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School Workforce Census 2023

Full Returns

OSMIS
EDUCATION



ACCREDITED
Support

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Introduction

This document seeks to provide schools with a condensed guide to complete the requirements of the DfE School Workforce Census. As such it should be read in conjunction with guidance from your HR / Payroll service and the DfE's own guidance on the return available at <https://www.gov.uk/government/publications/school-workforce-census-guide>

Getting Help

A range of supporting documentation, along with short videos and links to webinars and remote support sessions is available from the OSMIS website. Whilst OSMIS will do all we can to support schools it is assumed that staff in schools will access these resources and we reserve the right to make charge for our services where this becomes necessary.

Checklist

- Check that you are a member of the Personnel Officer and Returns Manager groups in SIMS System Manager
- Check that SIMS is configured to produce a full return file
- Identify which members of staff should be included and check that Privacy Notices are in place
- Identify data which needs to be captured
- Verify information in SIMS as correct
 - Personal Details
 - Professional Details
 - Employment Details
 - Record those in Senior Leadership Team
 - Record latest Pay Review Date
- Check and Update Service Terms
 - Identify and update those regarded as School Business Professional
- Check subject mapping in SIMS (secondary schools only)
- Apply required patches and fileset
- Create Census Dry Run and Validate
- On the day
 - Record supply teachers
 - record agency and support staff in school
- Resolve errors, check queries and detail reports
- Check Summary report, authorise and submit

SIMS Permissions Required

To complete the return, you must be in both the Personnel Officer and Returns Manager groups (Focus > System Manager > Manage Users)

Changes for 2023

New post of School Business Professional (SBP)

- DfE advises that this post should be used for staff with a role of Bursar, Business Manager, Finance Officer, Office Manager, Premises Manager or ICT Network Manager.
- Data on qualifications held by SBPs is also collected.
- Destination and leaving reason is also collected for SBPs.

Increased Focus on Disability

- Disability information collected as Disabled, Not Disabled, Not Known and Declined to Specify.

Members of Senior Leadership Team

- Identification of membership of school Senior Leadership Team (Headteachers, Deputy Heads, Executive Headteacher, Assistant Head, Leadership Non-Teacher and School Business Professionals formally recognised members of SLT.

Who to Include in the Return

The return collects staff data for both teachers and support staff with contracts who:

- are employed by the school via a current contract that has lasted for 28 days or more on 02/11/2023
or
- have been employed by the school via a contract for 28 days or more during the period 01/09/2022 to 02/11/2023 inclusive
or
- have been employed by the school via a permanent contract or via a contract with a contract end date at least 27 days after the contract start date.

AND Teachers with service agreements (agency teachers):

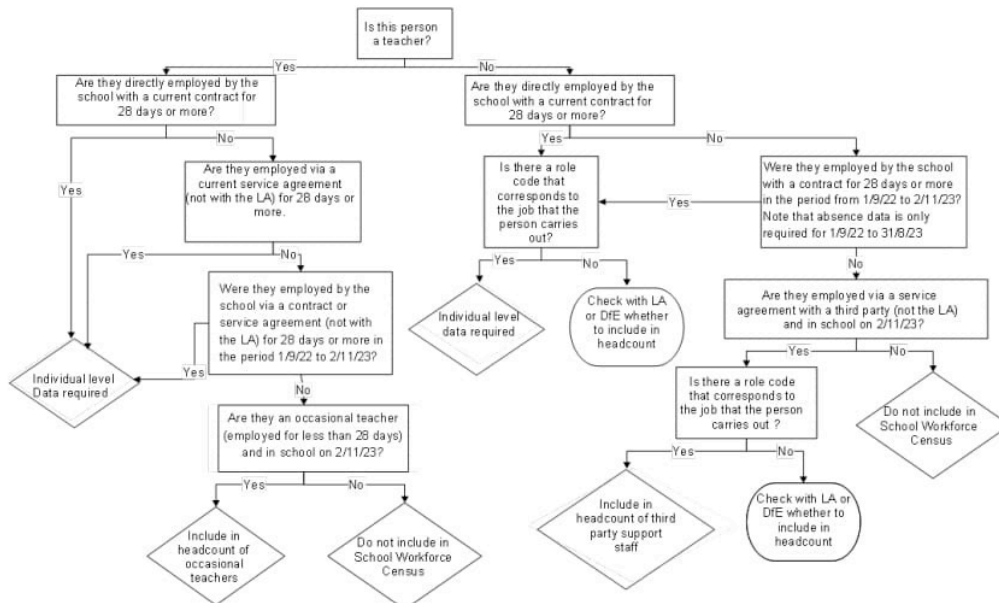
- are employed by the school via a current service agreement with a third party on 02/11/2023
or
- have been employed by the school via a service agreement for 28 days or more during the period 01/09/2022 to 02/11/2023 inclusive.

Who not to include in the Return

Data does not need to be reported for the following staff, even if they are in school on census day.

- PGCE students on teaching practice
- trainee teachers on a School-Centred Initial Teacher Training (SCITT) programme
- staff working in extended school service provision, for example breakfast and after school clubs, Sure Start and Children's Centres. Note that staff engaged in the normal running of the school, such as cleaners, must be included regardless of when they work, for example before, after, or during the normal school day
- staff employed by the local authority that provide support to schools for example peripatetic music teachers, [advisory teachers](#), educational psychologists, educational welfare officers (information on these will be submitted by the local authority)
- governors and voluntary staff
- staff for whom there is no role identifier code that equates to the function they carry out, for example clerk to governors, school crossing patrol staff and school improvement partners

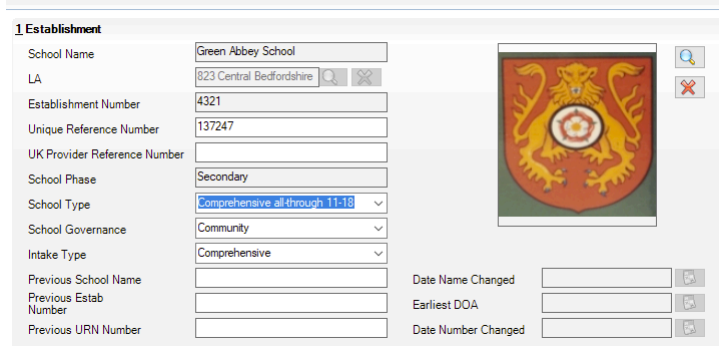
Flow diagram to help schools decide which staff should be included in the School Workforce Census.



Preparing Your Data

School Details

From the SIMS Home Page, go to **Focus: School: School Details** and ensure that each data item is correct – if the information has not been changed since the last School Census and no changes have taken place in your establishment (such as moving to academy status or the school’s email address being changed) no adjustments should be necessary.

School Level Information	
<ul style="list-style-type: none"> • Check that the information stored in Focus > School > School Details is correct <ul style="list-style-type: none"> ○ School Name, DfE Number, Phase, Intake Type, Governance, Address and Post Code, Telephone and email 	

Service Terms

Tools Staff Pay Related	
<ul style="list-style-type: none"> • For each Service Term check that the details are correctly recorded 	Pay Scale
	Pay Awards
	Allowances
	Posts

Full 2023 School Workforce Census

Individual Staff Records

Personal Details Note that information will only be collected if the 'Eligible for SWR' box is ticked.	
<i>Personal Details – Basic Details Panel</i>	Legal Forename
	Middle Name
	Legal Surname
	Gender
	Previous Name
<i>Personal Details – Personal Information Panel</i>	Date of Birth
	NI number
	Ethnicity
	Are day to day activities substantially affected by physical or mental impairment
<i>Personal Details – Absences Panel</i>	Start Date
	End Date
	Working Days Lost
	Absence Type/Reason
	Payroll Absence Category
<i>Personal Details – Address</i>	Full home address including post code
Professional Details	
<i>Professional Details – Professional Panel</i>	HLTA Status
	HLTA Date

Full 2023 School Workforce Census

	TA Status
	QT Status, QTLS Status, EYT Status
	QTS Route
	NQT Status
	NQT Year of Induction
	Qualification
	Qualification Level
	Class of Degree
	First Subject Qualified
	Second Subject Qualified
Employment Details	
<i>Employment Details</i>	Teaching staff (check box)
	Teacher number
	Qualified teacher status
	Employment start date
<i>Contract Contract Details</i>	Contract Start Date
	Contract End Date
	Hours/Week
	Weeks/Year

Full 2023 School Workforce Census

	Safeguarded Salary
	Destination
	Origin
	SWR Post
	Pay Review Date
Contract Contract Details Salary Records	Scale
	Start Date
	End Date
	Point
Contract Contract Details Allowances	Amount
	Category of Additional Payment
Contract Contract Details Role	Role
Service Agreement (for staff not contracted directly to the school)	Service Start Date
	Service End Date
	QTS Status
	SWC Post
	Service Type
	FTE Hours/Week
	Weeks/Year

Full 2023 School Workforce Census

	Agreement Hours/Week
	Total Pay
	Daily Rate
	SWC Base Pay
	SWC Additional Payment Amount
	Latest Pay Review Date
	Role
<i>Senior Leadership Team</i>	Start and End Date of SLT membership

Preparing for the School Workforce Census

School Details

From the SIMS Home Page, go to **Focus: School: School Details** and ensure that each data item is correct – if the information has not been changed since the last School Census and no changes have taken place in your establishment (such as moving to academy status or the school’s email address being changed) no adjustments should be necessary.

<p>School Level Information</p> <ul style="list-style-type: none"> Check that the information stored in Focus > School > School Details is correct 	<p>1 Establishment</p> <p>School Name: Green Abbey School</p> <p>LA: 823 Central Bedfordshire</p> <p>Establishment Number: 4321</p> <p>Unique Reference Number: 137247</p> <p>UK Provider Reference Number: </p> <p>School Phase: Secondary</p> <p>School Type: Comprehensive all through 11-18</p> <p>School Governance: Community</p> <p>Intake Type: Comprehensive</p> <p>Previous School Name: </p> <p>Previous Estab Number: </p> <p>Previous URN Number: </p> <p>Date Name Changed: </p> <p>Earliest DOA: </p> <p>Date Number Changed: </p>
---	--

Service Terms

From the SIMS Home Page, go to **Tools | Staff | Pay Related** and click on Search to display a list of the Service Terms defined on your system.

Find Service Term	
<p>New Search Open Print Browse Next Previous</p> <p>Service Term Code: <input type="text"/></p>	
Term	Description
AT	Advanced Skills Teacher
LD	Leadership
LP	Leading Practitioner
MW	Manual Staff
NJ	NJC - APT & C Staff
TE	Teachers
TU	Teachers Upper
UQ	Unqualified Teachers

Ensure that every Service Term in use has up to date information on **Scales** and **Amounts**.

1 Service Term

Code: Salaried: Pay Pattern

Description: Hours Worked/Week:

Award by Salary Range: Term Time Only Possible:

Spinal Progression: Weeks Worked/Year:

Increment Month: Teacher:

Hidden:

2 Pay Awards

Single Pay Spine:

Minimum Point:

Maximum Point: Interval:

Scales

Code	Description	Minimum Point	Maximum Point	Mapped Range
SC 1	Scale 1	1.0	11.0	
SC 2	Scale 2	11.0	13.0	
SC 3	Scale 3	14.0	17.0	
SC 4	Scale 4	18.0	21.0	
SC 5	Scale 5	22.0	25.0	

Single Pay Spine applies to all scales

Award Date:

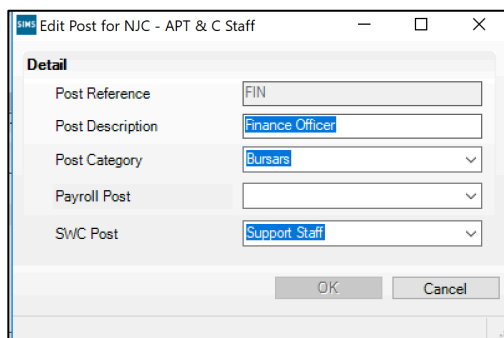
Point	Amount
1	20258
2	20441
3	20812
4	21189
5	21575

Posts

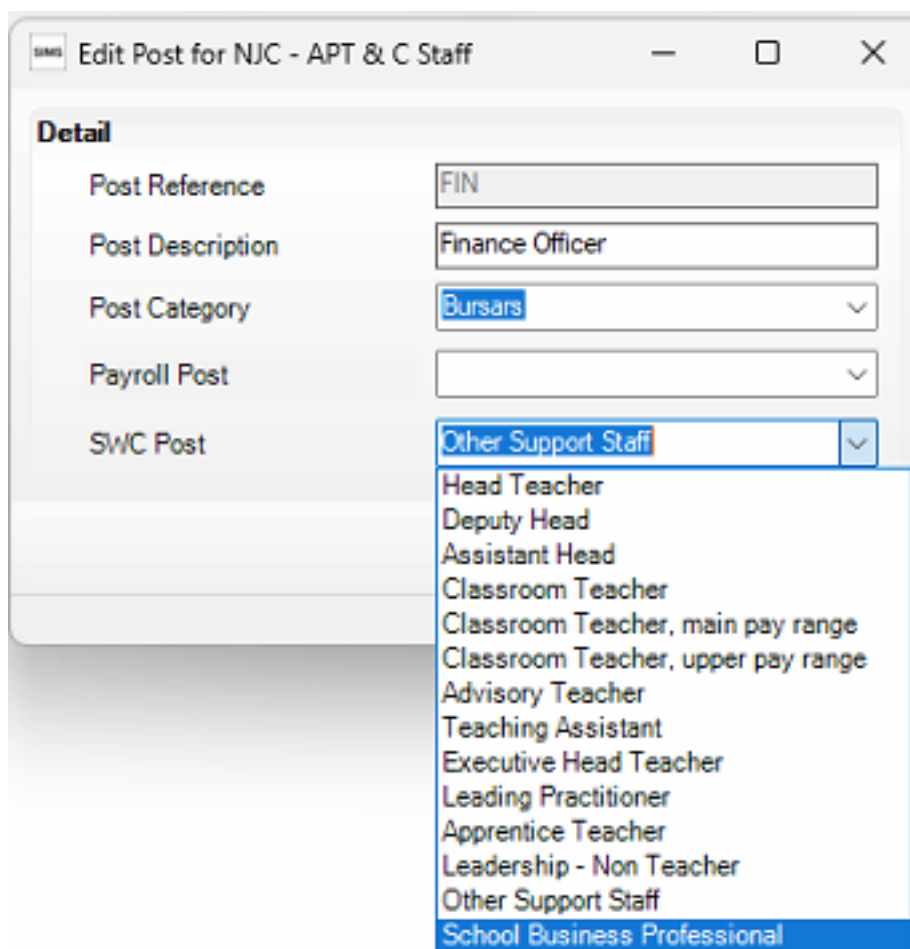
In the Service Term(s) you use for your non teaching staff, go to **Panel 5: Posts**.

5 Posts

Code	Description	Category Description	SWC Post	Payroll Post
ADMN	Admin Clerk	Admin Officers/se...	Leadership - Non ...	
FIN	Finance Officer	Bursars	Support Staff	
LAB	Lab Assistant	Technicians	Other Support Staff	
LIB	Librarian	Librarians	Support Staff	
MID	Midday Supervisor	Midday Supervisor...	Support Staff	
SCIE	Science Technician	Technicians	Support Staff	



Identify non-teaching posts as **School Business Professional**, **Other Support Staff** or **Leadership – Non Teacher**.



Repeat this for every Post in the list and then **Save** the Service Term. The contract information for the relevant staff will automatically show the change.

Staff Details

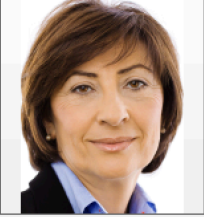
Ensure that all staff changes since the 2022 Workforce Census have been entered in SIMS, i.e. staff who have left the school have had leaving dates entered and staff who have worked at the school since 1st September 2022 for any period of 28 days or more have been added to SIMS.




Go to **Focus> Person> Staff**, open each staff record to be included in the return and check the information as described below

Personal Details

Basic Details

1 Basic Details

Title	<input type="text" value="Mrs"/>	Photograph									
Legal Forename	<input type="text" value="Anita"/>										
Middle Name(s)	<input type="text"/>										
Legal Surname	<input type="text" value="Abell"/>										
Preferred Forename	<input type="text" value="Anita"/>										
Preferred Surname	<input type="text" value="Abell"/>										
Gender	<input type="text" value="Female"/>										
Eligible for SWR	<input checked="" type="checkbox"/>										
Previous Name	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Preferred Surname</th> <th style="width: 25%;">Preferred Forename</th> <th style="width: 25%;">Middle Name</th> <th style="width: 25%;">Date of Change</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Preferred Surname	Preferred Forename	Middle Name	Date of Change				
Preferred Surname	Preferred Forename	Middle Name	Date of Change								




 New
 Open
 Delete

Ensure that **Name** information is complete, **Gender** has been correctly entered and the '**Eligible for SWR**' box has been ticked where appropriate.

Personal Information

2 Personal Information

Date of Birth	<input type="text" value="11/02/1963"/>	NI Number	<input type="text" value="BC-17-26-92-B"/>									
Ethnicity	<input type="text" value="White, British"/>	Qualification/Letters	<input type="text" value="BA"/>									
Religion	<input type="text"/>	Disability Number	<input type="text" value="2206200"/>									
Marital Status	<input type="text"/>	Building Society Roll Number	<input type="text"/>									
Account Number	<input type="text" value="31072006"/>	Sort Code	<input type="text" value="40 30 20"/>									
Bank Name	<input type="text"/>	Bank Account Name	<input type="text"/>									
Are day to day activities substantially affected by physical or mental impairment	<input type="text"/>											
Languages	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Language</th> <th style="width: 30%;">Fluency</th> <th style="width: 40%;">First Language</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>Mother Tongue</td> <td>Y</td> </tr> <tr> <td>Welsh/Cymraeg</td> <td>Fluent (qualified)</td> <td>N</td> </tr> </tbody> </table>			Language	Fluency	First Language	English	Mother Tongue	Y	Welsh/Cymraeg	Fluent (qualified)	N
Language	Fluency	First Language										
English	Mother Tongue	Y										
Welsh/Cymraeg	Fluent (qualified)	N										
Medical Notes	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Attachment</th> <th style="width: 25%;">Summary</th> <th style="width: 25%;">Type</th> <th style="width: 25%;">Owner</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Attachment	Summary	Type	Owner					
Attachment	Summary	Type	Owner									
Impairments	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Impairment</th> <th style="width: 30%;">Date Advised</th> <th style="width: 35%;">Affects Working Ability</th> </tr> </thead> <tbody> <tr> <td>Deaf or Hearing Impaired</td> <td>26/07/2007</td> <td>N</td> </tr> </tbody> </table>			Impairment	Date Advised	Affects Working Ability	Deaf or Hearing Impaired	26/07/2007	N			
Impairment	Date Advised	Affects Working Ability										
Deaf or Hearing Impaired	26/07/2007	N										

 New
 Open
 Delete

Ensure that **Date of Birth** and **NI Number** have been correctly entered and **Ethnicity** selected from the drop-down box. Selection can be made from the drop-down box for the 'Are day to day activities substantially affected by physical or mental impairment'.

Absences

3 Absences		Start Date	End Date	Working Days Lost	Type	Input	<input type="button" value="New"/> <input type="button" value="Open"/> <input type="button" value="Delete"/> <input type="checkbox"/> Training	
Absence		20/01/2020	20/01/2020	0.00000	Sickness	Absenc		
		04/11/2019	06/11/2019	0.00000	Sickness	Absenc		
		05/07/2019	05/07/2019	0.00000	Sickness	Absenc		

Deselect the Training check box in order to view only non-training absence records. Ensure that all absences have **start and end dates**, together with the **number of working days lost** and the **absence type/reason**.

Addresses

Ensure that the **home address** is complete, including a **post code**.

Addresses

Current Home Address Details (Validated)

10 Dudmore Road
Swindon
SN3 1AF
United Kingdom

Note

Start date: 01/09/1988 End date:

Enter additional address

Post Code: Country: United Kingdom

House Number/Name:

Search Validation Service Search Existing Addresses

Professional Details

If the staff member has achieved **HLTA Status**, ensure that the box is ticked and the date the status was achieved is entered.

If the staff member is a Teaching Assistant, ensure that the **TA Status** box is ticked.

If the staff member is a Qualified Teacher, select the **QT Status**, **QTLS Status** and **EYT Status** boxes as appropriate (note that staff could hold more than one teacher status).

Providing the **QT Status** check box is selected it is possible to specify which induction year a newly qualified teacher is in by selecting from the **NQT Status** drop down list. Funding for the second year of induction will depend on data submitted here.

If the staff member is a Qualified Teacher, select the appropriate **QTS Route** from the drop-down list.

Ensure that **Qualifications** information is up to date. Note that it expected that School Business Professionals will hold qualification appropriate to their role and these can be selected from the drop-down.

Full 2023 School Workforce Census

Professional

HLTA Status TA Status QT Status QTLS Status EYT Status

HLTA Date QTS Route **Annual College Exit - Post graduate course**

Training

Title	Start Date	End Date	Completed
Curriculum Management Using Nova T	04/09/2019	07/07/2020	No
Safeguarding 2019	22/01/2019	22/01/2019	Yes
1st Aid Course	11/12/2018	11/12/2018	Yes
Accountability & Data	29/11/2017	29/11/2017	Yes
Science Subject Support Programme	06/06/2017	06/06/2017	Yes

Qualifications

Qualification	Title	Date Awarded	Level
Bachelor of Scie...	BSc	20/06/1988	Other First Degr...
Post Grad Cert of...	PGCE	23/06/1990	Certificate in Ed...

Note that it expected that School Business Professionals will hold qualification appropriate to their role and these can be selected from the drop-down.

Second Subject, Qualified	Learning disability nursing - Z201
Country Of Origin	Leather technology - J430
Verified	Leatherwork - W715
	Legal practice - M250
	Level 3 Procurement & Supply Assistant - Z207
	Level 3 School Administration Foundation Certificate - Z206
	Level 4 CIPFA Certificate in Public Sector Asset Management for School Business - Z211
	Level 4 Commercial procurement & supply - Z210
	Level 4 Diploma School Business Management (SBM) - Z209
	Level 4 SBP Apprenticeship - Z208
	Level 5 Diploma SBM - Z212
	Level 6 Chartered Manager Degree Apprenticeship - Z213
	Level 7 CIPFA Diploma in School Financial and Operational Leadership - Z214
	Level 7 Senior Leaders Masters Degree Apprenticeship - Z215
	Liberalism - L211

Employment Details

If the staff member is employed primarily in a teaching capacity, tick the **Teaching Staff** box.

Select the **Teacher Category** from the drop-down list, and if the staff member is a Qualified Teacher, enter the **Teacher Number** and **Qualified Teacher Status**.

Ensure that an **Employment Start** date is entered for all staff to be included in the return and enter a **Leaving Date** where appropriate.

School Business Professional post holders leaving the school will need a destination and reason for leaving selecting from the provided lists.

Full 2023 School Workforce Census

<ul style="list-style-type: none"> Voluntary redundancy Compulsory redundancy Left for teaching post No longer teaching but still in education Left the teaching profession Other Deceased Retirement - normal age Retirement - ill-health Retirement - premature Not applicable - change of contract Not Known Dismissed Maternity/Paternity/Break for family reasons No longer a school business professional 	<p>Reason for Leaving</p> <ul style="list-style-type: none"> Remaining in the same LA or MAT - primary school Remaining in the same LA or MAT - secondary school Remaining in the same LA or MAT - other (including central staff) Move to another LA or MAT - primary school Move to another LA or MAT - secondary school Move to another LA or MAT - other (including central staff) Sixth form college - same LA area Sixth form college - other LA area Independent school University, FE/HE college in UK Education post outside UK Non-education employment - public sector Non-education employment - self-employment Non-education employment - other employment Not applicable - change of contract Other Not known Non-education post outside UK Other education post in UK Non-education employment - private sector Non-education employment - private sector (management or finance role) Non-education employment - self-employment (management or finance role)
--	--

1 Employment Details

Teaching Staff Teacher Number

Teacher Category Qualified Teacher Status

Staff Code Employee/Payroll No.

Employment Dates

Employment Start	Leaving Date	Cont Service Start	LA Start	Previous Employer	Next
01/09/1988		01/09/1986	01/09/1988	Teacher Trainin...	

Check

Check	Clearance Date	Clearance Level
Health Check	14/06/1986	Satisfactory
List 99	14/06/2004	List 99 Cleared
CRB Check	28/02/2002	CRB Enhanced Clearance

Contract

Status	Start Date	Post	Service Tem	Point/Salary
	01/09/2015	TEACHER	Teachers Upper	1.0
	01/09/2013	Teacher	Teachers	6.0
	01/09/2001	ADVANCED SKI...	Advanced Skills Teacher	14.0

Service Agreement

Start Date	End Date	Agreement Hours/Week

Contract Information

Ensure that each member of staff has a current contract with the correct **dates** and **pay** information, including the **Latest Pay Review Date**.

1 Contract Details

Service Term: Employment Type:

Post Reference: Post Category / SWR Post / Payroll Post:

Contract Start Date: Financial Subgroup:

Superannuation: Contract/Payroll Number:

Increment Date: NI Contracted: In Out

Contract End Date: Leave Entitlement:

Post Offered Date: Contract Termination Reason:

Contract Issued Date: Post Accepted Date:

Service Term Hours/Week: Service Term Weeks/Year:

Hours/Week: Weeks/Year:

FTE: Pro Rata:

Safeguarded Salary: Pay Factor:

Origin: Latest Pay Review Date:

Destination: Reason for Leaving:

Is an Apprentice:

Salary Records

Scale/Range	Start Date	End Date	Point/Salary	Actual Salary
Upper Pay Spine	01/09/2015		1.0	

Allowances

Allowance	Start Date	End Date	Type

Role

Role	Start Date	End Date
Classroom Teacher	01/09/2015	

Service Agreement

If a member of staff does not have a contract but is directly employed by the school for more than 28 days (even if only part time) a service agreement should be recorded in this panel.

Ensure that **Service Start Date** is correct. A **Service End Date** is required for leavers or staff on a fixed term agreement.

Select the **SWC Post**, **Reason** and **Service Type** from the drop-down lists and the **FTE Hours/Week**, **Weeks/Year** and **Agreement Hours/Week** are correct.

If the person is on a Daily Rate of pay, tick the **Daily Rate** box. If not, enter the pre-tax annual salary in **SWC Base Pay (annual equivalent)** field and any additional payments in the **SWC Additional Payment Amount** field.

Ensure there is a **Latest Pay Review Date**.

Enter a **Role** with Start and End Dates as appropriate.

Full 2023 School Workforce Census

The screenshot shows a software window titled "1 Service Agreement Details". At the top, there are menu items: "Save", "Undo", "Help", and "Close". The main content area is divided into several sections:

- Service Agreement Details:** A grid of input fields including "Service Start Date", "Offered Date", "QTS Status", "Reason", "Sourced By", "Service Type", "FTE Hours/Week", "Weeks/Year", "Total Pay (annual equivalent)", "SWC Base Pay (annual equivalent)", "Latest Pay Review Date", "Service End Date", "Accepted Date", "SWC Post", "Source Name", "Agreement Hours/Week", "Daily Rate" (with a checked checkbox), and "SWC Additional Payment Amount".
- Role:** A table with columns "Role", "Start Date", and "End Date".
- Notepad:** A text area labeled "Notes".

On the right side of the "Role" table and "Notepad" section, there are action buttons: "New", "Open", and "Delete".

Save your changes to return to the employment details page.

Save the staff record.

Subject Code Mappings – applicable to secondary phase schools only

Select Tools > Setups > Subjects to ensure that all subject codes used by the timetable are mapped to an appropriate DfE Subject Code

The screenshot shows a software window titled "Subject Detail: Art". At the top, there are menu items: "Save", "Undo", and "Print". Below the title bar, there are tabs: "1 Basic Details", "2 CLP Module Details", and "3 Cover Details". The main content area is divided into sections:

- 1 Basic Details:** A form with fields for "Code" (containing "Ar"), "DfE Subject Code" (a dropdown menu showing "Art & Design / Art"), and "Title" (containing "Art").

Creating the Census Return

- You must have applied the Summer SIMS upgrade to version 7.212 – the same as was required for the recent pupil census or later - before you will be able to create the School Workforce Census.
- You must have applied required database patches and imported the latest Fileset (please refer to <http://www.osmis.co.uk/fileset> the latest information).

School Workforce Settings

Go to **Tools> Statutory Return Tools> School Workforce Census Settings** and select all Workforce Areas to gather information required for a full return.

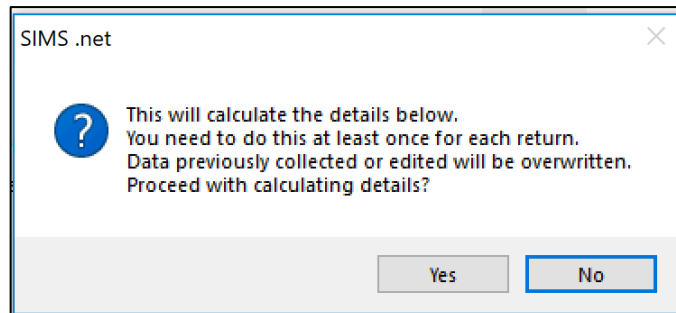
Staff Workforce Area	School Area
<input checked="" type="checkbox"/> Staff Details	<input checked="" type="checkbox"/> Vacancies
<input checked="" type="checkbox"/> Contract Details	<input checked="" type="checkbox"/> Occasional Teachers Information
<input checked="" type="checkbox"/> Service Agreement Details	<input checked="" type="checkbox"/> Agency / Third Party support staff
<input checked="" type="checkbox"/> Absences	
<input checked="" type="checkbox"/> Curriculum	
<input checked="" type="checkbox"/> Qualifications	

Go to **Routines > Statutory Returns > School Workforce Census**.

Set the **School Workforce Census Folder** to an appropriate location on the school’s network – note that sensitive information will be visible to all who can access this folder.

Description	File Name	Census Date	Date Created	Validated
School Workforce Census 2020		05/11/2020	11/10/2020	

Click on **New** at the top of the screen and a new return will be created - Click on **Calculate Details** and when the following message is displayed, click on Yes.



Pay Details

You will be taken to **Panel 3: Pay Details** (note that if this panel is not displayed, it is because Allow Editing of Base Pay was not ticked in School Workforce Census Settings).

3 Pay Details Edited values will be collected in the return

Non-Leadership Recalculate

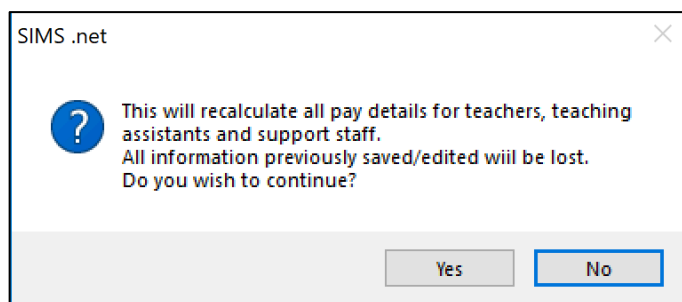
Staff Name	Post	Scale/Range	Region	Base Pay
Abdullah Saadaa	TCM	TE	EW	27652
(AA) - Abell Anita	TCU	TU	EW	36646
(SA) - Andrews Selina	TCM	TE	EW	35008
Ansar Zaidan	TCU	TU	EW	22217.72
(DA) - Asher Dawn	SUP	NJ		5320
(JA) - Atkinson John	TCM	TE	EW	35008
(ABY) - Batchley Andrea	LNT	NJ		22021
(JB) - Brown James	LDP	LP	EW	38215
(PB) - Brown Paul	TCM	TE	EW	35008
(KB) - Burrows Katie	TCM	TE	EW	35008

Leadership (Teachers) Recalculate

Staff Name	Post	Scale/Range	Region	Minimum	Maximum	Pay Framework	Base Pay
(MA) - Anderson Mary	AHT	LD	EW	60755	83528	Pre 2014	60755
(AB) - Blacker Adrian	HDT	LD	EW	60755	83528	Pre 2014	75735
(SD) - Dumbell Steven	DHT	LD	EW	60755	83528	Pre 2014	63806
(RH) - Hatchett Ruth	DHT	LD	EW	60755	83528	Pre 2014	63806

If a member of staff is missing from the list, go to the staff record and ensure that there is a tick in 'Eligible for SWR' and there is a current contract.

Save your changes and then recalculate the panel. At the following message, click on Yes.



Curriculum for Teachers and Teaching Assistants (Secondary Schools only)

This panel will be populated if the timetable has been transferred from NovaT into the correct academic year in SIMS and if the subject codes have been mapped to DfE subjects (in Tools > Setups > Subjects). If census day falls in a school holiday you should reflect the position in a typical week.

Full 2023 School Workforce Census

4 Curriculum for Teachers and Teaching Assistants

Staff Name	General Subject	Hours Taught	Year Group Taught
(PB) - Brown Paul	(ICT) - Information & Communication Technology	3	Curriculum Year 7
(KB) - Burrows Katie	(ART) - Art & Design / Art	8	Curriculum Year 11
(KB) - Burrows Katie	(ART) - Art & Design / Art	2	Curriculum Year 10
(KB) - Burrows Katie	(ART) - Art & Design / Art	1	Curriculum Year 9
(KB) - Burrows Katie	(ART) - Art & Design / Art	3	Curriculum Year 8

All subjects from the timetable cycle in which census day falls are included.
NB: Hours Taught is based on the following: (Hours Taught in cycle / Days in cycle) * 5

Vacancies on Census Day

If you have any teacher vacancies on Census Day, they should be recorded in this panel. If census day falls in a school holiday you should select the next working day.

5 Vacancies on Census Day

Post Number	Post Name	General Subject	Tenure	Temporarily Filled	Advertised
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Click on New and record the **Post Name**, **General Subject**, **Tenure**, **Temporarily Filled** and **Advertised** from the drop-down lists.

5 Vacancies on Census Day

Post Number	Post Name	General Subject	Tenure	Temporarily Filled	Advertised
1	(TCM) - Classroom Teac...	(ENG) - English	Full Time	No	Yes

Occasional Teachers on Census Day

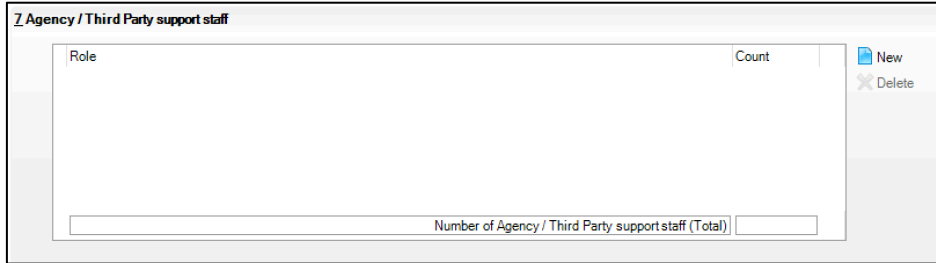
In this panel enter the numbers of occasional teachers in school on census day but not in regular service in each of three categories listed. If census day falls in a school holiday you should select the next working day.

6 Occasional Teachers on Census Day

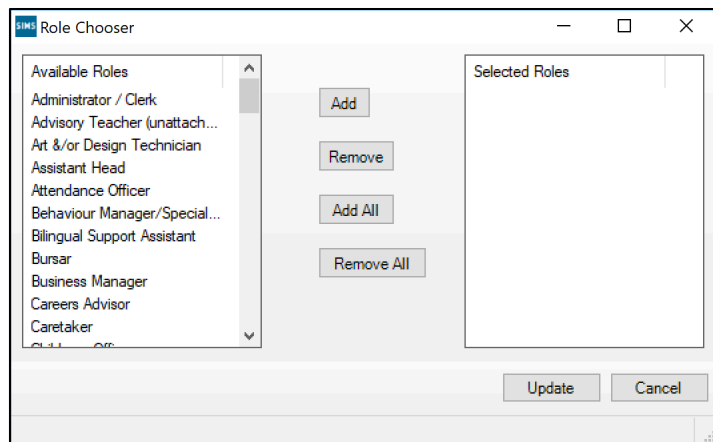
Category Description	Count
Number of Occasional Teachers With QTS	0
Number of Occasional Teachers Without QTS	0
Number of Occasional Teachers Where QTS Not Known	0
Number of Occasional Teachers (Total)	
	0

Agency/ Third Party support staff

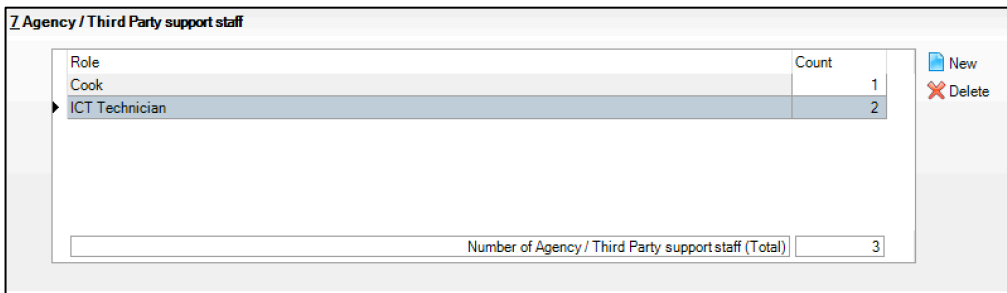
In this panel enter the number of support staff not directly employed by the school on census day, for example catering staff employed by a catering company or support staff employed by an agency. If census day falls in a school holiday you should select the next working day.



Click on New at the side of the panel and select the appropriate roles and click on Update.



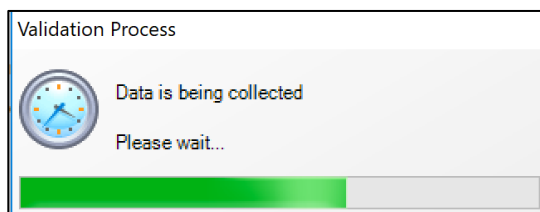
Against each role, enter the number of staff.



Create and Validate the Return

When all the panels have been completed, **Save** the return and then click on **Create and Validate**.

A message will be displayed showing that the data is being collected.



When that has completed, a list of any errors and queries will be displayed.

Full 2023 School Workforce Census

A red F indicates an error which must be corrected.

A black Q indicates that there is unusual data, which should be investigated.

Type	Error Number	Error Message	Individual Data Item	Solution
F	4220	Ethnicity is missing or invalid	Teacher Number: 6055916 NI Number: ZN248685D Name: Blacker, Adrian Date of	# Go to Focus Person Staff Personnel Details and correct Ethnicity
F	4516	Teacher should have had a pay review since beginning of previous academi	Teacher Number: 6055916 NI Number: ZN248685D Name: Blacker, Adrian Date of	# Go to Focus Person Staff Employment Details and check contract details con
F	4516	Teacher should have had a pay review since beginning of previous academi	Teacher Number: 5995652 NI Number: YZ424242A Name: Konchalski, Milan Date	# Go to Focus Person Staff Employment Details and check contract details con
F	4516	Teacher should have had a pay review since beginning of previous academi	Teacher Number: 7932786 NI Number: PN802417A Name: Brown, James Date of	# Go to Focus Person Staff Employment Details and check contract details con
F	4516	Teacher should have had a pay review since beginning of previous academi	Teacher Number: 8576284 NI Number: ZN820322D Name: Edwards, Joan Date of	# Go to Focus Person Staff Employment Details and check contract details con
F	4516	Teacher should have had a pay review since beginning of previous academi	Teacher Number: 7210896 NI Number: AB241713A Name: Lubbock, Mark Date of	# Go to Focus Person Staff Employment Details and check contract details con
F	4516	Teacher should have had a pay review since beginning of previous academi	Teacher Number: 7231728 NI Number: AB817629B Name: Pinkney, Alistair Date o	# Go to Focus Person Staff Employment Details and check contract details con
F	4516	Teacher should have had a pay review since beginning of previous academi	Teacher Number: 8327628 NI Number: TK312709A Name: Paton, Edwin Date of	# Go to Focus Person Staff Employment Details and check contract details con

The list can be filtered by clicking on the down arrow next to the Validation Search field.

Type	Error Number	Error Message	Individual Data Item	Solution
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All errors should be corrected. If an error refers to an individual person, click on the cell containing the staff name and you will be taken to the relevant panel of the staff record. Enter the correct information (e.g. a missing ethnicity), save the record as you correct errors and address queries, re-run **Create and Validate** and they will no longer appear on the list.

Run the Detail Reports

Detail reports can be used to check the data stored in SIMS that has been used to create the return. The reports can be produced as soon as the return has been validated by clicking on the down arrow next to the **Detail Report** button at the top of the screen. Particular attention to the Workforce Member Contract/Service Agreement Details report is encouraged.

School Workforce Census Details - New Return

Save Undo Create & Validate Summary Authorise **Detail Report**

1 School Workforce Census Details 2 School Information 3 Pay Details

1 School Workforce Census Details

Census Date: 05/11/2020
 Absence Start Date: 01/09/2019
 Continuous Contracts Start Date: 01/09/2019

School Workforce Census Settings

Staff Workforce Area

- Staff Details
- Contract Details
- Service Agreement Details
- Absences
- Curriculum
- Qualifications

Detail Report dropdown menu:

- Workforce Member Basic Details
- Workforce Member Area Details
- Workforce Member Professional Details
- Workforce Member Contract/Service Agreement Details
- Workforce Member Payment Details
- Workforce Member Pay Details Comparison Report
- Workforce Member Allowance Details
- Workforce Member Curriculum Details
- Workforce Member Qualification Details
- Workforce Member Absence Details
- Multiple Reports...

Occasional Teachers Information
 Agency / Third Party support staff

Full 2023 School Workforce Census

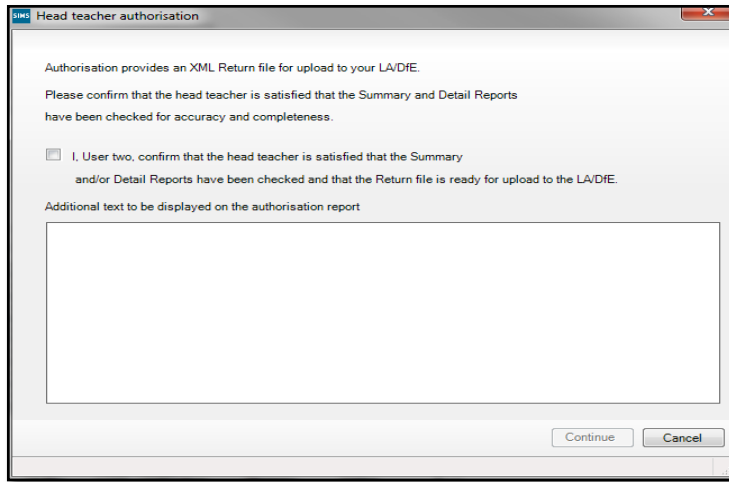
Run the Summary Report

Once all errors have been cleared and the Detail Reports have been checked, the Summary Report can be generated for the Headteacher to check before authorising the Return by clicking on the **Summary** button at the top of the screen.

Authorise the Census Return

Once the Summary Report has been checked and approved, the Census Return can be authorised by clicking on the **Authorise** button at the top of the screen.

A message will be displayed to remind you that once a Census Return has been authorised, it cannot be edited. Click on **Yes** to continue and the following screen will be displayed:



Enter any additional text to be displayed on the authorisation report, such as in the unlikely event that a validation error cannot be cleared.

Click in the confirmation box to display a tick to confirm that the Head is satisfied that the Summary and Detail Reports have been checked and the Census Return is ready to be submitted.

Click on **Continue** to authorise the Census return and generate the Summary Report, the Authorisation Report and the Validation Errors Summary Report. These will be displayed in your web browser and can be printed. A message will be displayed confirming that the details have been saved and where you can view them. Click on **OK**.

Submit the Return

When the Census Return is authorised the file extension changes from UNA (unauthorised) to **XML** (authorised). This is the file that should be submitted to the Local Authority/COLLECT

The authorised Census file will have been saved to the folder defined earlier

Description	File Name	Census Date	Date Created	Validated	Authorised Date
School Workforce Census 2020	8234321_SWF_823LL20_001.XML	05/11/2020	11/10/2020	11/10/2020	11/10/2020

Full 2023 School Workforce Census

Copy an Authorised Return (should you need to resubmit)

Once a Census return has been authorised it cannot be edited. If you need to change any information in the Return, you will need to copy the authorised return by clicking on **Copy** at the top of the screen.

Edit the information as required and then proceed to Create and Validate, check and resolve any errors, and run the Detail and Summary reports as above.

Once the new Census Return is correct, it can be authorised and submitted.