School Workforce Census

Autumn 2017

Guidance for Northamptonshire Schools
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Information and Requirements
Who to Contact

All Schools:

If you have any queries on using your MIS (SIMS) system to complete your School Workforce Census return, please contact the Capita Helpdesk on:

0844 8922406

*Calls to 0844/0845/0870 numbers will cost three pence per minute, plus your phone company’s access charge*

Local Authority Maintained Schools:

If you have any queries relating to the data items required, DfE completion notes or using AVCO please contact:

**Northamptonshire County Council - School Workforce Census Team** on

01604 366830

or

Email: NCC-HR-SWFC@northamptonshire.gov.uk

Academies:

If you have any queries relating to the data items required, DfE completion notes or using COLLECT please contact:

**Education Data Division (EDD) Helpdesk** for further advice via a Service Request Form: https://form.education.gov.uk/fillform.php?self=1&form_id=hGz7nZcsdnX&noLoginPrompt=1

Submitting the 2017 Autumn School Workforce Census Return.

**IMPORTANT NOTE:**
The School Workforce Return must be Validated and Authorised on or after the 2nd November 2017.
Local Authority Maintained Schools

Local Authority maintained Primary schools will need to send the School Workforce Census Return file to Northamptonshire County Council via AVCO. Guidance on this is provided on Page 57.

Please Note: Before sending the files via AVCO all errors must have been resolved and the reason for any queries emailed to Northamptonshire County Council (contact details can be found on page 4).

Academies

Schools that have become Academies will need to upload the School Workforce Census Return files directly to the DfE using COLLECT. The school will be responsible for annotating any errors or queries that are generated within COLLECT; if assistance is required you should contact the EDD Helpdesk whose details are on page 4.

You should be notified by DfE when the COLLECT site will be available.

Information on uploading the School Workforce Census is available from the Northamptonshire website via the link below:

### Steps to Create your Return

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Complete/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upgrade to SIMS 2017 Summer Release (version 7.176) as soon as possible to enable dry runs to be carried out.</td>
<td></td>
</tr>
<tr>
<td>Import latest fileset for validation and reports.</td>
<td></td>
</tr>
<tr>
<td>Ensure service term definitions are correct, make any required edits.</td>
<td></td>
</tr>
<tr>
<td>Map correct SWC codes to Service Term Posts and allowances.</td>
<td></td>
</tr>
<tr>
<td>Ensure Subject Codes are correctly mapped.</td>
<td></td>
</tr>
<tr>
<td>Check the personal details of all applicable members of staff to ensure that they are current and accurate.</td>
<td></td>
</tr>
<tr>
<td>Check the professional detail of all applicable members of staff to ensure that they are current and accurate.</td>
<td></td>
</tr>
<tr>
<td>Check the employment details of all applicable members of staff to ensure that they are current and accurate.</td>
<td></td>
</tr>
<tr>
<td>Ensure that the Latest Pay Review Date is recorded for all teaching staff.</td>
<td></td>
</tr>
<tr>
<td>Create a SWC return as soon as possible to calculate, validate and clear all errors prior to 2(^{nd}) November 2017.</td>
<td></td>
</tr>
<tr>
<td>Validate the SWC on or after 2(^{nd}) November 2017.</td>
<td></td>
</tr>
<tr>
<td>Check and Print all of the Detailed Reports.</td>
<td></td>
</tr>
<tr>
<td>Print the Summary Report for the Head Teacher to sign and keep.</td>
<td></td>
</tr>
<tr>
<td>Authorise the File.</td>
<td></td>
</tr>
<tr>
<td>Submit the file to LA via AVCO (Primary Schools) or Upload the file to DfE via COLLECT (Academies and Secondary Schools); if there any queries ensure these are fully annotated to NCC or when uploading to Collect for Secondary and Academy Schools</td>
<td></td>
</tr>
</tbody>
</table>
School Workforce Census

Requirements for the SWC Autumn Return.

The School Workforce Census was introduced in January 2010 for all schools. It will collect detailed information about the school workforce from an individual point of view.

Full details on the School Workforce Census is available from the Department for Education (DfE) document: *2017 School Workforce Census Guide for school employed staff*. This handbook is available from the DfE website:


Main changes since School Workforce Census 2016

There have been no changes, just some clarification on meanings and requirements; see page 17 for more details.
Which schools need to submit School Workforce Census data?

In Autumn 2017 staff employed by the following types of establishments should be included in the School Workforce Census:

- maintained Nursery schools
- Primary schools
- Secondary, including Middle Deemed Secondary schools
- maintained special schools
- academy special schools
- sixth form centres and collaborative sixth forms
- CTCs, Free Schools (including 16-19 free schools) and Academies, including studio schools and University Technical Colleges
- Pupil Referral Units and alternative provision academies

The maintained sector includes Community, Foundation, Voluntary Aided and Voluntary Controlled schools.

The submission of the School Workforce Census return, including a set of individual staff records, is a statutory requirement on schools and LAs by virtue of regulations made under Sections 113 and 114 of the Education Act 2005. This means that:

- although schools and LAs must meet their obligations to data subjects under the Data Protection Act, they do not need to obtain consent for the provision of information from individual members of the workforce. Schools are asked to make all staff they employ (and for whom data will be submitted in the SWC) aware of Privacy Notices. These notices inform staff of the purposes for which their personal data may be held and used by the school, LA, DfE and other organisations.

- schools and LAs are protected from any legal challenge that they are breaching a duty of confidence to staff members

- schools and LAs must complete a return.
School Workforce Census

Which Staff are Included in the School Workforce Census?

The School Workforce Census covers full and part-time teachers, teaching assistants and other support staff that are employed by schools, including PRUs.

Extract from DfE Guide 2017 School Workforce Census Guide for school employed staff.

The school workforce census covers full and part-time teachers, teaching assistants and other support staff that are employed by schools, including PRUs.

Every School will be expected to have a SENCO and to have a headteacher or executive head teacher.

Under section 67 of the Children and Families Act 2014, all mainstream schools are expected to have an SEN co-ordinator and this must be reflected in the return. The requirements are laid out in detail in the SEND Code of Practice section 6.84.

“Teacher” comprises
- those teachers who are employed directly by a school and
- agency / service agreement teachers working within a school in a post that would normally be filled by a teacher employed by the school.

If analysis of supply teachers is published in future any teachers on a fixed term contract of less than 12 months duration will be regarded as supply teachers.

“Teaching Assistants” comprises those support staff based in the classroom for learning and pupil support, e.g. HLTAs, teaching assistants, special needs support staff, nursery officers/assistants, minority ethnic pupils support staff and bilingual assistants.

“Other support staff” comprises those support staff that are not classroom based, e.g. matrons/nurses/medical staff, librarians, IT technicians, technicians, administrative officers/secretaries, bursars and other administration/clerical staff, premises and catering staff.

School workforce level data is required for teachers and support staff that work for schools, including PRUs, if they are in regular service. Staff are in regular service if they have completed service of 28 days or more with the school, or are expected to do so before the end of their contract or service agreement.

The following, if they are in regular service, are examples of those for whom school workforce level data must be returned:

- teachers employed by the school, both with and without QTS
- support staff employed directly by the school including Cleaners and Catering Staff.
- teachers working at the school who have been supplied by an agency or an LA if the LA is acting like a supply agency
- staff on paid or unpaid absence, whether long or short term
- teachers on the School Direct (salaried) programme, the Overseas Trained Teacher Programme (OTTP) and the Teach First programme.
School Workforce Census

School Workforce Level data does not need to be returned for the following:

- temporary staff with service of less than 28 days and who are not expected to complete service of 28 days or more
- casual staff without contracts employed on an ad hoc basis
- PGCE students on teaching practice
- trainee teachers on a School-Centred Initial Teacher Training (SCITT) programme
- staff working in extended school service provision, e.g. breakfast and after school clubs, Surestart and Children’s Centres. Note that staff engaged in the normal running of the school, such as cleaners, should be included regardless of when they work, e.g. before, after or during the normal school day
- staff employed by the LA that provide support to schools, e.g. peripatetic music teachers, advisory teachers, educational psychologists, educational welfare officers (information on these will be submitted by the LA)
- governors and voluntary staff
- staff for whom there is no role identifier code that equates to the function they carry out, e.g. clerk to governors, school crossing patrol staff and School Improvement Partners (SIPs)
- staff whose contracts finished prior to 1 September 2016.

If a member of staff works at two establishments, one which is in scope for the School Workforce Census and one which is not, then information should be returned for their activity which falls within scope of the School Workforce Census only. For example, a nursery assistant might work at a Surestart centre and a maintained nursery. School workforce level data would need to be returned for the portion of time they are working in the maintained nursery only.

The post of executive Headteacher should be used for a Headteacher who directly lead two or more schools in a federation or other partnership arrangement. The school that holds the contract for the executive head teacher will be expected to return the information on the executive head in the School Workforce Census. The other school(s) in the federation led by the executive head will not be expected to report information on them.

If schools are unsure about which staff they should include in the School Workforce Census:

LA maintained schools should contact Northamptonshire County Council:
01604 366830
Email: NCC-HR-SWFC@northamptonshire.gov.uk

Academies should contact the EDD Helpdesk via a Service Request Form:
https://form.education.gov.uk/fillform.php?self=1&form_id=hGz7nZcsdnX&noLoginPrompt=1
The information in the following tables applies to those staff with current contracts or employed via a current service agreement, for 28 days or more on the Census day.

<table>
<thead>
<tr>
<th>1. Staff Details</th>
<th>Contracted Teachers</th>
<th>Agency/SA Teachers</th>
<th>Contracted Teaching Assistants</th>
<th>Other</th>
<th>Contracted Support Staff</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher Number</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>Mandatory for non-teachers, if applicable</td>
</tr>
<tr>
<td>Family Name</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Given Name</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Former Family Names</td>
<td>√</td>
<td>#</td>
<td>√</td>
<td>#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NI Number</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethnic Code</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QT Status</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTA Status</td>
<td>√</td>
<td>#</td>
<td>√</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QTS Route</td>
<td>√</td>
<td>√</td>
<td>#</td>
<td>√</td>
<td></td>
<td>Mandatory for all staff who, in the last year, have taken up their first position since qualifying as a teacher. May also be returned for other staff as well.</td>
</tr>
</tbody>
</table>

| 2. Contract/Service Agreement | | | | | | |
| Contract/Service Agreement Type | √ | √ | √ | √ | | |
| Start Date | √ | √ | √ | √ | | |
| End Date | √ | √ | √ | √ | | |
| Post | √ | √ | √ | √ | | |
| Date of Arrival in School | √ | √ | √ | # | | |
| Pay Review Date | √ | √ | X | X | | Applicable only to teachers |
| Pay Range | # | # | # | # | | This data item is not mandatory but the department desires it if available. |
| Pay Framework | √ | √ | X | X | | Applicable only for Leadership teachers |

- ✓  Mandatory data item for this type of staff
- #  Optional data item for this type of staff
- X  Data item not applicable for this type of staff
### School Workforce Census

<table>
<thead>
<tr>
<th>Pay Range Minimum And Pay Range Maximum</th>
<th>Contracted Teachers</th>
<th>Agency/SA Teachers</th>
<th>Contracted Teaching Assistants</th>
<th>Other</th>
<th>Contracted Support Staff</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Range Minimum</td>
<td>√</td>
<td>√</td>
<td>X</td>
<td>X</td>
<td></td>
<td>Applicable only for Leadership teachers</td>
</tr>
<tr>
<td>Pay Range Maximum</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Base Pay**: Not mandatory if “Daily Rate” = ‘Y’. NB: Daily rate only applies to agency/SA teachers

- **Safeguarded Salary**: X X X X

- **Daily Rate**: Not required for centrally employed staff

- **Destination**: √ # √ #

- **Origin**: √ # √ # Mandatory for contracts starting from 1/9/2009

- **Role Identifier**: √ √ √ √ √

- **Hours worked per week**: √ √ √ √ √

- **FTE Hours per week**: √ √ √ √ √

- **Weeks per year**: √ √ √ √ √ Not required if “Daily Rate” = ‘Y’. NB: Daily rate only applies to Agency/SA Teachers

- **Category of Additional Payment**: √ √ √ √ √

- **Additional Payment Amount**: √ √ √ √ √

- **Pay Start Date**: √ √ X X Not required if “Daily Rate” = ‘Y’. Only required for Category ‘TL3’. Category

- **Pay End Date**: √ √ X X

### 3. Absence

<table>
<thead>
<tr>
<th>First Day</th>
<th>Last Day</th>
<th>Working Days Lost</th>
<th>Absence Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>√</td>
<td>#</td>
<td>√</td>
<td>#</td>
</tr>
</tbody>
</table>

### 4. Curriculum

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Hours</th>
<th>NC Year Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>√</td>
<td>√</td>
<td>X</td>
</tr>
</tbody>
</table>

- When Daily Rate applies, pay data are not required.
School Workforce Census

✓ Mandatory data item for this type of staff
# Optional data item for this type of staff
X Data item not applicable for this type of staff

<table>
<thead>
<tr>
<th>5. Qualification</th>
<th>Contracted Teachers</th>
<th>Agency/SA Teachers</th>
<th>Contracted Teaching Assistants</th>
<th>Other contracted support staff</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification code</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Class of Degree</td>
<td>✓</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td></td>
</tr>
<tr>
<td>Subject Code 1</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Subject Code 2</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Mandatory where 'Date of Arrival' is equal to or greater than 1 August 2013
Additional School Information for Academies

Focus | School | School Details

The following fields are displayed on the School Details page (Focus | School | School Details) and in the School Information panel (Routines | Statutory Returns | School Workforce Census):

- Previous School Name
- Date Name Changed
- Previous Estab Number
- Date Number Changed
- Previous URN Number
- Date Number Changed

These fields are displayed for all schools but should be completed only by schools where the information is applicable, e.g. where your school has converted to an Academy.

NOTE: Academies that have not changed their name must enter the current school name in the Previous School Name field then enter the date that the Academy opened in the Date Name Changed field.

The data entered in these fields is used by the School Workforce Census to determine an Academy's start date and to ensure that data relating to the previous school is not collected (if the Academy opened since the previous School Workforce Census return):

- Contracts, Allowances and Absences that ended before the Academy start date are not collected.
- Contracts that started before the Academy start date and continued afterwards are collected in the return.
- Where an Allowance started before the Academy start date and continued afterwards, only the data after the start date is collected.
- An Absence that started before the Academy start date and continued afterwards triggers a warning message informing you that the Absence is not included in the return.

Permissions Required

You will need to be a member of the Personnel Officer and Returns Manager User Groups in System Manager to produce the School Workforce Census Return.

NOTE: Please see your System Administrator/Manager if you are not sure whether you have the required permissions.
Data Protection and Privacy Notices
(Formerly Fair Processing Notices)

Data kept on school staff (in any medium, including within an MIS) personal data. The data must be managed in accordance with the requirements of the Data Protection Act 1998. All staff with access to personal data should be aware of their responsibilities under the Act.

LAs and schools are asked to make all staff they employ for whom data will be submitted in the School Workforce Census aware of Privacy Notices. Privacy Notices inform staff of the purposes for which their personal data may be held and used by the school, LA, the Department and other organisations.

What Version of SIMS do I Need for the 2017 Census?

In order to run the Autumn School Workforce Census 2017, you will need to be on at least the SIMS 2017 Summer Release (7.176).

Once you have upgraded to this version, you will be able to carry out “dry runs” of the return. This will help to identify any potential data issues which can be corrected ahead of Census Day.

If you are unsure which version of SIMS you have installed, open SIMS and select Help | About SIMS from the Menu Bar to display the SIMS version.
PREPARATION
How has the School Workforce Census Changed Since Last Year?

Census date: Thursday 2 November 2017  
Absence Start Date: 1 September 2016  
Absence End Date: 31 August 2017  
Continuous Contracts Start Date: 1 September 2016  
Continuous Contracts End Date: 2 November 2017

Additional Changes

Some extra guidance has been added to clarify:

- **The meaning of Pay Data**  
  When Daily Rate applies, pay data (that is, the payments and additional payments modules) are not required.

- **The position of Early Years Teacher Status**  
  People with Early Years Teaching Status are recognised as qualified to teach in schools and where they have a teacher reference number, this should be provided.

- **The definitions of Open Contracts and Fixed Terms Contracts**  
  Open contracts are those open on census reference day. Contracts that close on census reference day are considered to be open for the purposes of the School Workforce Census.
  Fixed term must be used for contracts with an agreed length of time and a fixed end date. Temporary must be used for non-permanent contracts, for example cover, without a fixed end date.
  Fixed term contracts must have an end date.

- **That Lastest Pay Review Date** is the date that a teacher’s pay was reviewed even if the review did not result in a change in pay.

- **Who Pay Range Maximum And Minimum** are required for:  
  Only applies to teachers paid on the leadership pay scale.

- The meaning of certain higher level qualifications; see page 29 for further guidance on Qualifications.
Importing Revised Filesets

**NOTE:** Schools will be advised if a new Fileset needs to be imported before running the SWC Autumn Return. This advice, including when the file will be available to download will be via the Capita ESS website [www.capitaess.co.uk](http://www.capitaess.co.uk) and selecting Northamptonshire (928) from the Local Authority drop-down. An email will also be sent to schools from the CAPITA Customer Service Manager.

The Validation Errors Summary and the Summary report are derived from files supplied by the Statutory Body. In addition, SIMS provides detailed reports to enable the checking of data used to generate the return. These report files are initially installed automatically during the SIMS release upgrade.

Occasionally, additions or corrections are made to these files, after a SIMS release, which are required for the forthcoming return. The Import Fileset functionality is provided to enable these files to be imported into SIMS, by the Personnel Officer, Returns Manager or System Manager between the SIMS releases.

**IMPORTANT NOTE:** The report files are not always updated between releases. Therefore, it is not always necessary to use the Import Fileset routine. A news feed will be posted on [www.capitaess.co.uk](http://www.capitaess.co.uk) website if updated files are available for import.

If revised files are supplied, the fileset will be available as a .ZIP file, which should be downloaded, unzipped, then imported into the SIMS Document Management Server (DMS) via **Tools | Setups | Import Fileset**. Ensure that the DMS is configured correctly before attempting to import the files.

**TIP:** To check which version of the fileset is currently in use, select **Routines | Statutory Returns | School Census** to display the Census Return browser. The Validation Fileset ID is displayed in the header of the browser.

Before Importing the Revised Files

To enable the file(s) to be imported successfully, ensure that the DMS is configured correctly. This is achieved via **Tools | Setups | Document Management Server**. Click the **Test server connection** button to check if the specified DMS is available for use and functioning correctly.

If the connection is unsuccessful, check the following details:

- The **Protocol** field defaults to **http** and should not be edited.
- The **Computer name** should be the name/number of the PC on which the DMS is installed.
- The **Port** number is usually 8080. The number must be between 0 and 65535.
- The **Active** check box must be selected, indicating that the server is in use.
Click the **Test server connection** button again. If the DMS is now working correctly, click the **Save** button.

### Importing the Revised Files

If revised files are supplied, download the required **ZIP** file from [www.capitaess.co.uk](http://www.capitaess.co.uk) website to a folder of your choice.

Unzip the **ZIP** file to a folder of your choice.

In SIMS, select **Tools | Setups | Import Fileset** to display the **Import Fileset** page.

Click the **Browse** button to display the **Open** dialog.

**NOTE:** The following graphics show example data only.

Navigate to the location of the downloaded fileset. The file name is made up of the following data fields: `<Fileset Number>-<Census Name>-<Term and Year>_Fileset.mfs`. 
Highlight the file then click the Open button. Alternatively, double-click the required .MFS file to return to the Import Fileset page.

**IMPORTANT NOTE:** If more than one MFS file is displayed in the Open dialog, care should be taken to select the correct file.

Details of the selected fileset are displayed, including the version Number of the fileset, the Release Date and the fileset description (Title).

Click the Import Fileset button to import the fileset into the DMS. When the import process is finished, Import successful is displayed at the bottom left-hand side of the Fileset panel.

After installing the fileset, close SIMS then re-open to ensure that the new data takes effect.

Run the return in the usual way.
Running Pay Related Checking Reports

It may be useful to run the following reports to check that all Service Terms have been mapped correctly.

Ensure that the most recent Predefined Reports have been imported.

Select Reports | Run Report, open the Focus folder and scroll to the Service Terms folder. Select the folder to display its contents.

Of the reports listed:

- **ST Pay Scale Definitions** will show the mappings of Pay Scales for all Service Terms in use.
- **ST Allowances** will show the mappings of allowances for all Service Terms in use.
- **ST Post Definitions** will show the mappings of Posts for all Service Terms in use.
  
  *Please see guidance on page 23 on how to change the mapping of the posts for teachers in the relevant service terms.*

Run these reports and check that the mappings are correct.

If any mappings need to be amended, follow the guidance below.

Mapping Pay Related Definitions to National Codes

For the School Workforce Census it is necessary to map the local structure to the national system, even though some of the links may appear obvious. Pay Related definitions are found in Tools | Staff | Pay Related. It is necessary to map:

- Scales to National Scales.
- Pay Spines to National Pay Spines.
- Allowance Payments to National Categories.
- Post Definitions to National Post Descriptions. There will be amendments to be made to at least the Classroom Teacher for Unqualified Teachers for this census.
- Each of the following are components of a Service Term as defined in SIMS Pay Related data. It is necessary to carry out the following steps for every Service Term in use in the school, although the SWC only collects Contract and Pay Related data, as indicated in the table showing Data Items Expected for each Category of Staff.

Select Tools | Staff | Pay Related to display the Find Service Term browser. Select the Search button to populate the browse with the list of Service Terms currently in use.

Select the required Service Term
Pay Awards panel:

Highlight the Scale in the list and click on Open.

For SWC purposes the the Pay Scale must be linked to the appropriate national definitions. By default it is linked to Other. The Regional Pay Spine is a mandatory field within SIMS and needs to be completed but with effect from 2016 the information is no longer required for School Workforce Census. Schools should choose Rest of England.

For Pay Scale, select the drop-down, Leadership, Teachers Main, Teachers Upper, Soulbury, National Joint Council, Other, Unqualified Teachers from Sept 08 or Leading Practitioner. Select an appropriate option from the list for the selected scale.

For Regional Pay Spine, select the drop-down, Rest of England, London Fringe, Outer London and Inner London. Rest of England should be selected.

Select the OK button to complete the Scale Mapping. This will enable the DfE to determine salary levels from the point on the scale indicated on each individual's contract information.

Repeat for each scale in the list.

If a change has been made the Save button will be active and can be selected.

Allowances Panel:

Highlight the Allowance from the list and click on Open.

For SWC purposes the Category of Additional Payment must be linked to a National Definition.

For Category of Additional Payment, select the drop-down. This is a list of all allowances the DfE expects to be in use based on National Pay and Conditions documents. An appropriate definition should be selected; ensure care is taken to categories any TLR payments correctly. All schools are expected to have a SENCO so ensure that all Special Needs Allowances are linked to the correct Category of Additional Payment. Select the OK button to complete the Allowance Mapping. This will enable the DfE to determine who receives what category of additional payment from each individual's contract information.

Repeat for each allowance in the list. If a change has been made the Save button will be live and can be selected.
Posts Panel:

Select the Post from the list and click Open.

For SWC purposes the SWC Post must be linked to a national definition. This is a list of all Posts pertinent for SWC purposes that the DfE expects to be in use based on National Pay and Conditions documents. An appropriate definition should be selected. Select the OK button to complete the Post Mapping.

The Post of Executive Head Teacher should be used for a head teacher who directly leads two or more schools.

Repeat for each Post in the list. If a change has been made to the Service Term the Save button will be live and can be selected.

Spot Allowances

The SWC gathers information on allowances for staff so it is important that you are consistent when adding Spot Allowances to members of staff. In order for the SWC to calculate the correct figures you can apply a global setting via Tools | Setups | Employment Parameters

Select the method you normally chose for recording spot allowances, by putting a dot in the the radio button by Actual or Annual and Save.
Mapping Subjects to National Codes

As with Pay Related definitions there has been no imposition of external definitions on the setting up of subject codes in the past. However, now that subject related data is required by the SWC, it will be necessary to map the school’s subjects to a national code set.

An element of the School Workforce Census is recording vacancies in the school. This information will be entered manually when the return is created.

Primary schools will need to have at least one subject created for use when recording vacancies, however, this subject can be a generic subject for example Primary Curriculum.

Primary Schools

Select Tools | Setups | Subjects to display the browse of subjects.

Select Search. Primary Curriculum should be displayed. If it is you can close the screen. If it is not displayed select the New button to add a new subject.

Enter a Code of Pc and a Title of Primary Curriculum.

From the DfE lookup table select Primary Curriculum.

A Coordinator is also required and can be added by clicking the Browse button and clicking the Search button to find the most appropriate member of staff. Primary schools should select the Head Teacher.

Select the Save button to complete the process, then select the Close button to close the screen.

It will now be possible to select an appropriate DfE linked subject for any vacancies that are recorded in the SWC.
**Special Schools**

It is necessary to set up a generic subject label to record vacancies in Special schools. A DfE subject ‘Not Applicable’ exists in the list.

Select **Tools | Setups | Subjects** to display the browse of subjects.

Select **Search. Not Applicable** should be displayed. If it is you can close the screen. If it is not displayed select the **New** button to add a new subject.

Enter a Code of **NA** and a Title of **Not Applicable**.

From the **DfE** lookup table select **Not Applicable**.

A Coordinator is also required and can be added by clicking the **Browse** button and clicking the **Search** button to find the most appropriate member of staff. Special schools should select the Head Teacher.

Select the **Save** button to complete the process, then Select the **Close** button to close the screen.

It will now be possible to select an appropriate DfE linked subject for any vacancies that are recorded in the SWC.

**Secondary Schools and Middle Schools using Nova**

Select **Tools | Setups | Subjects** to display the browse of subjects.

- Select **Search.** All subjects used in school must be mapped to a DfE Subject Code.

- Select and **Open** the Subject and then select an appropriate Subject Code entry by clicking the drop-down and scrolling or typing some letters to jump down the list. A **Coordinator** is also required and can be added by clicking the **Browse** button and clicking the **Search** button to find the most appropriate member of staff.

All other data is only significant for Curriculum and Lesson Planner and need not be entered at this point.

**PRUs**

Please ignore this section.
Other Schools

For other types of school (not using a timetabled curriculum), a subject of School Curriculum linked to the DfE code – Other (not otherwise specified) should be used. If further guidance is required:

LA maintained schools should contact Northamptonshire County Council:
01604 366830

Email: NCC-HR-SWFC@northamptonshire.gov.uk

Academies should contact the EDD Helpdesk using via a Service Request Form:

https://form.education.gov.uk/fillform.php?self=1&form_id=hGz7nZcsdnX&noLoginPrompt=1
School Workforce Census

School Workforce Census Settings

**Base Pay** is the pre-tax annual salary of a member of staff as at 2 November 2017. This is usually collected via the Pay related definitions and the pay scale within the contract of a member of staff and is mandatory for School Workforce Census. **IT MUST BE CHECKED IN THE RETURN. Base Pay is not collected for staff paid by a daily rate.**

Go to **Tools | Statutory Return Tools | School Workforce Census Settings**

Schools will be able to complete ‘dry runs’ of the School Workforce Census prior to the actual return day on **Thursday 2nd November 2017**. To ensure an accurate return SIMS must be upgraded to the Summer (7.176) release or later. You can create as many ‘dry runs’ as you wish. It is possible to delete unwanted returns before authorisation. You will only authorise and submit one return once all the data is correct and all validation errors have been cleared.
Casual Contracts

It is perfectly acceptable that a member of staff may have more than 1 contract. They may also have a Casual contract i.e. a 0 hours contract that the School Workforce Census return does not require to be collected. It is possible to add an additional Role within the Casual Contract to reflect this.

Within Personnel, search and open the relevant staff record.

Choose the Employment Details tab:

Highlight and Open the Casual contract within the contract area. Scroll down to the Role section and click New. Add an additional role of Do not include in Statutory Returns.

From the dropdown next to Role choose Do not include in Statutory Returns. Click on OK button to save the changes, save the contract and save the personnel record.

Absences

For Teachers and Teaching Assistants the School Workforce Census 2017 picks up absences (not training) for all school types from 01/09/16 to 31/08/2017.

Schools should separately identify pregnancy related sickness using the unique code, this should include pregnancy related medical appointments and/or pregnancy related sickness. Maternity leave should be recorded under the existing code for maternity leave MAT.

PLEASE ensure that absences do not overlap.

You will not receive any error or warning message within the School Workforce Census return BUT please check the absence report within the return very carefully for this issue.
Qualifications

Information is required on the type and subject of certain qualifications held by all teachers and by support staff in regular service. Qualification data is entered on the Professional Details tab in the Staff Record. The following data is required:

<table>
<thead>
<tr>
<th>Qualification module</th>
<th>Teachers</th>
<th>Agency/Service Agreement Teachers</th>
<th>Teaching Assistants</th>
<th>Other support staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification code</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Subject Code 1</td>
<td>✓</td>
<td>(if applicable)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Subject Code 2</td>
<td>✓ (if applicable)</td>
<td>(if applicable)</td>
<td>✓ (if applicable)</td>
<td>✓ (if applicable)</td>
</tr>
<tr>
<td>Class of Degree</td>
<td>✓</td>
<td>#</td>
<td>#</td>
<td>#</td>
</tr>
</tbody>
</table>

✓ Mandatory data item for this type of staff

# Optional data item for this type of staff

For all teachers, the following information is required:
- their initial teacher training qualification for example, PGCE, BEd, Certificate in Education
- for those with a PGCE, information on prior degrees
- for those without QTS or those trained overseas, all qualifications relevant to their engagement as a teacher
- any subsequent qualifications gained relevant to their job as a teacher that appear in the list below

Information is required on previous degrees as well as on PGCEs.

For support staff, information about their degree or about any other qualifications listed below should be provided.

Qualifications in England Wales and Northern Ireland are grouped into levels from entry level to level 8. The following qualifications, which are graded at level 4 or above (that is, those higher than A-level) should be included:
- Post-graduate Certificate in Education (PGCE)
- BEd or other first degree combined with teacher qualifications
- Certificate in Education or equivalent
- Doctorate, for example PhD
- Master's Degree, for example MSc, MEd
- Postgraduate certificates and diplomas
- Other first degree (that is degrees other than BEd or other first degree combined with teacher qualifications) such as BA and BSc
- Graduate certificates and diplomas
School Workforce Census

- Diplomas of higher education and further education
- Foundation degrees
- Higher national diplomas
- Certificates of higher education
- Non-UK teaching qualification

Information on the following qualifications does not need to be provided as the department will obtain it directly from the National College for School Leadership: National Professional Qualification for Headship (NPQH) and Certificate/Diploma for School Business Management (CSBM/DSBM).

Suspended Contracts

Although SIMS gives you the functionality to suspend contracts for those staff who are on secondment is not recommended when you are producing your SWC from the SIMS system. You should take another course of action in this instance as the SWC will not recognise the contract as being suspended and will distort the figures.

Again you will not receive any error or warning message from the School Workforce Census so please check your data.

Editing Employment Dates

The employment dates must be checked for all teachers, contracted teaching assistants and other contracted support staff.

Click the New button adjacent to the Employment Dates table to create a new employment dates record. Alternatively, highlight an existing Employment Dates record then click the Open button to display the Edit Employment History dialog.

Ensure that the Employment Start Date is entered in the correct format (dd/mm/yyyy).

Check all other details for accuracy.
Editing Contract Details

The contract details should be checked to ensure that the correct values are collected in the return.

Click the New button adjacent to the Contract table to create a new record.

Alternatively, highlight an existing Contract record then click the Open button to display the Edit Contract dialog.
Some fields are populated automatically, including the **SWC Post** and **Service Term Hours/Week**.

It is important that the new field **Latest Pay Review Date** is completed for all teaching staff.

Ensure that the applicable **Post Reference** and **Post Reason** are selected from the drop-down lists.

Ensure that the correct **Employment Type** is selected from the drop-down list, e.g. **Permanent**.

When the first contract is entered for a member of staff, the **Contract Start Date** defaults to the **Employment Start Date**. This can be edited by clicking the **Calendar** button and selecting the date.

If the contract has ended, ensure that a **Contract End Date** is entered.

Ensure that the number of hours per week the member of staff works is entered in the **Hours/Week** field. The actual amounts paid are calculated using the number of hours worked and the pay rates applicable to the employee.

Ensure that the number of weeks per year the member of staff works is entered in the **Weeks/Year** field.

If the employee has protected rights in their salary, select the **Safeguarded Salary** check box. (Applicable to contracted teachers only.)

If a contract end date has been entered, ensure that a **Destination** is entered from the drop-down list, e.g. **Remaining in the same LA - primary school**.

Ensure that the employee's employment prior to joining the school is selected from the **Origin** drop-down list. (Mandatory for contracts starting from 01/09/2009.)

Click the **New** button to create a new **Pay Scale** record. Alternatively, highlight an existing **Pay Scale** record then click the **Open** button to display the **Edit Contract Scale** dialog.

![Edit Contract Scale dialog]

Ensure that the correct scale **Point** is entered.
The Pay Scale and Regional Pay Spine fields are populated automatically.

If the incorrect value is displayed:

a. Select Tools | Staff | Pay Related then select the applicable service term to display the Service Term Details page.

b. In the Pay Awards panel, Open the applicable Scales record to display the Edit Scale dialog

c. Select the applicable Pay Scale from the drop-down list.

d. Indicate which regional variation the pay scale is for by selecting from the Regional Pay Spine drop-down list. This data is no longer collected for School Workforce Census but is a mandatory field within SIMs.

e. Click the OK button then click the Save button.

Click the OK button to return to the Edit Contract dialog.

Click the New button to create a new Allowances record.

Alternatively, highlight an existing Allowances record then click the Open button to display the Edit Contract Allowance dialog. The TLR and Special Needs allowances will need mapping to the relevant SWC Code here.

Ensure that the applicable Allowance is selected from the drop-down list.

Ensure that all other allowance details are current and complete.

Click the OK button to return to the Edit Contract dialog.
Ensure that there is an end date in the allowance field for any member of staffs’ record if they receive the TLR3 allowance.

Click the **New** button adjacent to the **Role** table to create a new record. Alternatively, highlight an existing **Role** then click the **Open** button to display the **Edit Contract Role** dialog.

Select the applicable **Role** from the drop-down list.

Ensure that the **Start Date** for this role is entered in the correct format (dd/mm/yyyy).

Click the **OK** button to return to the **Edit Contract** dialog.
Producing the School Workforce Census Return 2017
Go to Routines | Statutory Returns | School Workforce Census

Check the path is set to:
N:sims\star\ASCout

N represents your sims drive (Usually C: or S:).

If the path is not set correctly select the browse icon to the right of the School Workforce Return Folder and navigate to:
N:sims\star\ASCout.

N represents your sims drive (Usually C: or S:).

Select OK.

Select Yes to the 'You are changing the location for the return' message.
Panel 1. School Workforce Census Details and Panel 2. School Workforce Census Settings

Select New.

Check Fileset ID. This should be 701 or later. If not click on the hyperlink below to download the latest fileset.
[http://www/capitaess.co.uk/home.indes.asp](http://www/capitaess.co.uk/home.indes.asp) and ensure that Northamptonshire is selected from the Local Authority list.

You can amend the description.

The settings are picked up from those in the School Workforce Settings, page 27.

School Details can be amended if necessary.

Locate the Calculate All Details button at the top right hand side of Panel 1. Click on the button and you choose Yes to proceed with calculating details.

You must Calculate All Details at least once for each return.
Panel 3. Pay Details

This panel identifies the base pay of Leadership and Non-Leadership staff is separate grids following the introduction of the Minimum and Maximum pay for Leadership being required for SWC. The Pay Framework for Leadership Staff is collected and based on the scheme laid out in pre 2014 school teachers’ pay and conditions documents or that laid out in the 2014 and 2015 pay and conditions documents. Leadership teachers appointed after 1 September 2014 are expected to be paid under the new 2014 framework.

Base Pay does not include the annual amount of any additional payments or allowances. In other words it is the annual salary that will be earned, based on the salary rate at the census date. Base Pay is not collected for staff paid by a daily rate.

The pay details are retrieved from SIMS Personnel and displayed in the Pay Details panel, where the base pay can be edited, if required, e.g. schools may need to edit the pay details because they might not use the National Pay Scales.

To edit the Base Pay, click the applicable cell then enter the required number.

Please be aware that if you Calculate All Details or Recalculate individual panels the edited data will be overwritten and will need to be enter again.
Curriculum for Teachers and Teaching Assistants panel
(Secondary Schools Only)

The Curriculum for Teachers and Teaching Assistants panel will only be populated if the timetable has been transferred from Nova-T into the relevant academic year in SIMS and if the subject codes have been mapped to DfE subjects. The subject codes displayed are the DfE subject codes, not the school’s timetable subject codes. Refer to page 24 on how to map subject codes.

NOTE: The data shown in this panel is fully editable, by selecting the drop down option in the Staff Name, General Subject and Year Group Taught columns. Hours taught can be overtyped. Lines can also be added or deleted by use of the New and Delete icons on the right of the panel. If you correct any data within Nova-T after calculating the return you must click the Recalculate button on this panel to update the information. Any amendments made here do not feed back to any other areas of SIMS.

Select the Save button to save the return.
Vacancies on Census Day (All schools)

There is currently no facility within SIMS for recording vacancies; hence this data must be entered manually for SWC.

Only teaching vacancies are required for the return.

Data entered will require a Subject Code which has been associated with a DfE subject, referred to earlier.

To create vacancies Select the **New** button.

Select a **Post Name** from the drop-down list, you can then select the associated **DfE Post**.

Select the appropriate subject from the **General Subject** drop-down list, you can then select the associated **DfE Subject Code**.

Select the **Tenure** either **Full Time** or **Part Time**.

Select **Temporarily Filled** either **Yes** or **No**. (*Temporarily filled vacancies are those that are covered by a teacher on a contract of at least one term and no more than three terms*).

Select **Advertised** either **Yes** or **No**.

Select the **Save** button to save the return.
Occasional Teachers on Census Day (All schools)

Occasional teachers are those teachers who are in school on census day, but are not deemed to be in regular service, i.e. their contract or service agreement is for less than 28 days. This includes third party teaching staff.

Such staff are recorded under one of the following categories:

- Number of Occasional Teachers With QTS.
- Number of Occasional Teachers Without QTS.
- Number of Occasional Teachers Where QTS Not Known.

The count of Occasional Teachers in each category should be amended manually and the total will be calculated.

Select the Save button to save the return.
Agency / Third Party Staff on Census Day (All schools)

The Agency / Third Party Staff Count panel provides the opportunity to record the numbers of staff, who are not employed by the school via a contract or employed by the LA. They may be provided by a third party organisation to fulfill particular roles in the school, e.g. cleaners, catering staff, ppt’s etc. Third Party Staff Count CANNOT contain any teaching staff. If you have any Third Party teaching staff they MUST be counted in the previous Occasional Teachers on Census Day panel.

To add Third Party Staff – select the New button.

Appropriate Roles are selected from the list of available roles on the left. Roles are added to the Selected Roles list on the right. Only roles appropriate for the third party head count should be selected.
It should be remembered that the list of available roles is all those available for SWC, some of which will be collected as contracted staff by SWC and reported elsewhere.

When the selection of Third Party roles is complete, Select the Update button to return to the Third Party Count panel. Additional roles can be added or adjustments can be made later.

Numbers representing the head count for each role can now be entered manually.

Select the Save button to save the return.
Validating the School Workforce Census Return

Once the return has been calculated and the additional panels populated manually, you will need to **Create and Validate** the return to check for any errors or queries.

A list of errors and queries will be generated and displayed in the **Validation Errors Summary** panel.

The **Type** column indicates whether the error is a failure (F) or a query (Q).

1. The **Error Number** and **Error Message** columns display the actual error or query encountered.
2. The **Individual Data Item** indicates the specific record containing the error.
3. The **Solution** column shows which page or panel to open to fix the failure or query. If the failure or query is preceded by a hash (#) symbol, double-click the row to access the specified destination.
The return will generate Validation Errors and Queries for any data that does not meet the DfE SWC specification within SIMS. Additional errors may occur when the SWC file is loaded into COLLECT.

F = Failure these will show in Red and **must** be resolved before authorising and sending the return.

Q = Queries these will show in Black. The return can be authorised and submitted if the school provides a suitable explanation for the queries.

You can order the way that you view the errors by clicking in the header of any column or selecting the Validation Search box to display one error code at a time.

You can print a list of the errors by selecting the **Report** icon.
Resolving Validation Errors

Double-click an error for example (4220 Ethnicity is invalid).

The required Employee Details screen is displayed at the field in error (in this case Ethnicity).

Resolve the error by selecting an appropriate value, the invalid value is displayed in red with a yellow warning triangle. Select an appropriate entry.

Select the Save button and select the Close button to close the record.

To clear the errors from the return select Validate.

The validation routine will run again and only outstanding errors and queries will appear.

Select Save to save the changes to the return.

Resolve as many errors and queries as possible and then revalidate the Census Details.

Continue to resolve failures and revalidate the return again, as many times as necessary.

All failures must be resolved and all queries must be investigated.

NOTE:

If you have any difficulties in clearing errors or understanding the reason for a query please contact Capita Helpdesk on:

0844 8922406

Calls to 0844/0845/0870 numbers will cost three pence per minute, plus your phone company’s access charge

NOTE:

LA maintained schools should contact Northamptonshire County Council with the reason for any acceptable queries:

Email: NCC-HR-SWFC@northamptonshire.gov.uk (and include your school name and DfE number in the subject)

Academies will need to annotate any queries within COLLECT when they upload the file. Northamptonshire County Council cannot help with this process. For further guidance on this process contact:

EDD Helpdesk via a Service Request Form:
https://form.education.gov.uk/fillform.php?self=1&form_id=hGz7nZcsdnX&nologinprompt=1
Producing Detail Reports and Summary Report

Detail Reports provide a list of information that relates to the specific sections of the School Workforce Census. For example, the Basic Details Report provides a list of the basic details recorded against each member of staff, e.g. Teacher Number, Surname, Forename etc.

Reports can be run individually or by choosing the Multiple Reports option a selection of the reports can be produced at the same time.

Detailed Reports

*It is strongly recommended that you print each of these out and check the data for accuracy.*

Once printed these reports are saved automatically into the SWC folder as specified on page 36.

**To Run a Detail Report**

From the School Workforce Census Return Details panel, select the Detail Report down-arrow and select the required report from the drop-down menu, e.g. Workforce Member Basic Details.

The required report will be displayed in your Internet browser.

It can be exported to Excel, right click in the report and select Export to Microsoft Excel.

**To Print a Detail Report**

Select File | Print or select the Print button to display the Print dialog.

In the Print dialog, the paper selection, number of copies and print quality can be edited before selecting the Print button.

**To Close the Detail Report**

Select the Close button at the top-right hand corner of the page to close the report and return to the School Workforce Census Details page.
Summary Report

The facility to produce a Summary Report is run in the same way as for the School Census. **It is strongly recommended that this report is signed by the Head Teacher** to show that they are aware of the data being included in the SWC return and have authorised it to be submitted.

To Run the Summary Report

From the School Workforce Census Return Details panel, select the Summary icon, the report will be displayed in your internet browser.

To Print the Summary Report

Select File | Print or select the Print button to display the Print dialog.

In the Print dialog, the paper selection, number of copies and print quality can be edited before selecting the Print button. The report contains the following information:

<table>
<thead>
<tr>
<th>Section</th>
<th>Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Staff Records and Contracts</td>
</tr>
<tr>
<td>B</td>
<td>Missing Staff Details</td>
</tr>
<tr>
<td>C</td>
<td>Missing Contract Data</td>
</tr>
<tr>
<td>D</td>
<td>QT and HLTA status of staff in regular service as at Census Reference Date</td>
</tr>
<tr>
<td>E</td>
<td>Ethnicity of staff in regular service as at Census Reference Date</td>
</tr>
<tr>
<td>F</td>
<td>Disability status of staff in regular service as at Census Reference Date</td>
</tr>
<tr>
<td>G</td>
<td>All current staff in regular service as at Census Reference Date</td>
</tr>
<tr>
<td>H</td>
<td>Types of Contract and Agreements open for staff in regular service as at Census Reference Date</td>
</tr>
<tr>
<td>I</td>
<td>Summary of Pay Review Dates</td>
</tr>
<tr>
<td>J</td>
<td>Summary of Pay Review Dates</td>
</tr>
<tr>
<td>K</td>
<td>Number of open contracts as at Census Reference Date paid by daily rates</td>
</tr>
<tr>
<td>L</td>
<td>Current Support Staff in regular service as at Census Reference Date</td>
</tr>
<tr>
<td>M</td>
<td>Number of third party support staff in school on Census Reference Date</td>
</tr>
<tr>
<td>N</td>
<td>Sickness andregnance related absence for the previous academic year</td>
</tr>
<tr>
<td>O</td>
<td>Types of absence (other than sickness or pregnancy related) taken during the previous academic year</td>
</tr>
<tr>
<td>P</td>
<td>Number of regular teachers and teaching assistants delivering the curriculum by NC year group.</td>
</tr>
<tr>
<td>Q</td>
<td>Number of hours spent by teachers and teaching assistants delivering the curriculum by NC year group</td>
</tr>
<tr>
<td>R</td>
<td>Vacancies as at census reference date</td>
</tr>
<tr>
<td>S</td>
<td>Number of occasional teachers in school on census reference date</td>
</tr>
</tbody>
</table>
To Close the Summary Report

Select the Close button at the top-right hand corner of the page to close the report and return to the School Workforce Census Details page.
Data included in the Detail Reports and where it appears in the Summary Report.

Examples of each of the Detail Reports and the data they contain.
School Workforce Census - 2017 (Workforce Member Staff Professional Details)

Security Message: This report contains sensitive information.

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, Other Contracted Support Staff (excludes Teaching Assistants/Other Support Staff who only have service agreements)

- SNAPSHOT DATA: staff in regular service on census day 02/11/2017
- HISTORICAL DATA: staff with regular service who have either or both:
  - contract/service agreements which commenced between 01/09/2016 and 31/11/2017
  - absences in the period 01/09/2016 - 31/11/2017

Absences are not collected for other support staff or agency teachers

Total number of staff = 50

<table>
<thead>
<tr>
<th>TLA</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Phone</th>
<th>Role</th>
<th>Status</th>
<th>Contract/Service Agreement Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours</th>
<th>Hours Type</th>
<th>Hours Group</th>
<th>Extra Hours</th>
<th>Extra Hours Type</th>
<th>Extra Hours Group</th>
<th>Extra Hours Intervals</th>
<th>Extra Hours Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant</td>
<td>Alex</td>
<td>Jones</td>
<td>ajones@email</td>
<td>12345</td>
<td>Per</td>
<td>Yes</td>
<td>Permanent</td>
<td>2017-01-01</td>
<td>2018-12-31</td>
<td>Full</td>
<td>Full</td>
<td>Full</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Teacher</td>
<td>Maria</td>
<td>Smith</td>
<td>msmith@email</td>
<td>67890</td>
<td>Per</td>
<td>Yes</td>
<td>Permanent</td>
<td>2016-09-01</td>
<td>2017-08-31</td>
<td>Full</td>
<td>Full</td>
<td>Full</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Librarian</td>
<td>John</td>
<td>Davis</td>
<td>jadavis@email</td>
<td>45678</td>
<td>Per</td>
<td>No</td>
<td>Permanent</td>
<td>2017-03-01</td>
<td>2017-12-31</td>
<td>Full</td>
<td>Full</td>
<td>Full</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Administrator</td>
<td>James</td>
<td>Wilson</td>
<td>jwilson@email</td>
<td>90876</td>
<td>Per</td>
<td>Yes</td>
<td>Temporary</td>
<td>2017-04-01</td>
<td>2017-11-30</td>
<td>Full</td>
<td>Full</td>
<td>Full</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

School Workforce Census - 2017 (Workforce Member Payment Details)

Security Message: This report contains sensitive information.

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, Other Contracted Support Staff (excludes Teaching Assistants/Other Support Staff who only have service agreements)

- SNAPSHOT DATA: staff in regular service on census day 02/11/2017 with payment details

Total number of staff = 50
Total number of staff with Leadership roles = 4
Total number of staff with Non-Leadership roles = 46

<table>
<thead>
<tr>
<th>TLA</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Phone</th>
<th>Role</th>
<th>Status</th>
<th>Contract/Service Agreement Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours</th>
<th>Hours Type</th>
<th>Hours Group</th>
<th>Extra Hours</th>
<th>Extra Hours Type</th>
<th>Extra Hours Group</th>
<th>Extra Hours Intervals</th>
<th>Extra Hours Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>John</td>
<td>Doe</td>
<td>jdoe@email</td>
<td>12345</td>
<td>Per</td>
<td>Yes</td>
<td>Permanent</td>
<td>2017-01-01</td>
<td>2018-12-31</td>
<td>Full</td>
<td>Full</td>
<td>Full</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Vice Principal</td>
<td>Jane</td>
<td>Smith</td>
<td>jsmith@email</td>
<td>67890</td>
<td>Per</td>
<td>Yes</td>
<td>Permanent</td>
<td>2016-09-01</td>
<td>2017-08-31</td>
<td>Full</td>
<td>Full</td>
<td>Full</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Deputy Principal</td>
<td>Mary</td>
<td>Davis</td>
<td>mdavis@email</td>
<td>45678</td>
<td>Per</td>
<td>No</td>
<td>Permanent</td>
<td>2017-03-01</td>
<td>2017-12-31</td>
<td>Full</td>
<td>Full</td>
<td>Full</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>James</td>
<td>Wilson</td>
<td>jwilson@email</td>
<td>90876</td>
<td>Per</td>
<td>Yes</td>
<td>Permanent</td>
<td>2017-04-01</td>
<td>2017-11-30</td>
<td>Full</td>
<td>Full</td>
<td>Full</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

School Workforce Census - 2017 (Workforce Member Payment Comparison Report)

Security Message: This report contains sensitive information.

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, Other Contracted Support Staff (excludes Teaching Assistants/Other Support Staff who only have service agreements)

- SNAPSHOT DATA: staff in regular service on census day 02/11/2017 with payment details that have been added

Total number of staff = 50

<table>
<thead>
<tr>
<th>TLA</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Phone</th>
<th>Role</th>
<th>Status</th>
<th>Contract/Service Agreement Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours</th>
<th>Hours Type</th>
<th>Hours Group</th>
<th>Extra Hours</th>
<th>Extra Hours Type</th>
<th>Extra Hours Group</th>
<th>Extra Hours Intervals</th>
<th>Extra Hours Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>John</td>
<td>Doe</td>
<td>jdoe@email</td>
<td>12345</td>
<td>Per</td>
<td>Yes</td>
<td>Permanent</td>
<td>2017-01-01</td>
<td>2018-12-31</td>
<td>Full</td>
<td>Full</td>
<td>Full</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Vice Principal</td>
<td>Jane</td>
<td>Smith</td>
<td>jsmith@email</td>
<td>67890</td>
<td>Per</td>
<td>Yes</td>
<td>Permanent</td>
<td>2016-09-01</td>
<td>2017-08-31</td>
<td>Full</td>
<td>Full</td>
<td>Full</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Deputy Principal</td>
<td>Mary</td>
<td>Davis</td>
<td>mdavis@email</td>
<td>45678</td>
<td>Per</td>
<td>No</td>
<td>Permanent</td>
<td>2017-03-01</td>
<td>2017-12-31</td>
<td>Full</td>
<td>Full</td>
<td>Full</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>James</td>
<td>Wilson</td>
<td>jwilson@email</td>
<td>90876</td>
<td>Per</td>
<td>Yes</td>
<td>Permanent</td>
<td>2017-04-01</td>
<td>2017-11-30</td>
<td>Full</td>
<td>Full</td>
<td>Full</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

School Workforce Census - 2017 (Workforce Member Curriculum Details)

Security Message: This report contains sensitive information.

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants (excludes Teaching Assistants/Other Support Staff who only have service agreements and Other Support Staff)

- SNAPSHOT DATA: staff in regular service on census day 02/11/2017 with curriculum information

Total number of staff = 4

<table>
<thead>
<tr>
<th>TLA</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Phone</th>
<th>Role</th>
<th>Status</th>
<th>Contract/Service Agreement Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours</th>
<th>Hours Type</th>
<th>Hours Group</th>
<th>Subject</th>
<th>Extra Hours</th>
<th>Extra Hours Type</th>
<th>Extra Hours Group</th>
<th>Extra Hours Intervals</th>
<th>Extra Hours Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>Alex</td>
<td>Jones</td>
<td>ajones@email</td>
<td>12345</td>
<td>Per</td>
<td>Yes</td>
<td>Applied Business Studies</td>
<td>2017-01-01</td>
<td>2017-12-31</td>
<td>Full</td>
<td>Full</td>
<td>Full</td>
<td>IT</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Head of Year</td>
<td>Mary</td>
<td>Smith</td>
<td>msmith@email</td>
<td>67890</td>
<td>Per</td>
<td>Yes</td>
<td>Drama</td>
<td>2016-09-01</td>
<td>2017-08-31</td>
<td>Full</td>
<td>Full</td>
<td>Full</td>
<td>Drama</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Teacher</td>
<td>John</td>
<td>Doe</td>
<td>jdoe@email</td>
<td>45678</td>
<td>Per</td>
<td>No</td>
<td>Art / Design</td>
<td>2017-03-01</td>
<td>2017-12-31</td>
<td>Full</td>
<td>Full</td>
<td>Full</td>
<td>Art</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Teacher</td>
<td>James</td>
<td>Wilson</td>
<td>jwilson@email</td>
<td>90876</td>
<td>Per</td>
<td>Yes</td>
<td>English</td>
<td>2017-04-01</td>
<td>2017-11-30</td>
<td>Full</td>
<td>Full</td>
<td>Full</td>
<td>English</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
This table shows where the detail on the information shown in the Summary Report can be found.

<table>
<thead>
<tr>
<th>Summary Report Section</th>
<th>Refer to</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Staff Records and Contracts</td>
<td>Workforce Member Contract / Service Agreement Details Report and Workforce Member Area Details Report</td>
</tr>
<tr>
<td>B. Missing Staff Details</td>
<td>Workforce Member Basic Details Report and Workforce Member Professional Details Report</td>
</tr>
<tr>
<td>C. Missing Contract Data</td>
<td>Workforce Member Contract / Service Agreement Details Report</td>
</tr>
<tr>
<td>D. QT and HLTA status of staff in regular service as at Census Reference Date</td>
<td>Workforce Member Professional Details Report</td>
</tr>
<tr>
<td>E. Ethnicity of staff in regular service as at Census Reference Date</td>
<td>Workforce Member Basic Details Report</td>
</tr>
<tr>
<td>F. Disability status of staff in regular service as at Census Reference Date</td>
<td>Workforce Member Basic Details Report</td>
</tr>
<tr>
<td>G. All current staff in regular service as at Census Reference Date</td>
<td>Workforce Member Contract / Service Agreement Details Report and Workforce Member Area Details Report</td>
</tr>
<tr>
<td>H. Types of Contract and Agreements open for staff in regular service as at Census Reference Date</td>
<td>Workforce Member Contract / Service Agreement Details Report</td>
</tr>
<tr>
<td>I. Summary of Pay Review Dates</td>
<td>Workforce Member Contract / Service Agreement Details Report</td>
</tr>
<tr>
<td>J. Summary of Pay Frameworks</td>
<td>Pay Details panel of the School Workforce Census Return and Workforce member Payment Details Report</td>
</tr>
<tr>
<td>K. Number of open contracts as Census Reference Date paid by daily rates</td>
<td>Workforce Member Payment Details Report</td>
</tr>
<tr>
<td>L. Current Support Staff in regular service as at Census Reference Date</td>
<td>Workforce Member Contract / Service Agreement Details Report and Workforce Member Area Details Report</td>
</tr>
<tr>
<td>M. Number of third party support staff in school on Census Reference Date</td>
<td>Agency/Third Party Support Staff panel of the School Workforce Census Return</td>
</tr>
<tr>
<td>N. Sickness and pregnancy related absence for the previous academic year</td>
<td>Workforce Member Absence Details Report</td>
</tr>
<tr>
<td>O. Types of absence (other than sickness or pregnancy related) taken during the previous academic year</td>
<td>Workforce Member Absence Details Report</td>
</tr>
<tr>
<td>P. Number of regular teachers and teaching assistants delivering the curriculum by NC year group</td>
<td>Workforce Member Curriculum Details Report Not applicable to Primary Schools</td>
</tr>
<tr>
<td>Q. Number of hours spent by teachers and teaching assistants delivering the curriculum by NC year group</td>
<td>Workforce Member Curriculum Details Report Not applicable to Primary Schools</td>
</tr>
<tr>
<td>R. Vacancies as at Census Reference Date</td>
<td>Vacancies on Census Day panel of the School Workforce Census Return</td>
</tr>
<tr>
<td>S. Number of occasional teachers in school on Census Reference Date</td>
<td>Occasional Teachers on Census Day panel of the School Workforce Census Return</td>
</tr>
</tbody>
</table>
Authorising the School Workforce Census Autumn Return

Once all the errors have been resolved, the detailed reports have been checked, any anomalies cleared and the Head Teacher has approved the return it is necessary to authorise the return before it can be sent.

Once a return has been authorised, it will no longer be possible to edit any of the information in the School Workforce Census Details panel.

Before authorising the return, you must Create & Validate the return again on or after the 2nd November 2017.

Select Routines | Statutory Returns | School Workforce Census to display the School Workforce Census browser.

Select the Search button.

Highlight the required return and double click to open it.

Tick to confirm that the Head Teacher has authorised the return.

Select Continue to authorise the return.

At this point The Summary report, Validation Errors report and Authorisation report will be generated for the school to either print or save for future reference. All other detailed reports will be available via Tools / Statutory Return Tools / Retrieve Authorised Census Return.
The final screen will show the authorisation report

A XML file will be created in the folder which you specified in the Browser window. The full file name is also displayed in the browser. It will be similar to this example: 9284321_SW3_928LL17_001.XML. If new files are created, the last digit will increase to differentiate the files.

This is the file which will be submitted to Northamptonshire County Council or the DfE.

NOTE: If you authorise a return and subsequently need to make amendments, you will either need to make a copy of the return and work on the copy, or create a new return.
To Create a Copy of a Return

If the return needs amending after Authorisation it can be re-created from a copy of the original one.

Select Routines | Statutory Returns | School Workforce Census to display the School Workforce Census browser.

Select the Search button.

Highlight the required file and select the Copy button.

A message dialog will be displayed.

Click the Yes button to confirm that a copy of the selected return should be created.

A copy will be made and displayed in the School Workforce Census browser as Copy of <name of selected file>.

The Description of the copied file can be changed in the School Workforce Census Details panel.

Once all changes have been made you must ‘Create and Validate’ then ‘Authorise’ the new return before re-submitting to Northamptonshire County Council or the DfE.

Deleting a School Workforce Census Return

A SWC return can be deleted at any time prior to authorisation. An authorised school workforce census return file cannot be deleted.

1. Select Routines | Statutory Returns | School Workforce Census to display the School Workforce Census Return browser.

2. Select the SWC return file that you want to delete and click the Delete button.

3. Confirm that you want to delete the selected return.

The selected return will be deleted and removed from the School Workforce Census Return browser.
Sending files to the Northamptonshire County Council via AVCO Secure File Transfer

All Local Authority maintained schools will need to send the SWC file to Northamptonshire County Council via AVCO.

You may have to click on the **Start Call** button.

You can follow the progress of the connection by watching for several visible indicators shown in the port status and the call status.

The progress of the transfer will be displayed here.

The School Workforce Census file and the Summary Report will automatically be sent to Northamptonshire County Council. For security reasons once the file has been sent via AVCO it will be automatically deleted from the ASCout box.

The School Workforce Census file must be submitted by **Thursday 23rd November 2017** with all errors resolved and Northamptonshire County Council emailed with the reason for any outstanding queries.