Duplicate reports

Duplicate reports indicate pupils who are registered at more than one school.

You will need to check if you have recorded the pupils' registration status correctly.

You must resolve all duplicate reports, as they will affect funding calculations for your local authority/schools as we only fund each pupil once.

These reports are unavailable to maintained schools and pupil referral units and should be run by the local authority.

Duplicate report: same UPN

The duplicate UPN reports in COLLECT look for duplicates across all pupils on roll in the current school census only. It will not look for duplicates between the school census and any other pupil level collections, such as the alternative provision census and early years census.

There are 3 'duplicate report - same UPN' reports available through COLLECT (2 reports for local authorities and 1 report for individual schools). The error description in the report explains the reason the UPN has been flagged as a duplicate.

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

Changes could include:

- changing the pupil's registration code to produce a valid combination of enrollment status (for dually registered pupils the only valid combination is to have a dual main registration with a dual subsidiary registration)
- deleting pupil record (only if pupil has been entered in error)
- moving pupil record off roll to 'NoLongerOnRoll' with date of leaving provided
- moving pupil record – pupil was permanently excluded – to 'NoLongerOnRoll' and date of leaving provided and create an exclusion record
- changing of UPN (only if pupil UPN has been entered incorrectly)

Duplicate report: same person different UPN

The 'duplicate report – same person different UPN' report will look for duplicates across all pupils recorded in the current school census only. This report will not identify duplicates across data collections, meaning there will be no report identifying duplicate pupils between the school census and early years census.

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 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 dually 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 dually 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.