Guidance: School Workforce Census 2021

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## Introduction

School Workforce (SWF) census is statutory: every state-funded school must submit a return, including any local authority (LA) school, academy, free school and PRU.

This collection is the department’s primary source for data on the school workforce, covering both teachers and the wider workforce. It feeds into decisions on teachers’ pay and teacher supply and is one of our main tools for evaluating the effect of decisions on a multi billion pound budget.

**School Workforce Census Date:** Thursday 4th November 2021. Please take the time to make sure that your MIS is up to date ahead of the census date.

**Return Deadline:** Thursday 11th November 2021. Schools are expected to complete all the steps below by this date.

## Changes since 2021

* To reduce burden on schools and local authorities during the pandemic, data on qualifications and staff absences were not collected in 2020. They are being collected again in 2021. Ensure staff have their hours, annual pay rate, payscale and – in conjunction with the payscale – the contract’s ‘post’ title since for teachers their post title may also contain mention of their ‘scale’ too are all checked to still remain up-to-date, before the census return.  If the latest pay review has assessed the staff member’s pay then the details should be updated on that basis as pay reviews should have all occurred by November even if not approved by governors yet, then the ‘pay-last-reviewed’ date should reflect whether that pay figure entered is for the current academic year (i.e. the review date being in the few weeks before current census date) or that pay figure entered is still for the previous academic year (review date is 1 year ago).
* A new field, Newly Qualified Teacher, has been added to track whether NQTs are in their first or second year of induction.
* Qualifications that were gained by staff in 2020 (if any) but which due to the above (burden reduction) may not have been recorded in the school MIS yet, will need to be recorded now, for collection within this census.
* The staff absences are collected for the period of the previous academic year 2020-2021.

We ask that, in addition to reviewing all necessary data as usual, that the following items should be given specific attention when making your returns:

* Each teacher in the first or second year of induction should be identified in the Newly Qualified Teacher field.
* Where Computer Science is taught it is recorded as such, (code CSI), and not ICT
* Each school’s return identifies the current teacher who has the role of SEN Coordinator. If they also have another role – as well as SENCo on the same contract hours and pay, such as also being head teacher for the same hours and pay, then do this via a second role, not a second contract/post. The second role might need to be added just in COLLECT, to the relevant contract, if your MIS does not support having two roles on the same post/contract without doubling pay/hours for that contract in the workforce export. This will affect returns from both the ScholarPack and the Advanced Learning Facility CMIS schools Management Information Systems.
* Base pay for part-time staff must be reported as the actual annual salary and not the full-time equivalent. The base pay figure should be adjusted pro rata based on that staff member’s ‘hours per week’.

Staff who will not have worked 1 year of service by census date should not have their pay adjusted pro rata to account for a part year of service It is their ‘annual rate of pay effective on census date’ which is needed, rather than how much they had earnt so far up to the census date.

Staff who are “term-time only” and therefore receive less weeks of pay per year must have pro rata pay to adjust for some of their holiday weeks being unpaid, unless they are on teacher’s pay which would not be adjusted for term time.

* Each teacher has the correct qualified teacher status, (QTS), recorded in the relevant field for QTS, EYTS or QTLS

## School workforce and school levels

The school workforce census for staff employed by schools is divided into two levels

* school workforce level and
* school level.

Each level comprises modules of data items that relate to a single theme or topic.

|  |  |
| --- | --- |
| **School workforce level** | **School level** |
| Staff Details | Teacher Vacancies |
| Contract/Service Agreement | Staff Information |
| Curriculum |  |

Schools should look at the data items to be collected in the school workforce census in advance of the collection to ensure data are entered correctly within their MIS. Please refer Appendices for guidance on data items at each level.

## Steps in your MIS

* Identify staff in scope of the return using the DfE flowchart and ensure ‘exclude from SWF’ setting in your MIS both for person and contract records.
* Ensure all relevant contracts are up to date on your school MIS for all staff directly employed
* Ensure all relevant contract records with the contract type as Service Agreement loaded for each agency teacher who is or was expected to work at least 4 weeks
* Ensure all staff’s ‘Hours worked per week’ counted, by school, using same basis per contract as used for ‘FTE hours’
* Update ‘Weeks Per Year’ paid for includes holiday ‘paid for’
* Update all current staff ‘base pay’ as pro rata annual rate in effect on census day
* Update Additional Payments of any type e.g. TLRs and SEN allowances. DfE expect some of several types in each school.
* Update curriculum data feed from timetable system for Key Stage 3 and 4 in mainstream schools

## Steps to submit your SWF 2021 return

* Live SWF census opens on Thursday 4th November. Schools need to upload to Collect some days before the return deadline to fix errors, upload and run overnight reports.
* Check your return using MIS School Workforce (DfE) School Summary. All tables with below checks should be zero, if not MIS is missing some data;
* Number of staff records with no NI Number
* Number of staff records with no Date of Birth
* Number of staff records with no Ethnicity value
* Number of contracts with no associated role
* Number of contracts with no base pay and not paid on daily rate
* Number of contracts with no hours data
* Check table P and Q. This table shows all the subjects on the timetable and gives the number of teachers and teaching assistants who are timetabled to teach these subjects by NC Year Group. Only Secondary Schools will have data entered here. Primary and Special Schools do not have curriculum data, hence this table will consist of zeros.
* Check table S for your occasional teacher count, which should count only short-term teachers and must not count teachers who are permanent or who had already worked at least 4 weeks in the same post because each teacher who is either permanent or who has worked for at least 4 weeks in the same post by census day (even if not directly-employed by the school) must be loaded individually in the MIS with relevant contract / service agreement data.
* Export your return from the school MIS. If downloaded as zip file, xml must be extracted from within it
* Upload xml file by school to ‘DfE COLLECT in ‘School Workforce 2021’
* Check that the ‘status’ of return is ‘validated’ in Collect once uploaded
* Check to ensure the records are in each module
* Check for errors in Collect, open return, click ‘All Errors’
* After errors/queries fixed in MIS, then after waiting until latest return has been in Collect overnight: checked by school in each of the reports
* Once no issues in Collect, having any necessary ‘Return-Level Note’ added by school in Collect, using pencil (or pad) in ‘Open Return’: to list any unresolvable query code with, next to each details per case. Remember to create note once typed/pasted in and to keep copies.
* Enter contact details of the staff member who completed the SWF return and fixed errors adding
* Return checked by Head-teacher and submit button pushed
* Re-run Collect reports 1 day later

**Schools must have completed all steps above by 5pm on 11th November 2021.**

## Collect Overnight Reports

Once latest SWF return has been on Collect overnight, launch below reports, investigating and correcting any issues back in the MIS and repeat all steps to upload return.

* **Missing Contracts**- This report shows staff members who are included in the return but there is missing contract/service agreement, must not show anyone, even leavers
* **Missing Payments** - must not show anyone. This report shows staff members who are included in the return but who have missing payment details on their contract (or who have multiple roles in the CMIS Advanced Learning MIS). This can be caused by a contract having several roles but having neither contract level pay details nor payment details on all of the roles of that contract. Usually there are also errors occurring too for these pay issues.
* **School Error** - show errors/queries only leave unresolvable query here, add notes later

After all issues above are fixed, return level notes added and rechecked and new version of return uploaded on COLLECT overnight, launch the reports below;

* **Teacher with Multiple contracts** – It allows school to display a list of teachers who have several current contracts on census date, where their combined Full Time Equivalent is over 1.2
* **Teacher Pay Outside range** - if visible) fix all *real* base pay, pay range and hours issues.

After all the above is checked and ok for latest return and MIS ‘(DfE) School Summary’ has been checked, any return-level note added, and Collect’s ‘submit return’ button has been pressed, and return has had status ‘Submitted’ in Collect overnight

* **Return Credibility check report** - The school return credibility check report checks credibility of data in a return by comparing data in that return to a predefined set of checks with criteria for “in year” and “year on year” checks, comparing the latest return to previous year’s final return, to show where data inconsistencies have arisen
* **Teacher Data Consistency report** - names those counted in certain parts of the ‘return cred. check’ report

DfE feel the reports are “intended to help” school to identity issues so the school submits correct data for staffing position, before census closes and the school-level summary is made public.

To check whether you’ve fixed all Missing Contracts rather than waiting a day to run the Collect overnight missing contracts report, you can see immediately how many missing contracts your newest return has “same day”, by looking in MIS SWF report called “(DfE) School Summary”.

**Useful Links**

DfE School Workforce Guidance 2021

<https://www.gov.uk/government/publications/school-workforce-census-guide>

DfE School Workforce Video

<https://www.youtube.com/watch?v=fuG5siWAJc0&t=13s>

DfE COLLECT Guidance

<https://www.gov.uk/government/publications/collect-guides-for-schools-and-local-authorities>

DfE Technical Information Guidance

[School workforce census 2021: technical information - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/school-workforce-census-2021-technical-information)

## Appendices 1 – School Workforce Level Data

The information in the table applies to those staff with current contracts, or employed via a current service agreement, for 28 days or more on the census day.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***1. Staff Details*** | **Contracted**  **Teachers** | **Agency/SA**  **teachers** | **Contracted Teaching Assistants** | **Leadership, Non-Teacher** | **Other contracted support staff** | **Notes** |
| Teacher Number | √ | √ | √ | √ | √ | Mandatory for non- teachers, if applicable |
| Family Name | √ | √ | √ | √ | √ |  |
| Given Name | √ | √ | √ | √ | √ |  |
| Former Family Names | √ | # | √ | # | # |  |
| NI Number | √ | √ | √ | √ | √ |  |
| Gender | √ | √ | √ | √ | √ |  |
| Date of birth | √ | √ | √ | √ | √ |  |
| Ethnic Code | √ | √ | √ | √ | √ |  |
| Disability | √ | √ | √ | √ | √ |  |
| QTS | √ | √ | # | # | # | Also required for Advisory Teachers |
| QTLS | √ | √ | # | # | # | Also required for Advisory Teachers |
| EYTS | √ | √ | # | # | # | Also required for Advisory Teachers |
| HLTA Status | √ | # | √ | √ | √ | Required for Contracted Tas and contracted Other Support Staff, even if they also are Agency/SA/ Teachers |
| QTS Route | √ | √ | # | # | # | 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. |
| Newly Qualified Teacher | √ | √ | X | X | X |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2.Contract/Service**  **Agreement** | **Contracted**  **Teachers** | **Agency/SA**  **teachers** | **Contracted Teaching Assistants** | **Leadership, Non-Teacher** | **Other contracted support staff** | **Notes** |
| Contract/Service Agreement  Type | √ | √ | √ | √ | √ |  |
| Start Date | √ | √ | √ | √ | √ |  |
| End Date | √ | √ | √ | √ | √ |  |
| Post | √ | √ | √ | √ | √ |  |
| Date of Arrival in School |  | √ | √ | # | # | Only mandatory for teachers and teaching assistants who joined the school from 1/9/2009. |
| Pay Review Data | √ | √ | X | 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 | X | Applicable only to Leadership teachers |
| Pay Range Minimum  And  Pay Range Maximum | √ | √ | X | X | X | Applicable only for Leadership teachers paid on leadership pay range |
| 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 | X | √ | X | X | X | Required for current Agency/SA Teachers even if they have an expired 'PRM', 'FXT', or 'TMP' Teacher contract. Not required for centrally employed local authority staff |
| Reason for Leaving | √ | # | √ | # | # | Required for Contracted TAs even if they also are Agency/SA Teachers |
| Destination | √ | # | √ | # | # |  |
| Origin | √ | # | √ | # | # | Mandatory for contracts starting from 1/9/2009. Required for Contracted TAs even if they also are Agency/SA Teachers. |
| 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 | √ | √ | √ | √ | X | Not required if “Daily Rate” = ‘Y’. NB: Daily rate only applies to Agency/SA Teachers |
| Additional Payment Amount | √ | √ | √ | √ | X | Not required if “Daily Rate” = ‘Y’. NB: Daily rate only applies to Agency/SA Teachers |
| Pay Start Date | √ | √ | X | X | X | Not required if “Daily Rate” = ‘Y’.Only required for Category ‘TL3’. |
| Pay End Date | √ | √ | X | X | X |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3. Absence** | **Contracted**  **Teachers** | **Agency/SA**  **teachers** | **Contracted Teaching Assistants** | **Leadership, Non-Teacher** | **Other**  **contracted support staff** | **Notes** |
| First Day | √ | # | √ | # | # | Not required for centrally employed staff. Required for Contracted Tas even if they also are Agency/SA teachers. |
| Last Day | √ | # | √ | # | # | Not required for centrally employed staff. Required for Contracted Tas even if they also are Agency/SA teachers. |
| Working Days Lost | √ | # | √ | # | # | Not required for centrally employed staff. Required for Contracted Tas even if they also are Agency/SA teachers. |
| Absence Category | √ | # | √ | # | # | Not required for centrally employed staff. Required for Contracted Tas even if they also are Agency/SA teachers. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **4. Curriculum** | **Contracted**  **Teachers** | **Agency/SA**  **teachers** | **Contracted Teaching Assistants** | **Leadership, Non-Teacher** | **Other**  **contracted support staff** | **Notes** |
| Subject Code | √ | √ | √ | X | X | Not required for centrally employed staff |
| Hours | √ | √ | √ | X | X | Not required for centrally employed |
| NC Year Group | √ | √ | √ | X | X | Not required for centrally employed |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **5. Qualification** | **Contracted**  **Teachers** | **Agency/SA**  **teachers** | **Contracted Teaching Assistants** | **Leadership, Non-Teacher** | **Other**  **contracted support staff** | **Notes** |
| Qualification code | √ | √ | √ | √ | # |  |
| Class of Degree | √ | # | # | # | # | Mandatory where ‘Date of Arrival’ is equal o or greater than 1 August 2013. |
| Subject Code | √ | √ | √ | √ | # |  |

Pay and hours data are mandatory for all staff in regular service. Pay and hours data consist of: pay range, base pay, pay range minimum, pay range maximum, safeguarded salary, additional payment type, additional payment amount, hours worked per week, FTE Hours per week and weeks per year. In some cases one or more of these data items may be irrelevant, please see notes on individual data items

√ 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

## Appendices 2 – School Level Data

## Introduction

School Level information is collected in two modules – Teacher Vacancies and Staff Information. These data items need to reflect the position on the Census day and so schools will need to collect them on 4th November and manually enter them into their systems.

## Staff Information Module

The department needs to know the numbers of occasional teachers employed in schools to understand the state of teacher supply and understand the difficulties schools experience in filling some roles.

This module provides headcount information on occasional teachers who are not employed directly by the school or the local authority, in school on the Census day.

Headcount data required for occasional teachers listed below;

* Qualified occasional teachers
* Unqualified occasional teachers
* Occasional teachers with unknown qualified status

For 3rd party support staff, that is, support staff not directly employed by a school or local authority (for example, cleaners employed by a contract cleaning company), a count of staff working at the school on census reference date is required, split by their role as defined in the role code list. Zero counts are not required against roles for which no third party staff are employed.

## Teacher Vacancies Module

For each teacher post (permanent or a contract of one or more terms, where a term is one third of an academic year) that is vacant or temporarily filled on census reference date, the school must complete a vacancy record.

The following flow diagram is designed to help schools determine the information they need to provide on vacant (including temporarily filled) teacher posts. Flow diagram shows seven tests to be applied to determine if the vacancy should be recorded in SWF and a further four tests to determine what data should be recorded.

