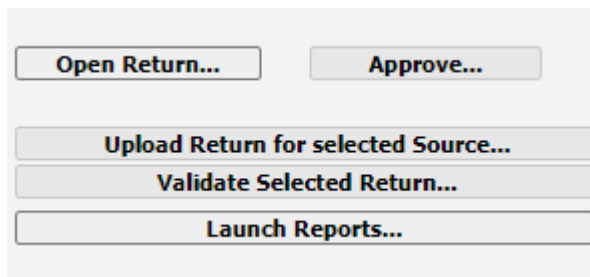


Guidance on how to check duplicates on Collect –

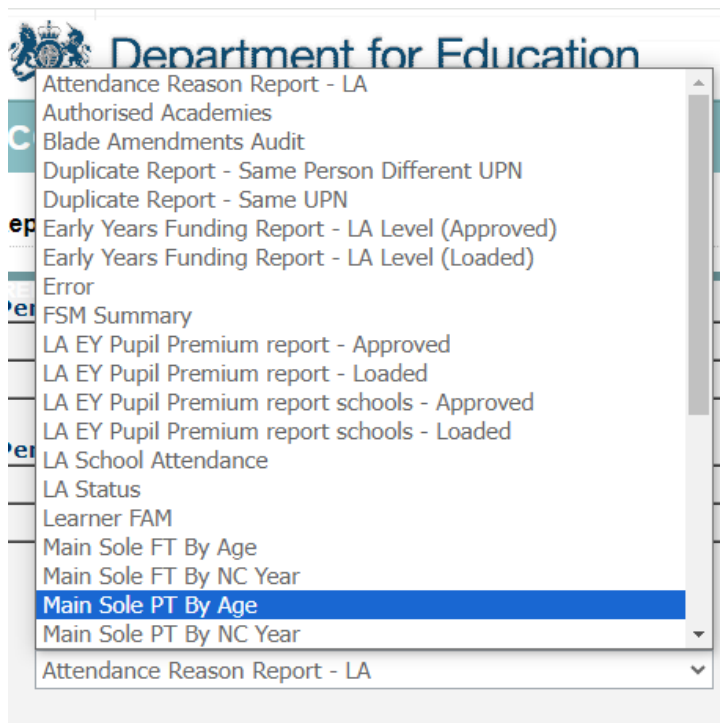
When you have uploaded your return on Collect, there are reports you can run where you can see if you have any duplicates flagging up with other schools, either within the same local authority or a different local authority. It is crucial that duplicates are resolved before Census closes as leaving them unresolved could impact your funding. The 2 reports you would need to run are –

- Duplicate Report – Same Person Different UPN
- Duplicate Report – Same UPN

You can access both reports by selecting ‘Launch Reports’ on Collect, see below –



Once this page is open you will see the below drop-down menu where both reports can be located –



Select the report you want to run and click ‘launch report’ – you will then see the below page:

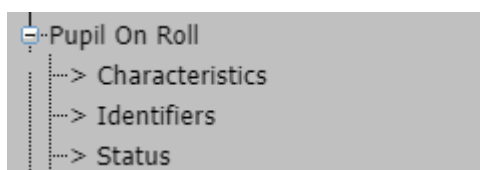
Report Parameter Selection

Check For Duplicates	AcrossAllAuthorities ▼
	Launch Report

Make sure 'AcrossAllAuthorities' is selected from the drop-down menu on both reports before you run them. From this you will be able to see if you have any duplicate children with other schools on your Census return.

What to do if you have a duplicate –

If you find you have a duplicate on the 'Duplicate Report – Same Person Different UPN' report, this is due to either you or the other school having an incorrect UPN. The correct UPN will always be the one that was assigned first. These are easy to resolve as the school will just need to update the UPN to the one assigned at the previous setting. To update a UPN, you need to open your return, on the left-hand side of the screen you will see the below:



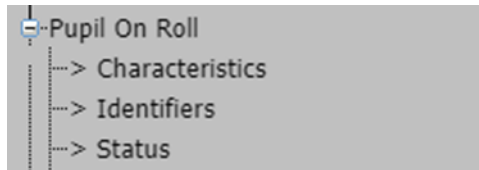
Select 'Identifiers' and then locate the child's record using any of the below options and click 'go'.

All Errors				All Notes		Add	View	Edit	Delete	Status
Pupil On Roll - Identifiers - Abbey Green Nursery School								Drill Up	Error	
								All Notes		
Unique Pupil Number(UPN)	<input type="text"/>	Pupil Surname	<input type="text"/>	Pupil Date of Birth	<input type="text"/>	Reset	Go			

Here you can click 'edit' in the top right-hand corner, scroll down to the bottom of the child's record and update the UPN. Scroll back to the top and select 'view' to save your changes. This will then be resolved. Make sure to also update the UPN on your MIS system. In some instances, false duplicates can be flagged on this report for children who share the same name and DOB but are entirely different children. In the case that this happens, you need to report this to the DfE.

If you have a duplicate that is flagged on the 'Duplicate Report – Same UPN' report, this is usually because one of the schools has the incorrect enrolment status for the child. For these ones, you just need to make sure that the enrolment status of the child is correct on your MIS system and on your Census return, and if it isn't, this will need

updating on both. Duplicates can also flag on this report if you have a child that has left your setting, but you have not off rolled them. To update enrolment status on your Census, you need to do the same as the above but this time you're searching under 'status'. See below –



Proceed to follow all the above steps to edit and save. If you need to Off Roll a child on your Census you can do this by going to Pupil on Roll>Identifiers and then scrolling down to the bottom of the page where you will find a 'Transfer Pupil to Off Roll' drop down that will need selecting as 'True' to move the child to off roll.

Tip – It would be best practice to check these reports multiple times whilst the Census window is open as you may find a duplicate flags up later due to all schools uploading their returns at different times.