

Viewing your errors and queries

1. Once you have uploaded your return you will see at the top whether you have any errors or queries. If you have any numbers in these boxes you need to view them and add notes. The first step is to click on "Open Return"

My Data Return
The status of your data return :

Errors : Queries : OK Errors :

What can I do with My Data Return?

- 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

What is happening to My Data Return?

2. Once you have opened the return click on the "All Errors" button near the top of the page:
ion

Approve **All Errors** All Notes Add View Edit

School Workforce Annual Collection :	Errors	Queries	OK
RETURN LEVEL ERRORS	0	1	0
DATA LEVEL ERRORS (Please click on the 'All Errors' button above to view these in detail)	0	2	0

- You will now be able to see a list of all errors and queries on your return. Errors and queries will either be return level (i.e. relating to the whole submission) indicated by a Y in the second column, or they will relate to an individual.

Blade Error Report - SchoolWorkforceCensus2019

Error report on 08/11/2019 at 09:2

Count 3

Rule No.	Return Level	Error Message	Priority	OK'd	Notes
4960Q		More than one absence record with absence category of sickness or pregnancy related absence covering the same date (s): Please supply a reason in a return level note	Queries		Details
4960Q		More than one absence record with absence category of sickness or pregnancy related absence covering the same date (s): Please supply a reason in a return level note	Queries		Details
7240Q	Y	Please note that this return contains no vacancy records. Please ensure that is correct, in which case a note of confirmation must be provided in COLLECT. Please check the ' School Workforce Census: Minimum notepad entries ' guidance document for the accepted wording.	Queries		

Page 1 of 1 1

For errors that relate to an individual you can click on the details button for further information. You can click on any of the blue row and it will take you directly to the record in question which is causing the error/query.

Blade Error Report - SchoolWorkforceCensus2019

Error report on 08/11/2019 at 09:26

Return

Count 3

Details

Rule No.	Return Level	Error Message	Priority	OK'd	Notes	Field	Value
4960Q		More than one absence record with absence category of sickness or pregnancy related absence covering the same date(s): Please supply a reason in a return level note	Queries		Details	AbsenceCategory	Sickness - SIC
						AbsenceCategory	Sickness - SIC
						FirstDayOfAbsence	Dec 3 2018 12:00AM
						FirstDayOfAbsence	Dec 3 2018 12:00AM
						LastDayOfAbsence	Dec 3 2018 12:00AM
						LastDayOfAbsence	Dec 3 2018 12:00AM
4960Q		More than one absence record with absence category of sickness or pregnancy related absence covering the same date(s): Please supply a reason in a return level note	Queries		Details		
		Please note that this					

4. Errors must be resolved by making an amendment to your return.

Queries can remain if you add the appropriate note as advised by the DfE. Guidance on the required language for notes added to school census queries can be found here - <https://www.gov.uk/guidance/complete-the-school-census/check-your-data> under “Adding Explanatory notes for queries” there is a link to an excel document:

Adding explanation notes for queries

You need to provide explanatory information for individual queries as a note on COLLECT. All queries need an explanation but you can enter one note to cover numerous queries.

You can add notes in the ‘return level notes’ section.

- 1 To add a return level note double click on the pen icon in the return level notes section.
- 2 Click add new note.
- 3 Type your note and the error number in the box provided and click create.

[List of COLLECT queries and explanatory notes to help you complete the school census](#)