

Duplicate report: same UPN,

A unique pupil number (UPN) identifies each individual learner in England. Learners' UPNs are intended to remain with them throughout their school career, regardless of any change in school or local authority.

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.

Example

A pupil where the same UPN is recorded against 2 registrations with a main registration ('M') at one school and a subsidiary registration ('S') at another school is not a duplicate UPN. This is because it is a valid combination of enrolment status for dual-registered pupils.

'M' and 'S' is the only valid combinations of pupil enrolment status codes for pairs of duplicate UPNs.

As unresolved duplicates will impact on funding allocations such as the dedicated schools grant and pupil premium, we expect local authorities, non-maintained special schools, academies, and city technology colleges (CTCs) to work together to determine whether the pupils identified in this report are indeed the same pupil.

Find a code to indicate [pupil enrolment status](#).

Reports available

S

Local authorities can access reports through COLLECT showing:

- all pupils where a duplicate UPN has been identified within your own authority only
- all pupils where a duplicate UPN has been identified within your authority and in another authority

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.

Identifying duplicates

For each on-roll pupil included within a return with a status of 'loaded' or above, the report will:

- check for another pupil record with the same UPN in the school census

- identify UPNs where there is an invalid combination of enrolment statuses

For each duplicate UPN identified, the report will contain:

- local authority number
- establishment number
- COLLECT blade (school census)
- school name
- UPN
- pupil's surname, forename, and date of birth
- enrolment status
- entry date
- school status
- error description

The error description in the report explains the reason the UPN has been flagged as a duplicate.

Enrolment status	Error number	Error message
C and C	1	A pupil cannot be solely registered at more than one school.
C and M	2	A pupil cannot be solely registered and have a main (dual registration).
C and S	3	A pupil cannot be solely registered and have a subsidiary (dual registration).
M and M	4	A pupil cannot have more than one main (dual-registered) record.
S and S	5	A pupil would not normally have more than one subsidiary (dual-registered) record.
M and S	6	Date of births for pupils do not match.
C and F	7	A pupil cannot have an enrolment status of 'F' and be solely registered at another school.
C and O	8	A pupil cannot have an enrolment status of 'O' and be solely registered at another school.
M and F	9	A pupil cannot have an enrolment status of 'F' and have a main registration at another school.
M and O	10	A pupil cannot have an enrolment status of 'O' and have a main registration at another school.
S and F	11	A pupil cannot have an enrolment status of 'F' and have a subsidiary registration at another school.

S and O	12	A pupil cannot have an enrolment status of 'O' and have a subsidiary registration at another school.
F and O	13	A pupil cannot have an enrolment status of 'F' and have an enrolment status of 'O' at another school.
F and F	14	A pupil cannot have an enrolment status of 'F' at more than one school.
O and O	15	A pupil cannot have an enrolment status of 'O' at more than one school.

Correcting duplicates

To correct duplicates, schools should make the changes on their school management information system and re-submit. This makes sure the school's system matches the position on COLLECT.

Changes could include:

- changing the pupil's registration code to produce a valid combination of enrolment status (for dual-registered pupils, the only valid combination is M and S)
- deleting the pupil record (only do this if pupil has been entered in error)
- moving the pupil record to 'NoLongerOnRoll' adding a date of leaving
- if the pupil was permanently excluded, moving their record to 'NoLongerOnRoll', adding a date of leaving and creating an exclusion record
- changing the UPN (only do this if the pupil UPN has been entered incorrectly)

No longer on roll

If 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

Schools should follow this process when a pupil does not arrive on the expected start date and has started at another school.

1. Enrolment

School A (school expecting a pupil) enters pupil on admission register with enrolment status of C, F or O.

School B (school where pupil starts) enters pupil on admission register with enrolment status of C, F or O.

2. Attendance (prior to school A finding out where pupil is)

School A marks pupil as absent, no reason given (code N).

School B marks pupil as present or absent in the normal way.

3. Marking as a leaver

It is unlawful to backdate a leaving date. School A marks the pupil as a leaver from the date that the pupil is found registered at another school.

4. Enrolment (once school A finds where pupil is)

School A changes the enrolment status to S (dual subsidiary) (from the date of enrolment to the date of leaving).

School B changes the 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). The enrolment status reverts to C, F or O from the date that the pupil is marked as a leaver from school A.

Step 4 is the procedural change that takes place, recognising that the pupil was registered at 2 establishments for the period in question.

5. Attendance (once school A establishes where pupil is)

School A marks any possible session as code D. The pupil would be shown as dual-registered with 0 possible sessions.

School B doesn't need to make any more changes to the attendance register.

Schools, and their MIS systems, 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. School B should keep a manual note to this effect.

Duplicate report: same person different UPN,

The 'duplicate report – same person different UPN' report includes all cases where there appears to be duplication of a pupil based on the characteristics - for example, surname, forename, middle name, date of birth and gender - but where different UPNs are present.

Where the match is correct and it is the same pupil, they should have the same UPN.

All enrolment statuses and pupils on and off roll are included in this report.

Reports available

Local authority reports

Local authorities can access reports through COLLECT showing:

- all pupils where a duplicate pupil has been identified within your own authority
- all pupils where a duplicate pupil has been identified within your authority and in another authority

School report

Each individual school can run a duplicate report showing all pupils within their school where a duplicate pupil has been identified, looking across all other schools.

Identifying duplicates

For each duplicate pupil identified, the report will contain:

- local authority number
- establishment number
- school name
- UPN
- Pupil's surname, forename, middle names, date of birth and gender
- enrolment status
- entry date
- leaving date
- on/off roll
- school status

Correcting duplicates

To correct duplicates, schools should make the changes on their school management information system and re-submit. This ensures the school's system matches the position on COLLECT.

Where it is the same pupil, they should have the same UPN and you will need to amend one record. The 2 records should also have the correct combination of

enrolment statuses otherwise they will then appear on the duplicate UPN report, so if dual-registered, one registration should have a dual main registration ('M') and the other should have a dual subsidiary registration ('S').

Changes could include:

- same pupil: change one of the UPNs
- same pupil and pupil is dual-registered: change one of the UPNs and make sure the pupil is recorded as dual main at one registration and dual subsidiary at the other
- same pupil but pupil is off roll: one record to be moved to 'NoLongerOnRoll' with date of leaving provided and change one of the UPNs
- pupil was permanently excluded: pupil record to be moved to 'NoLongerOnRoll', date of leaving provided, create an exclusion record, and change one of the UPNs
- one record is entered in error: delete one of the records
- different pupil: report back as false duplicate

False matches

If the 2 duplicate records are in fact different pupils and the match is incorrect, you can notify us of false matches, and we will build these into COLLECT and take them into account for future reports and censuses. This will save you checking the same pupil every census.

To notify us of false duplicates, export your report and then simply put in 'F' after the last column on your duplicate pupils' sheet after each pupil to indicate that the pair of duplicates is a false match, and it is different pupils. Save the file and return to us using the S2S site at any time during a census. We will update the list in COLLECT once a week, so you may not notice a change on your report immediately.

To use the S2S website, you'll need to follow this file-naming convention:

- local authorities: LALLLL_DFESXXX_DupPupils.ext - LA is your 3-digit local authority number and ext is the file extension - for example, xls, csv, txt
- schools: LASSSS_DFESXXX_DupPupils.ext - LASSSS is your 3-digit local authority number followed by your 4-digit DfE establishment number, and ext is the file extension - for example, xls, csv, txt

When uploading generic files to S2S, you should follow government security standards. If you need help transferring data using S2S, contact us using our data collections [service request form](#).