclusio
				0	0	0	0	0
				0	0	0	0	0
				0	0	0	0	0
				1	0	0	0	0
				0	0	0	0	0

Page 4 of 4 (Records:65)

| Pupil No Longer On Roll Identifers | | Pupil No Longer On Roll Characteristics | | Pupil No Longer On Roll Termly Attendance | | Pupil No Longer On Roll Summer Half Term 2 Attendance | |

Data Item	Value	Errors E	Q	OK E
Pupil No Longer On Roll Status				
Pupil Date of Entry	2018-07-16	0	0	0
Pupil Date of Leaving	2019-09-04	0	0	0
Pupil Part-Time Indicator	False	0	0	0
Pupil Boarder Indicator	N - Not a boarder	0	0	0
NC Year of Leaving	10 - Year 10	0	0	0

10. If you had already submitted your census before making this change you will need to go back to the main page and click the "submit return" button again.

Errors : 0

What can I do with My Data Return?

Upload Return from file...	Press this button to Import
Add Return on screen...	Press this button to Add a r
Open Return...	Press this button to Open y
Submit Return...	Press this button to Submit
Export to file...	Press this button to Export
Launch Reports...	Press this button to Report
Delete Return...	Press this button to Delete