**Autumn 2024 School Census bulletin number 1**

**(Extract from: Important Information From The Department For Education- Census Autumn 2024- Readiness Bulletin Number 1)**

We would like to bring the following to schools’ attention:

**New reports validation**

Unfortunately, there has been an increase in the number of schools making errors in their census return which has in turn significantly impacted their funding allocations. These errors could have been identified if schools had checked the relevant reports that can be run from the reports section of COLLECT. Therefore, we have worked with funding colleagues and have introduced 2 new validation checks to avoid this happening in future.

**Report query**

This query will trigger if the relevant reports for your school phase or type have not been run, the query will trigger until all relevant reports have been run, however this will not prevent the return from being ‘authorised’.

**DupUPNRprt Error**

This error will trigger if the return has unresolved duplicates which impact funding allocations. The return will not be authorised until the error has been resolved. Please note if the return has been previously authorised and a duplicate UPN is introduced at any point during the ‘live’ collection the return status will revert to ‘approved’

Please note as these reports run overnight, the validation will also be run overnight and therefore the errors will not be apparent until the following day.

As always, if you have any queries about any of the points covered in this note, COLLECT or school census in general, please use the [service request form](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fform.education.gov.uk%2Fservice%2FData-collections-service-request-form&data=05%7C02%7Cclare.ovenden%40essex.gov.uk%7C2b7acadc33814e21856308dccc1cf54c%7Ca8b4324f155c4215a0f17ed8cc9a992f%7C0%7C0%7C638609672008793398%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=OLt60BqpQM4DqkrLJn4wqf6i398SzraRO4LqbENgt4M%3D&reserved=0)