

School Workforce Census in Bromcom

November 2025



Data Protection Disclaimer

Screenshots used in this presentation
have been taken from a test system.

People depicted do not exist.

Screen shots are used for illustration purposes only.

Introductions

- **Andrew Williams**
- Systems Management Analyst
- Digital Services

Introduction

- Statutory data collection exercise run by central government with data from schools MIS systems.
- Data collected is determined by central government
- There is one workforce census each year in November
- It is a snapshot of data in your system on census day - along with some historical data from previous periods.
- MIS providers incorporate changes to data requirements in each census by upgrading their software.

Today's objectives

- By the end of today's session, you will be able to:
 - Check your data to make sure its ok for census
 - Enter the relevant data for census
 - Start a census return
 - Create and validate your return
 - Correct and validation errors by editing individual staff records or using the bulk update tool.
 - Authorise your return (a crucial step required to verify your data)
 - Print detailed reports
 - Print a summary of the census

Statutory Requirement

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 SI2007/1264 and amendment SI2009/2266 made under sections 113 and 114 of the Education Act 2005.

Which types of schools should submit the School Workforce Census

The 2025 school workforce census covers publicly funded English schools and includes community, foundation, voluntary aided and voluntary controlled schools as well as academies, including AP academies (alternative provision academies) and free schools, maintained nursery schools

The following types of establishment must return the school workforce census:

- primary schools
- secondary schools
- maintained nursery schools
- maintained special schools
- pupil referral units
- Academies (including free schools, studio schools, UTCs and Alternative Provision academies).
- City Technology Colleges.

How is the data used?

- School workforce census (SWC) is the DfE's main source of data on
 - staff pay bills
 - staff turnover
 - absences
- The SWC data informs departmental policy on pay, pensions and the monitoring of the effectiveness and diversity of the school workforce.
- SWC data are also used by other government departments, local authorities, external agencies and educational researchers. Accuracy of data is crucial.
- Data from the SWC feeds into decision making on teachers' pensions and induction payments, so it is essential that data reporting is complete and accurate.
- Data is collected on the 'collect once, use many times' principle and most of the data collected should be data that a well prepared school uses themselves

Key Dates

- Census Day – **6th November 2025**
- Absence Collected – **1st September 2024 – 31st August 2025**
- Continuous Contracts – **1st September 2024 – 6th November 2025**
- Upload to Collect by – **21st November; this allows the Data Team enough time to check and authorise your return.**

Future Census Dates

Dates for your diary

- Spring Pupil Census - **Thursday 15th January 2026**
- Summer Pupil Census - **Thursday 21st May 2026**

Webinar dates will be announced nearer to the census.

Staff In Scope

- Full and part time teachers
 - Includes teachers who are employed by a school whether they have qualified teacher status (QTS, QTLS or EYTS) or not
 - Agency / service agreement teachers working within a school that would normally be filled by a teacher employed by the school.
- Teaching assistants
 - Staff based in classrooms for learning and pupil support, for example HLTA, teaching assistants, special needs support staff and bilingual support assistants.
- Support staff employed by the school
 - Staff which are not classroom based, e.g. nurses, librarians, technicians, bursars and other administration/clerical staff, premises and lunch time staff.

Data Types:

2 types of data:

Workforce Level Data

School Level Data

Workforce Level Data

- School workforce level data (that is, data on individual members of staff) is required for teachers and support staff in regular service that work for schools, including PRUs.
- 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 staff where school workforce level data must be returned:
 - teachers employed by the school, both with and without QTS, EYTS or QTLS
 - support staff employed directly by the school
 - teachers working at the school who have been supplied by an agency, a MAT, or a local authority if the local authority is acting like a supply agency
 - staff on paid or unpaid absence, whether long or short term.
 - teachers on the School Direct (salaried) programme and the Teach First programme.

Workforce Level Data Continued

(2)

- Each contract must have:
 - Base pay or daily rate and hours recorded
 - Contracts with neither should be regarded as occasional employment and must be recorded in the school level module if the member of staff is present on census day.
- School workforce level data is not required for support staff who work in schools but whose contract is with another organisation - this includes teaching assistants through an agency or supply. School level data is required if the member of staff is in school on census day.
- If supply teachers are provided by a local authority acting like a supply agency, and are in regular service at a school, then a service agreement record will be required to reflect the amount of time worked in that school. However, service agreement records are not required for any other teachers centrally employed by the local authority who work in schools, for example peripatetic music teachers. Information on these teachers will be provided by the local authority.

Workforce Level Data Continued

(3)

- Many members of staff in schools have multiple contracts or work in several schools - there is no limit to the number of contracts that can be returned for an individual.
- If staff work across multiple establishments where one which is in scope and one which isn't, then you should report data for the establishment which is in scope.
- All staff included should have a role identifier code - if no suitable role code can be identified then schools should contact the help desk to check if the person should be included or not.

School Level Data

Headcount information is required for the following staff

- supply teachers who have a contract or are employed under a service agreement, with a school for less than 28 days (occasional teachers) and are in school on the census day
- support staff who are not employed directly by the school or the local authority (third party support staff) - for example teaching assistants, contract cleaners, nurses not employed by the school, outsourced IT technicians - but who are in school on the census day.

Staff for which data is NOT required

Data does not need to be returned for the following if they are **not** in school on the census day:

- temporary staff with service of less than 28 days, 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 for which data is NOT required continued (2)

Data does NOT need to be returned for:

- staff working in extended school service provision, for example breakfast and after school clubs, Sure Start and Children's Centres. Note that staff engaged in the normal running of the school, such as cleaners, must be included regardless of when they work, for example before, after, or during the normal school day staff employed by the local authority that provide support to schools for example peripatetic music teachers, advisory teachers, educational psychologists, educational welfare officers (information on these will be submitted by the local authority)
- staff centrally employed by a Multi Academy Trust and who spend less than half their time working in schools
- governors and voluntary staff
- staff for whom there is no role identifier code that equates to the function they carry out, for example clerk to governors, school crossing patrol staff and school improvement partner
- Staff who had a contract which ended prior to 1 September 2024.

Staff acting up

- If staff are acting up within the same school, for example a deputy head to a head post, then the contract for the substantive post (deputy head) should be closed when the acting up starts and re-opened when the acting up role (head) comes to an end.
- However, if providing this information presents too many difficulties, then the department will accept information on the substantive post. Local HR management practices will dictate how such acting up arrangements are recorded on the school's MIS. Acting up should not be treated in the same way as secondment to another school or authority for which two contracts would be returned, one from each establishment, with the absence due to secondment recorded against the substantive post.

Staff Categories

- A post of '**Apprentice Teacher**' exists to cover those teachers on the teaching apprenticeship programme.
- Any Support staff based in the classroom for learning and pupil support must be assigned the post of Teaching Assistant. Examples include Higher Level Teaching Assistants (HLTA), Teaching Assistants (TA), special needs support staff, minority ethnic support staff and bilingual assistants.
- 'Support Staff' are split into three categories. These are '**School Business Professional**' '**Leadership - non-Teacher**' and '**Other Support Staff**'. Schools and local authorities are not expected to return the Qualification or Additional Payment modules for 'Other Support Staff'.
- '**School Business Professional**' is expected to include staff with the roles of 'Bursar', 'Business Manager', 'Finance Officer', 'Office Manager', 'Premises Manager' or 'ICT Network Manager'.
- '**Leadership non-teacher**' refers to any member of staff, not reported in a teaching post, who is part of the school's Senior Leadership Team (SLT) or has other formal leadership responsibilities. This includes, but is not limited to, staff with school business responsibilities, for example, finance, operations, HR and other support staff formally recognised in leadership posts

School Business Professional

The DfE validation 'rules' can be instructive for understand what the DfE has in mind

- DfE validation errors 4589 and 4605 make is very clear that a teacher cannot be a SBP.
- Error 4589: Leaving Reason of 'No longer teaching but still in education' or 'Left the teaching profession' is invalid for School Business Professionals.
- Error 4605: Origin of 'First employment in teaching' is invalid for School Business Professionals.

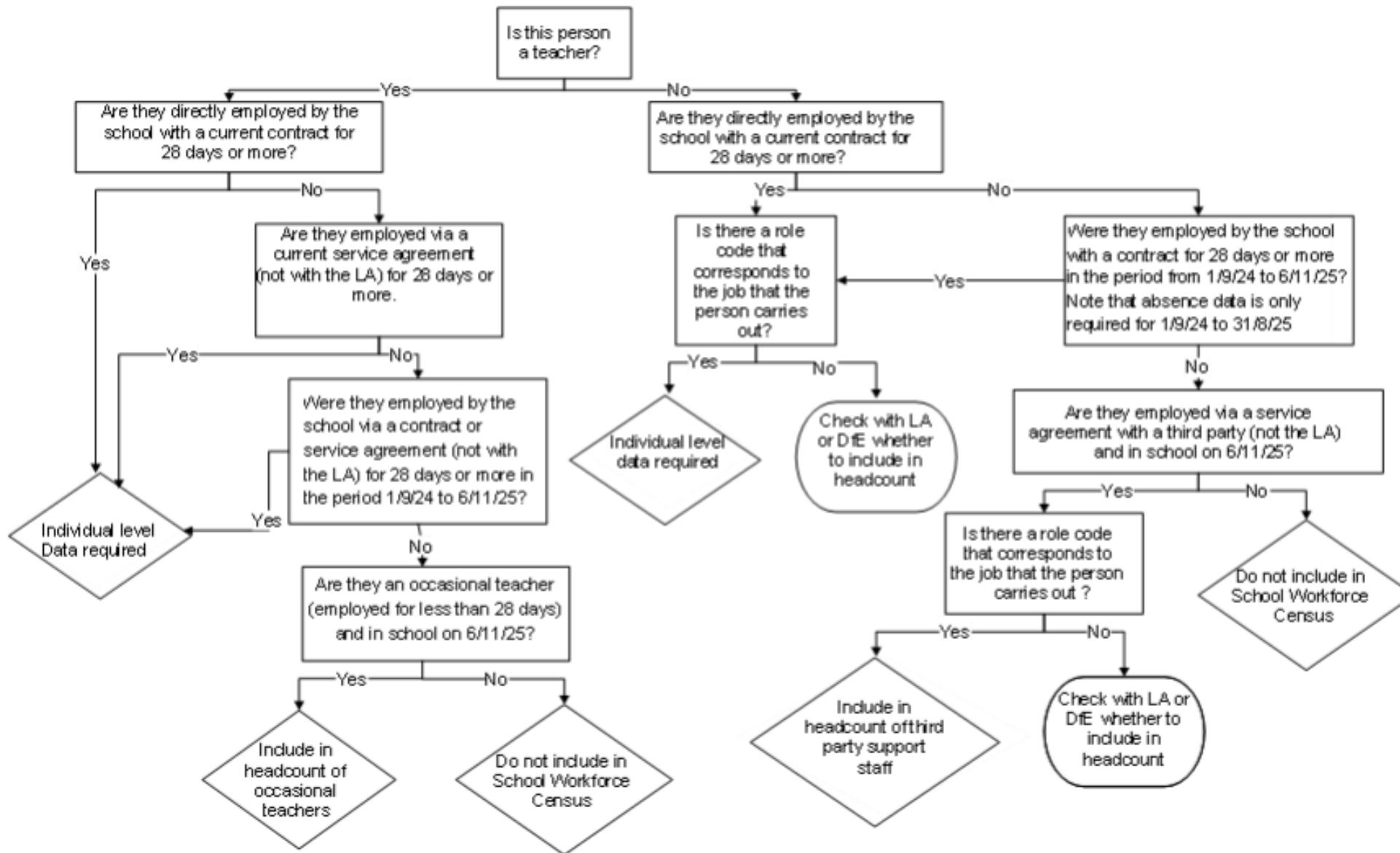
DfE validation query 6560Q indicates that a SBP might well be a member of the SLT (Senior Leadership Team).

- Query 6560Q: The school has School Business Professionals, but none are on the SLT. Please check and confirm this is correct.

DfE validation query 6570Q indicates that a SBP is likely to have one or more qualifications to report and these are likely to be at level 3 and above, given that the qualifications added by the DfE for SBP are at levels 3 to 7.

- Query 6570Q: No qualifications are recorded for staff with post of 'School Business Professional'. Please check and confirm this is correct.

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



Changes to Existing Data Items

Ethnicity: A new validation rule has been added for staff employed for more than 3 months where their ethnicity is listed as "information not yet obtained". Staff have a right to refuse this in which case this should be recorded as "Refused" and the query will not flag.

Disability: A new validation rule has been added for staff employed for more than 3 months where their disability status is listed as "information not yet obtained". Staff have a right to refuse this in which case this should be recorded as "Refused" and the query will not flag.

Improving Disability Reporting

- In 2024 SWC disability was not obtained by schools for 59% of teachers.
- In 2025 SWC schools should aim for complete data on disability in the workforce.
- To achieve complete data, employers need to accurately record a 'yes', 'no' or 'prefer not to say' response from all employees.
- Where information as to any disability has not yet been collected, this is recorded as 'NOBT' (information not yet obtained).
- Where an employee declines to provide disability data, code 'REFU' (refused) is recorded and returned.
- Further information is available in the [School workforce guide 2025](#)

Disability Collection: Staff Data Check

- Bromcom have added fields to the Staff data collection report (Reports > Administration > Staff Data Check Report).
- Ensure the "Personal Details (including DoB, NI Number)" box is ticked.

Staff Data Check Report

BROMCOM
PRIMARY
SCHOOL

Bromcom Primary School

Personal Details

| | | | |
|------------------------------------|-------------------|---|-----------------|
| First Name (in full): | Doug | (Legal) Last Name : | Bradley |
| Middle Name(s) : | Mark | Former Last Name : | |
| Preferred First Name : | Doug | Preferred Last Name : | Bradley |
| Title (Ms, Mr etc): | Mr | Honours(BA, MA etc): | |
| Name Order : | FirstNameLastName | Salutation : | Mr D Bradley |
| Sex(M/F) : | M | Ethnicity : | White - British |
| Date of Birth: | 13/04/1977 | National Insurance No : | |
| Declared Disability: | Info | Disability Type : | |
| (Please answer Yes, No or Refused) | | (Indicate the nature of the disability) | |

Data Protection and Security

- Schools and local authorities have a (legal) duty under the General Data Protection Regulation to ensure that any personal data they process is handled and stored securely. Further information on data security is available from the Information Commissioners Office.
- It is vital that all staff with access to personal data understand the importance of protecting it, that they are familiar with your security policy, and that they put security procedures into practice.

Data Preparation



Bromcom Census



Coventry City Council



Data items required

| School Workforce Level | School Level |
|------------------------------|--------------------|
| Staff Details | Teachers Vacancies |
| Contract / Service Agreement | Staff Information |
| Absence | |
| Curriculum | |
| Qualification | |

- The following slides contain the data items collected; not all data items are collected for each type of staff member. Data can still be stored by schools, but your MIS will determine if it should be included.

Staff Details Data Items

- ✓ Mandatory data item
- ✗ Not applicable for this staff member
- # Optional data item

| Staff Details | Contracted Teachers | Agency/SA teachers | Contracted Teaching Assistants | SBP | 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 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Sex | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| 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 | X | |
| Senior Leadership Team | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |

Contracts / Service Agreements (1)

- ✓ Mandatory data item
- ✗ Not applicable for this staff member
- # Optional data item

2. Contract/Service Agreement data items

| Contract/Service Agreement | Contracted Teachers | Agency/SA teachers | Contracted Teaching Assistants | SBP | Leadership, Non-Teacher | Other contracted support staff | Notes |
|---|---------------------|--------------------|--------------------------------|-----|-------------------------|--------------------------------|---|
| Contract/Service Agreement Type | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Start Date | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| End Date | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Post | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Date of Arrival in School | ✓ | ✓ | ✓ | # | # | # | Not applicable for centrally employed staff. Only mandatory for teachers and teaching assistants who joined the school from 1/9/2009. |
| Pay Review Date | ✓ | ✓ | X | 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 | X | Applicable only for Leadership teachers |
| Pay Range Minimum And Pay Range Maximum | ✓ | ✓ | X | X | X | X | Applicable only for Leadership teachers |
| Base Pay | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Mandatory for open contracts only Not mandatory if "Daily Rate" = 'Y'. NB: Daily rate only applies to agency/SA teachers |
| Safeguarded Salary | ✓ | X | X | X | X | X | |

Contracts / Service Agreements (2)

- ✓ Mandatory data item
- ✗ Not applicable for this staff member
- # Optional data item

| Contract/Service Agreement | Contracted Teachers | Agency/SA teachers | Contracted Teaching Assistants | SBP | Leadership, Non-Teacher | Other contracted support staff | Notes |
|--------------------------------|---------------------|--------------------|--------------------------------|-----|-------------------------|--------------------------------|--|
| Daily Rate ¹ | X | ✓ | 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 staff |
| Reason for Leaving | ✓ | # | ✓ | ✓ | # | # | Required for Contracted TAs even if they also are Agency/SA Teachers. |
| Destination | ✓ | # | ✓ | ✓ | # | # | Required for Contracted TAs even if they also are Agency/SA Teachers. |
| 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 |

Contracts / Service Agreements (3)

- ✓ Mandatory data item
- ✗ Not applicable for this staff member
- # Optional data item

| Contract/Service Agreement | Contracted Teachers | Agency/SA teachers | Contracted Teaching Assistants | SBP | Leadership, Non-Teacher | Other contracted support staff | Notes |
|----------------------------|---------------------|--------------------|--------------------------------|-----|-------------------------|--------------------------------|--|
| 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 | X | Not required if "Daily Rate" = 'Y'. Only required for Category 'TL3'. |
| Pay End Date | ✓ | ✓ | X | X | X | X | Not required if "Daily Rate" = 'Y'. Only required for Category 'TL3'. |

Absence Data Items

- ✓ Mandatory data item
- ✗ Not applicable for this staff member
- # Optional data item

3. Absence data items

| Absence | Contracted Teachers | Agency/SA teachers | Contracted Teaching Assistants | SBP | Leadership, Non-Teacher | Other contracted support staff | Notes |
|-------------------|---------------------|--------------------|--------------------------------|-----|-------------------------|--------------------------------|---|
| First Day | ✓ | # | ✓ | # | # | # | Required for Contracted TAs even if they also are Agency/SA Teachers. |
| Last Day | ✓ | # | ✓ | # | # | # | Required for Contracted TAs even if they also are Agency/SA Teachers. |
| Working Days Lost | ✓ | # | ✓ | # | # | # | Required for Contracted TAs even if they also are Agency/SA Teachers. |
| Absence Category | ✓ | # | ✓ | # | # | # | Required for Contracted TAs even if they also are Agency/SA Teachers. |

Curriculum Data Items

- ✓ Mandatory data item
- ✗ Not applicable for this staff member
- # Optional data item

4. Curriculum data items

| Curriculum | Contracted Teachers | Agency/SA teachers | Contracted Teaching Assistants | SBP | Leadership, Non-Teacher | Other contracted support staff | Not required for centrally employed staff |
|---------------|---------------------|--------------------|--------------------------------|-----|-------------------------|--------------------------------|---|
| Subject Code | ✓ | ✓ | ✓ | ✗ | ✗ | ✗ | |
| Hours | ✓ | ✓ | ✓ | ✗ | ✗ | ✗ | |
| NC Year Group | ✓ | ✓ | ✓ | ✗ | ✗ | ✗ | |

Qualifications

- ✓ Mandatory data item
- ✗ Not applicable for this staff member
- # Optional data item

5. Qualification data items

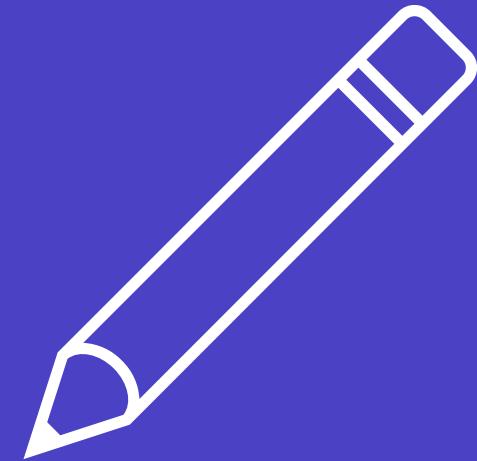
| Qualification | Contracted Teachers | Agency/SA teachers | Contracted Teaching Assistants | SBP | Leadership, Non-Teacher | Other contracted support staff | Not required for centrally employed staff |
|--------------------|---------------------|--------------------|--------------------------------|-----|-------------------------|--------------------------------|---|
| Qualification code | ✓ | ✓ | ✓ | ✓ | ✓ | # | |
| Class of Degree | ✓ | # | # | # | # | # | Mandatory where 'Date of Arrival' is equal to or greater than 1 August 2013 |
| Subject Code | ✓ | ✓ | ✓ | ✓ | ✓ | # | |

JACS Codes for Qualifications

JACS 3.0 codes are used for School workforce census, you can use the website below to locate the correct JACS code for each qualifications

- <https://www.hesa.ac.uk/support/documentation/jacs/jacs3-detailed>

Updating Bromcom

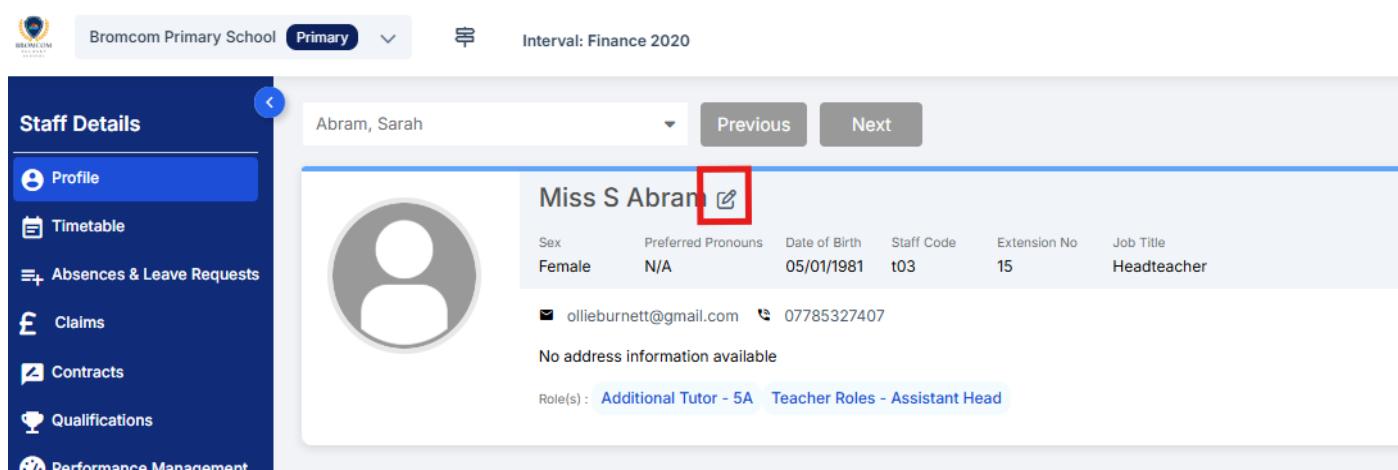


Using Bromcom



Updating Individual Staff Details

- Staff > select staff member > edit staff details



Bromcom Primary School Primary Interval: Finance 2020

Staff Details

Profile (highlighted in blue)

Timetable

Absences & Leave Requests

Claims

Contracts

Qualifications

Performance Management

Abram, Sarah

Miss S Abram 

| Sex | Preferred Pronouns | Date of Birth | Staff Code | Extension No | Job Title |
|--------|--------------------|---------------|------------|--------------|-------------|
| Female | N/A | 05/01/1981 | t03 | 15 | Headteacher |

ollieburnett@gmail.com [07785327407](tel:07785327407)

No address information available

Role(s): Additional Tutor - 5A Teacher Roles - Assistant Head

Name / DOB / Sex

Family/Given/Former Family Names

Navigate to Staff > Edit Staff Details > Name Details & Previous Names;

Staff Details

| Name Details | Additional Information | Employee Details | Previous Names |
|-------------------------------|--------------------------------|-------------------------------------|----------------|
| Title Mrs | Legal First Name* Christine | Legal Last Name* Andrews | |
| Middle Name(s) Super | | Former Last Name | |
| Pref. First Name Christine | | Pref. Last Name Andrews | |
| Honours | Salutation Mrs C Andrews | Name Order First Name, Last Name | |

Close **Save**

Date of Birth / Sex

Navigate to Staff > Edit Staff Details > Additional information;

Staff Details

| Name Details | Additional Information | Employee Details | Previous Names |
|--------------------------------------|-----------------------------------|----------------------------------|----------------|
| Date of Birth* 15/12/1986 | Age 38 Years, 9 Months | | |
| Sex* Female | Gender Identity <NOT SELECTED> | Marital Status <NOT SELECTED> | |
| Preferred Pronouns <NOT SELECTED> | National Ins No. | Staff Code* CPA | |
| School Staff No. | Payroll No. 372 | Extension No. 67 | |
| Impairment Effect <NOT SELECTED> | Disability Number | | |

Data processing consent has been granted

Close **Save**

NI and Employee Details

National Insurance Number

Navigate to Staff > Edit Staff Details > Additional Information;

Staff Details

| Name Details | Additional Information | Employee Details | Previous Names |
|--|------------------------|--------------------------------------|-------------------------------------|
| Date of Birth* | Age | 38 Years, 9 Months | |
| 15/12/1986 | | | |
| Sex* | Gender Identity | Marital Status | |
| Female | <NOT SELECTED> | <NOT SELECTED> | |
| Preferred Pronouns | National Ins No. | Staff Code* | |
| <NOT SELECTED> | | CPA | |
| School Staff No. | Payroll No. | Extension No. | |
| | 372 | 67 | |
| Impairment Effect | Disability Number | | |
| <NOT SELECTED> | | | |
| <input checked="" type="checkbox"/> Data processing consent has been granted | | | |
| | | <input type="button" value="Close"/> | <input type="button" value="Save"/> |

Employee Details

This section allows a member of staff to be marked as **Supply Staff** and to indicate whether they should be **included in the Census**.

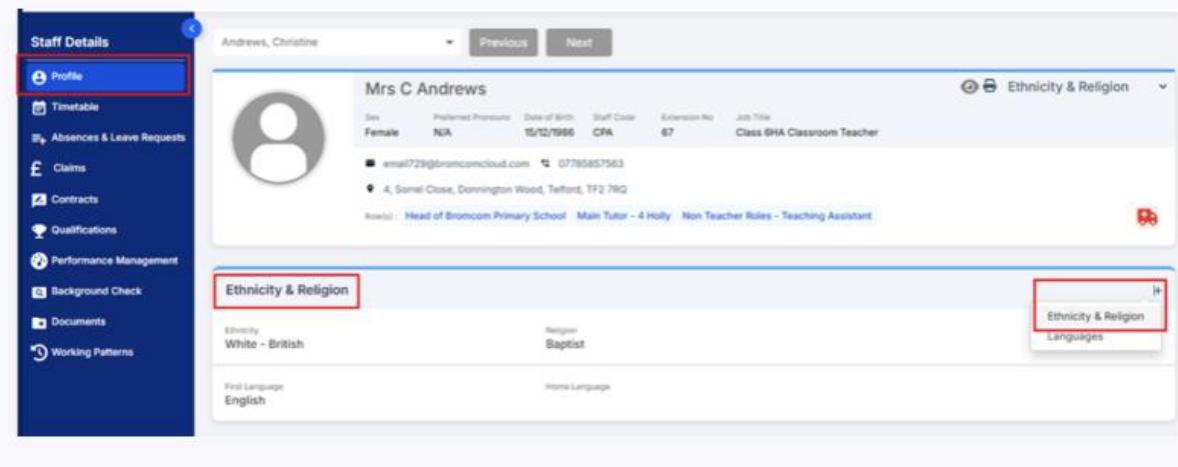
Staff Details

| Name Details | Additional Information | Employee Details | Previous Names |
|---|--|--------------------------------------|-------------------------------------|
| Date Started at the School* | Current Job Title | | |
| 01/09/2010 | Class 6HA Classroom Teacher | | |
| Continuous Service Date | Local Authority Start Date | | |
| | | | |
| Staff Leaving Date | NI Category | | |
| | A | | |
| Leaving Reason | Next Employer | | |
| <NOT SELECTED> | | | |
| <input checked="" type="checkbox"/> Supply Staff | <input type="checkbox"/> For Contract Purposes this person is considered to be full time | | |
| <input checked="" type="checkbox"/> Do not include in Census <small>i</small> | <input type="checkbox"/> Trained overseas before achieving QTS | | |
| | | <input type="button" value="Close"/> | <input type="button" value="Save"/> |

Ethnicity and Disability

Ethnicity

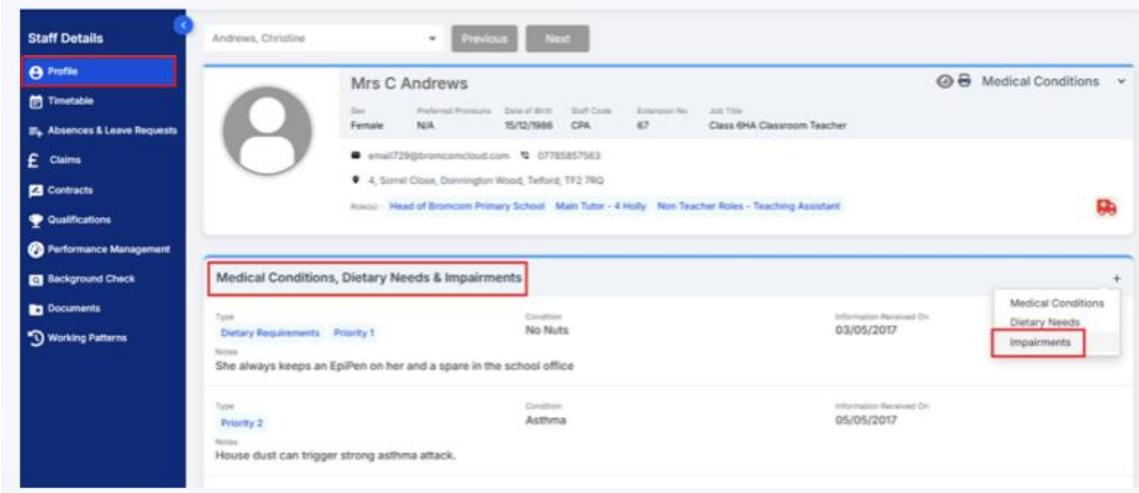
Navigate to **Staff > Profile > Ethnicity & Religion**;



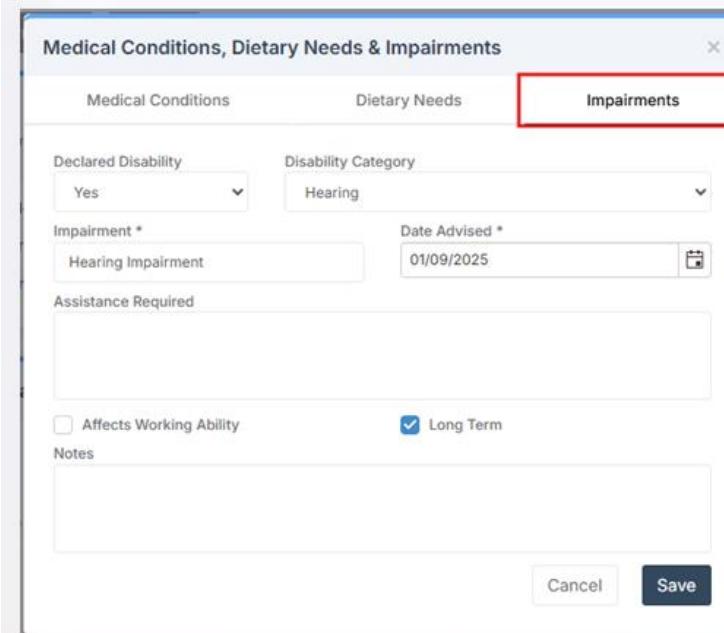
The screenshot shows the 'Staff Details' page for Mrs C Andrews. The 'Profile' tab is selected in the sidebar. The main content area displays her profile information, including her name, sex (Female), preferred pronouns (N/A), date of birth (15/12/1986), staff code (CPA), extension no. (67), and job title (Class 6HA Classroom Teacher). Below this, the 'Ethnicity & Religion' section is shown, with 'Ethnicity' listed as 'White - British' and 'Religion' as 'Baptist'. A 'Languages' button is also present. The sidebar on the left lists various staff management categories, with 'Profile' also highlighted.

Disability

Navigate to **Staff > Profile > Medical Conditions, Dietary Needs and Impairments**;



The screenshot shows the 'Staff Details' page for Mrs C Andrews. The 'Medical Conditions, Dietary Needs & Impairments' section is highlighted with a red box. It contains two entries: one for a dietary requirement ('Priority 1') where she has 'No Nuts' and a note that she always keeps an EpiPen on her; and another for an impairment ('Priority 2') where 'House dust can trigger strong asthma attack' and the 'Condition' is 'Asthma'. The sidebar on the left shows the 'Profile' tab is selected. The top right corner of the page shows 'Medical Conditions', 'Dietary Needs', and 'Impairments' buttons.



The screenshot shows the 'Medical Conditions, Dietary Needs & Impairments' dialog box. The 'Impairments' tab is selected. It includes fields for 'Declared Disability' (Yes), 'Disability Category' (Hearing), 'Impairment' (Hearing Impairment), 'Date Advised' (01/09/2025), 'Assistance Required' (empty), 'Affects Working Ability' (unchecked), 'Long Term' (checked), and a 'Notes' text area. Buttons for 'Cancel' and 'Save' are at the bottom.

Qualification Checks (1)

- To record the following details for a member of staff, navigate to **Staff > Staff Details > Background Check > Qualification Checks;**
 - Teacher Status
 - Teacher Number
 - QTS
 - QTS Route: required for all staff who, since the previous SWC, have taken up their first position since attaining QTS
 - QTLS
 - EYTS
 - NQT Status: used to identify ECTs (Early Career teachers) in the first or second year of their induction. **This field will be used to allocate funding to teachers who are in the second year of induction.**
 - HLTA Status

Qualification Checks (2)

Staff Details

- Profile
- Timetable
- Absences & Leave Requests
- Claims
- Contracts
- Qualifications
- Performance Management
- Background Check**
- Documents
- Working Patterns

Andrews, Christine

Mrs C Andrews

Sex: Female Preferred Pronouns: N/A Date of Birth: 15/12/1986 Staff Code: CPA Extension No: 67 Job Title: Class 6HA Classroom Teacher

Check And Seen

email729@bromcomcloud.com 07785857563

4, Sorrel Close, Donnington Wood, Telford, TF2 7RQ

Role(s): Head of Bromcom Primary School Main Tutor - 4 Holly Non Teacher Roles - Teaching Assistant

Qualification Checks

| Teacher Status | New Teacher Status | Teacher Type | Teacher Number | QTS Route | QTS Achieved |
|-------------------|-----------------------------|--------------|----------------|-----------|--------------|
| Qualified Teacher | Not Newly Qualified Teacher | N/A | 0956260 | N/A | 01/08/2010 |

Prohibition from Management (Section 128) for Leadership Team Check Complete: 06/10/2020 Pattinson, Jason

Prohibition Check Complete: 06/10/2020 Pattinson, Jason

Original Exam Certificate Seen: 06/10/2020 Pattinson, Jason

Verified with NCTL: 06/10/2020 Pattinson, Jason

Add / Edit Qualification Checks

Professional Details Qualification Checks

Teacher Status: Qualified Teacher

Newly Qualified Teacher Status: Not Newly Qualified Teacher

Qualified Teacher Type: <NOT SELECTED>

Teacher Number: 0956260

Teacher of Minority Students: <NOT SELECTED>

QTS Achieved: 01/08/2010

QTS Route: <NOT SELECTED>

Induction Completed: 02/09/2010

HLTA Date: <NOT SELECTED>

Higher Level Teaching Asst status

IS Leadership/Head of Department

Qualified Teacher Learning and Skills Status

Overseas Trained Teacher

Early Years Teacher Status

Close **Save**

Qualifications (1)

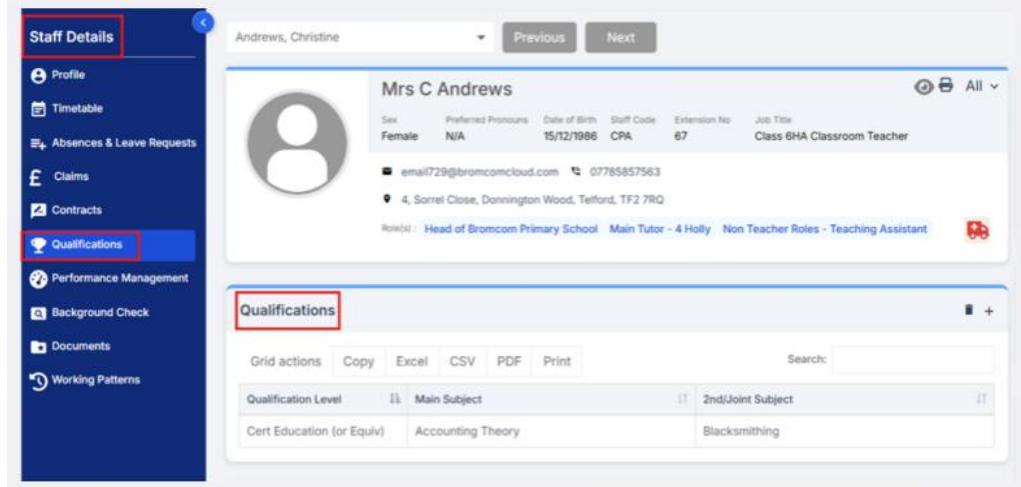
- Required for Teachers, Teaching Assistants, School Business Professionals and non-teaching School Leaders in regular service.
 - Level 4 qualifications or higher
 - Certain level 3 qualifications held by SBPs
 - The SENCO qualification must be recorded where present for any SENCOs
 - [How to add NASENCO Qualification for SENCO Staff – Bromcom – Documentation Centre](#)

Further information on qualifications: [School workforce guide 2025](#)

Qualifications (2)

Qualifications

Navigate to Staff > Staff Details > Qualifications



The screenshot shows the 'Staff Details' page for Mrs C Andrews. The 'Qualifications' section is highlighted with a red box. The table shows one qualification: 'Cert Education (or Equiv)' for 'Accounting Theory' with 'Blacksmithing' as the 2nd Joint Subject.

| Qualification Level | Main Subject | 2nd Joint Subject |
|---------------------------|-------------------|-------------------|
| Cert Education (or Equiv) | Accounting Theory | Blacksmithing |

Add / Edit Qualification

Qualification*

Qualification Level*

Subject Area*

Main Subject*

Subject Area

2nd Joint Subject

Date Awarded

Country of Origin

Verified

Comment

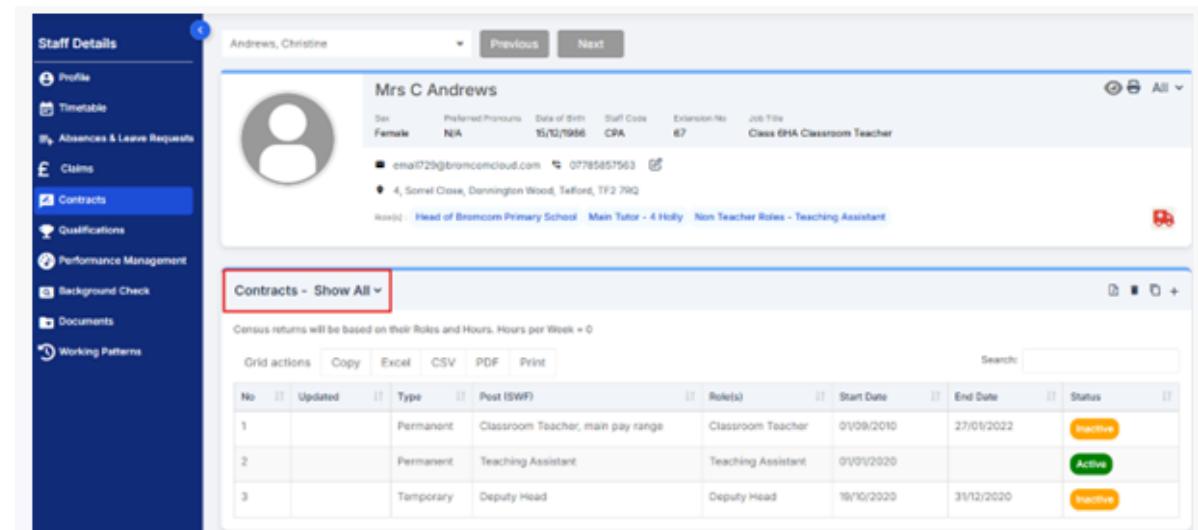
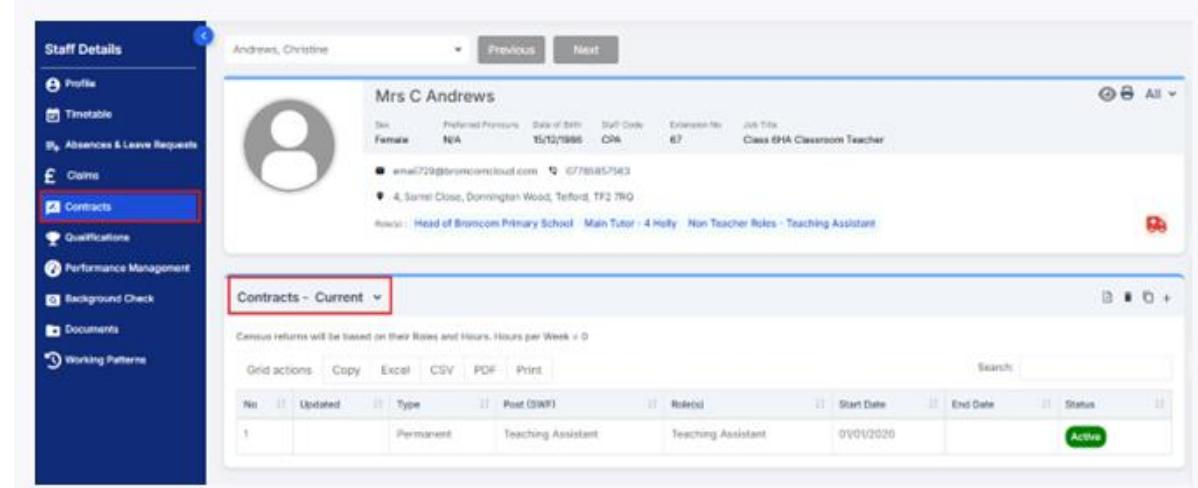
Qualifications for use with School Business Professional

- Level 3 School Administration Foundation Certificate
- Level 3 Procurement & Supply Assistant
- Level 4 SBP Apprenticeship
- Level 4 Diploma SBM
- Level 4 Commercial procurement & supply
- CIPFA Certificate in Public Sector Asset Management for School Business
- Level 5 Diploma SBM
- Level 6 Chartered Manager Degree Apprenticeship
- CIPFA Diploma in School Financial and Operational Leadership
- Level 7 Senior Leaders Masters Degree Apprenticeship

Contracts (1)

- Navigate to **Staff > Staff Details > Contracts**

- By default, only current (Active) contracts are displayed
- To view past or future (Inactive) contracts, change the Current drop-down to Show All
- To view the details of a contract, double-click the relevant contract to open the Add/Edit Contract pop-up.



Contracts (2)

- Check that the details are correct, especially the Start Date, End Date (if applicable), Contract Type, Date of Last Pay Review and Post (SWF)
- The Do not include in Census tick box applies only to the contract, not to the member of staff

Add / Edit Contract

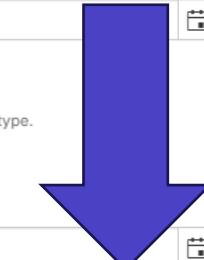
| Contract Information | Roles | Pay | Payroll Information | Susensions |
|---|---|---|---------------------|------------|
| Start Date 01/01/2020 | End Date | | | |
| If your school pays the member of staff directly, select a permanent, fixed term, or temporary contract type. If your school pays a third party that provides the staff, select a Service Agreement contract of the appropriate type. If your LA provides staff and the school does not pay them directly, select the Service Agreement with Local Authority contract type. | | | | |
| Hours per Week = 32.5 | | | | |
| Contract Type* Permanent | Date of Last Pay Review | | | |
| Post Other education support staff | Post (SWF)* Teaching Assistant | SLT | | |
| Offered Date | Accepted Date | | | |
| QTS Status Without QTS | Reason <NOT SELECTED> | | | |
| Sourced by <NOT SELECTED> | | | | |
| <input type="checkbox"/> Paid a Daily Rate | <input type="checkbox"/> Monthly Reconciliation | <input type="checkbox"/> Do not include in Census | | |
| Notes | | | | |
| Close Save | | | | |

SLT Flag

- Members of staff who are part of SLT should have their flag set. This will happen automatically for some roles, but you should still check.
- This is set on an individual contract level.

Add / Edit Contract

| Contract Information | Roles | Pay | Payroll Information | Susensions |
|---|---|---|---------------------|------------|
| <p>Start Date 20/05/2009</p> <p>If your school pays the member of staff directly, select a permanent, fixed term, or temporary contract type. If your school pays a third party that provides the staff, select a Service Agreement contract of the appropriate type. If your LA provides staff and the school does not pay them directly, select the Service Agreement with Local Authority contract type.</p> | <p>End Date</p> <p>Last Updated</p> | | | |
| <p>Contract Type* Permanent</p> <p>Post <NOT SELECTED></p> <p>Offered Date</p> | <p>Date of Last Pay Review</p> <p>Post (SWF)* Assistant Head</p> <p>Accepted Date</p> | <p>Hours per Week = 32.5</p> <p>SLT</p> | | |



School Business Professionals

- **Support Staff** in the roles of Bursar, Business Manager, Finance Office, ICT Network Manager, Office Manager or Premises Manager must also be correctly identified as **School Business Professionals**.
- To do this use the **Post (SWF) drop down** and select School Business Professional;

Add / Edit Contract

| Contract Information | Roles | Pay | Payroll Information | Susensions |
|---|---|--|---|------------|
| Start Date 01/01/2020 | End Date | | Last Updated | |
| If your school pays the member of staff directly, select a permanent, fixed term, or temporary contract type. If your school pays a third party that provides the staff, select a Service Agreement contract of the appropriate type. If your LA provides staff and the school does not pay them directly, select the Service Agreement with Local Authority contract type. | | | | |
| Hours per Week = 0 | | | | |
| Contract Type* | Permanent | Date of Last Pay Review | | |
| Post | Other education support staff | Post (SWF)  | <input checked="" type="checkbox"/> SLT  | |
| Offered Date | | | | |
| QTS Status | <NOT SELECTED> | | | |
| Sourced by | <NOT SELECTED> | | | |
| <input type="checkbox"/> Paid a Daily Rate | <input type="checkbox"/> Monthly Reconciliation | | | |
| Notes | | | | |

Post (SWF) dropdown options:

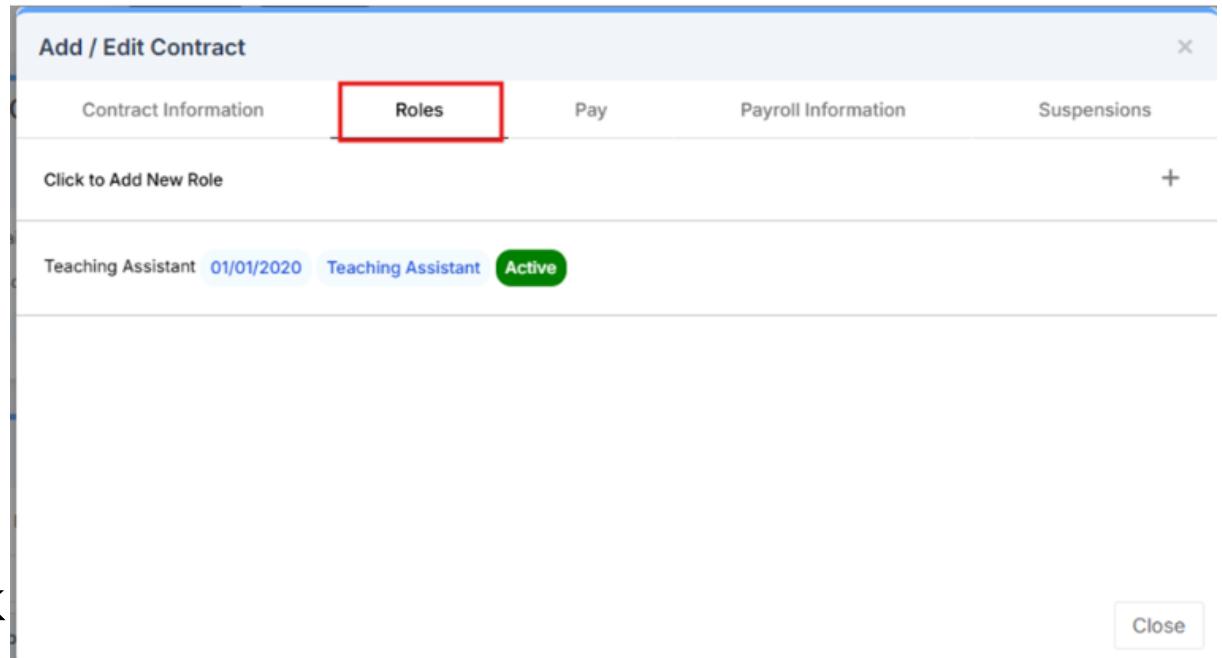
- <NOT SELECTED>
- Advisory Teacher
- Apprentice Teacher
- Assistant Head
- Classroom Teacher
- Classroom Teacher, main pay range
- Classroom Teacher, upper pay range
- Deputy Head
- Executive Head Teacher
- Head Teacher
- Leadership - Non Teacher
- Leading Practitioner
- Other Support Staff
- School Business Professional** (highlighted with a red box)
- Teaching Assistant

Buttons:

-
-

Contract Role

- Check that the correct contract role(s) have been added by using the **Roles** tab
- Use **Click to Add New Role** to add a new or additional role to the contract.
- To **edit** an existing role, double-click the role details.



Pay

- Verify that the correct **Pay** details have been added to the contract. To do this, use the Pay tab.

Add / Edit Contract

| Contract Information | Roles | Pay | Payroll Information | Susensions |
|--------------------------------------|-------|-----------------------------------|---------------------|------------|
| Pay Item Type* Range Pay | | Start Date* 22/09/2025 | End Date | |
| Base Pay* Leadership | | | | |
| Spine Point Group ALL | | Spine Point L1 | | |
| Weeks per Year 52.1400 | | Hours per Week 32.5000 | | |
| Base Pay Weeks per Year 52.140 | | Base Pay Hours per Week 32.500 | | |
| Pro Rata 1.0000 | | FTE 1.0000 | | |
| Pay Factor 1.0000 | | | | |
| <input type="checkbox"/> Safeguarded | | | | |

Cancel **Save**

Payroll

- Ensure the correct **Origin** is recorded in the contract. This can be checked and updated in the **Payroll Information** tab.
- This is mandatory for Teacher and TA contracts starting from 01/09/2009

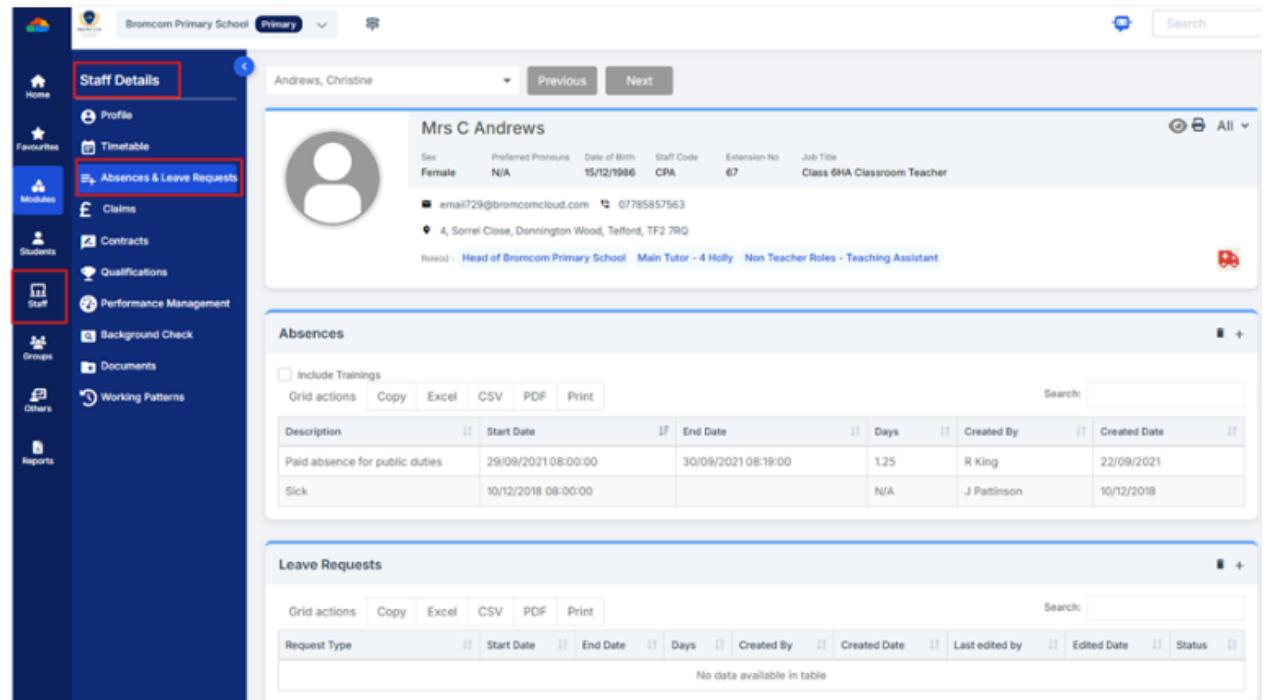
Add / Edit Contract

| Contract Information | Roles | Pay | Payroll Information | Suspensions |
|---|---|---|---------------------|-------------|
| Post Reason <NOT SELECTED> | Contract Termination Reason <NOT SELECTED> | Contract Number 123454 | | |
| Post Offered Date 01/11/2019 | Post Accepted Date 05/11/2019 | Contract Issue Date 01/01/2020 | | |
| Superannuation Teachers pension | NIContracted Not known | Leave Entitlement | | |
| Destination <NOT SELECTED> | | Origin First employment in teaching - immediately after training | | |
| <input type="checkbox"/> Spinal Progression | Increment Month <NOT SELECTED> | <input type="checkbox"/> Apprentice | | |

Close **Save**

Absences

- To check a member of staff's absence, navigate to **Staff > Staff Details > Absence & Leave Requests**
- Check details are correct
 - End dates entered where applicable
 - Start dates entered for ongoing absences

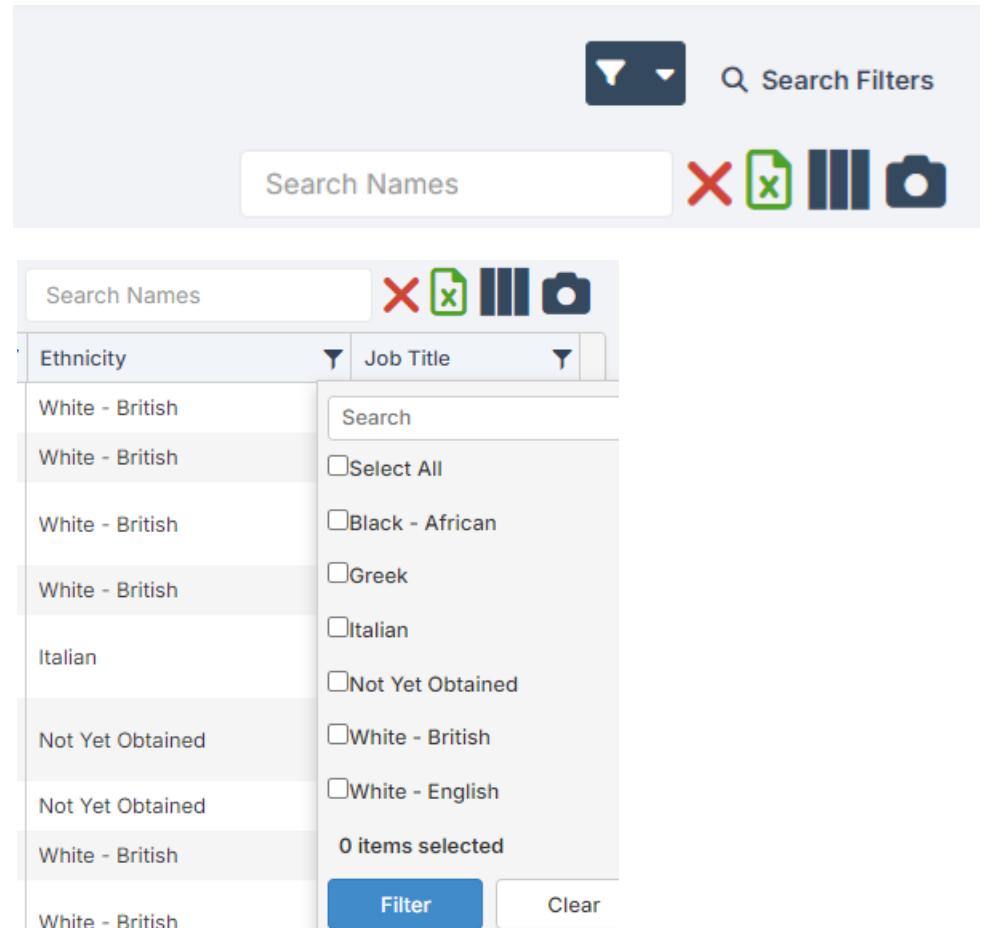


The screenshot shows the software interface for Bromcom Primary School. On the left, a sidebar menu is open with several options: Home, Staff (highlighted with a red box), Modules, Students, Groups, and Reports. The 'Staff' option is further expanded into 'Staff Details', 'Absences & Leave Requests' (also highlighted with a red box), 'Claims', 'Contracts', 'Qualifications', 'Performance Management', 'Background Check', 'Documents', and 'Working Patterns'. The main content area shows a staff profile for 'Mrs C Andrews' with details like Sex: Female, Preferred Pronouns: N/A, Date of Birth: 15/12/1986, Staff Code: CPA, Extension No: 67, and Job Title: Class 6NA Classroom Teacher. Below this is a section titled 'Absences' with a table showing two entries: 'Paid absence for public duties' from 29/09/2021 to 30/09/2021 (1.25 days) created by R King on 22/09/2021, and 'Sick' from 10/12/2018 to N/A created by J Pattinson on 10/12/2018. At the bottom, a 'Leave Requests' section is shown with a table header and the message 'No data available in table'.

| Description | Start Date | End Date | Days | Created By | Created Date |
|--------------------------------|---------------------|---------------------|------|-------------|--------------|
| Paid absence for public duties | 29/09/2021 08:00:00 | 30/09/2021 08:19:00 | 1.25 | R King | 22/09/2021 |
| Sick | 10/12/2018 08:00:00 | | N/A | J Pattinson | 10/12/2018 |

Staff List

- **Staff > List**
- From the staff list you can add additional columns to check required data is present.
- Some data is required for leavers so use the 'Search Filters' to look at past staff.
- Use the funnel icon at the top of each column to filter.



The screenshot shows a staff list interface with a search bar at the top. Below the search bar, there are two columns: 'Ethnicity' and 'Job Title'. The 'Ethnicity' column contains a list of names, with 'White - British' appearing multiple times. The 'Job Title' column is partially visible. To the right of the list, a search filter panel is open for 'Ethnicity'. The panel includes a search input, a 'Select All' checkbox, and a list of options with checkboxes: 'Black - African', 'Greek', 'Italian', 'Not Yet Obtained', 'White - British', and 'White - English'. The status '0 items selected' is shown at the bottom. At the very bottom of the filter panel are 'Filter' and 'Clear' buttons.

| Ethnicity | Job Title |
|------------------|-----------|
| White - British | |
| Italian | |
| Not Yet Obtained | |
| Not Yet Obtained | |
| White - British | |
| White - British | |

Search Names

Ethnicity

Job Title

Search

Select All

Black - African

Greek

Italian

Not Yet Obtained

White - British

White - English

0 items selected

Filter

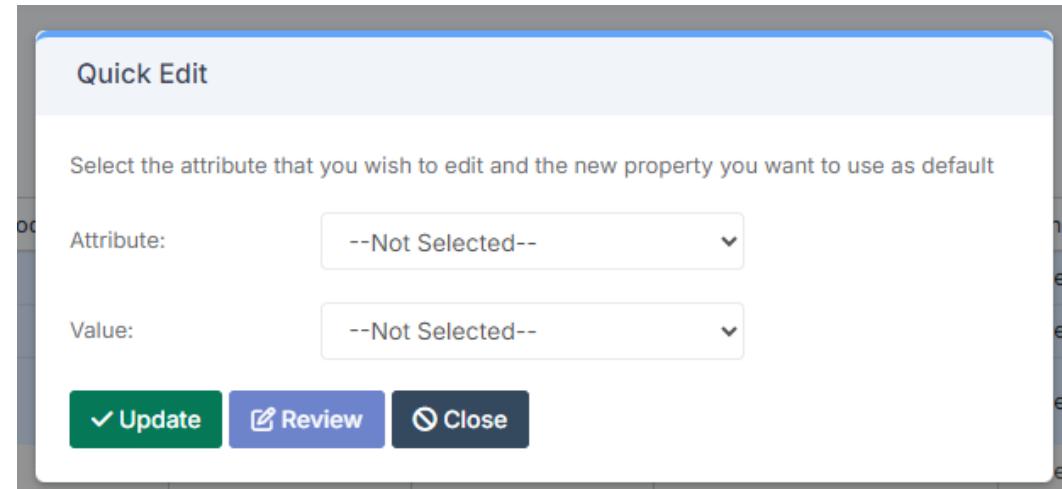
Clear

Using the staff list - continued

- Useful columns to add
 - 'Do not include in census'- Use this to check that all staff are included who should be.
 - Date of Birth - check to make sure DOBs are accurate - watch out for a lot of staff born on 1st January!
 - Teacher number

Updating in Bulk using Quick Edit

- You can bulk update several fields from the staff list.
- Select the staff you want to update, and then click **Actions > Quick Edit**
- Choose the attribute you want to update and then select the Value to update it to.
- Click **Review** to check you are applying it to the right staff.



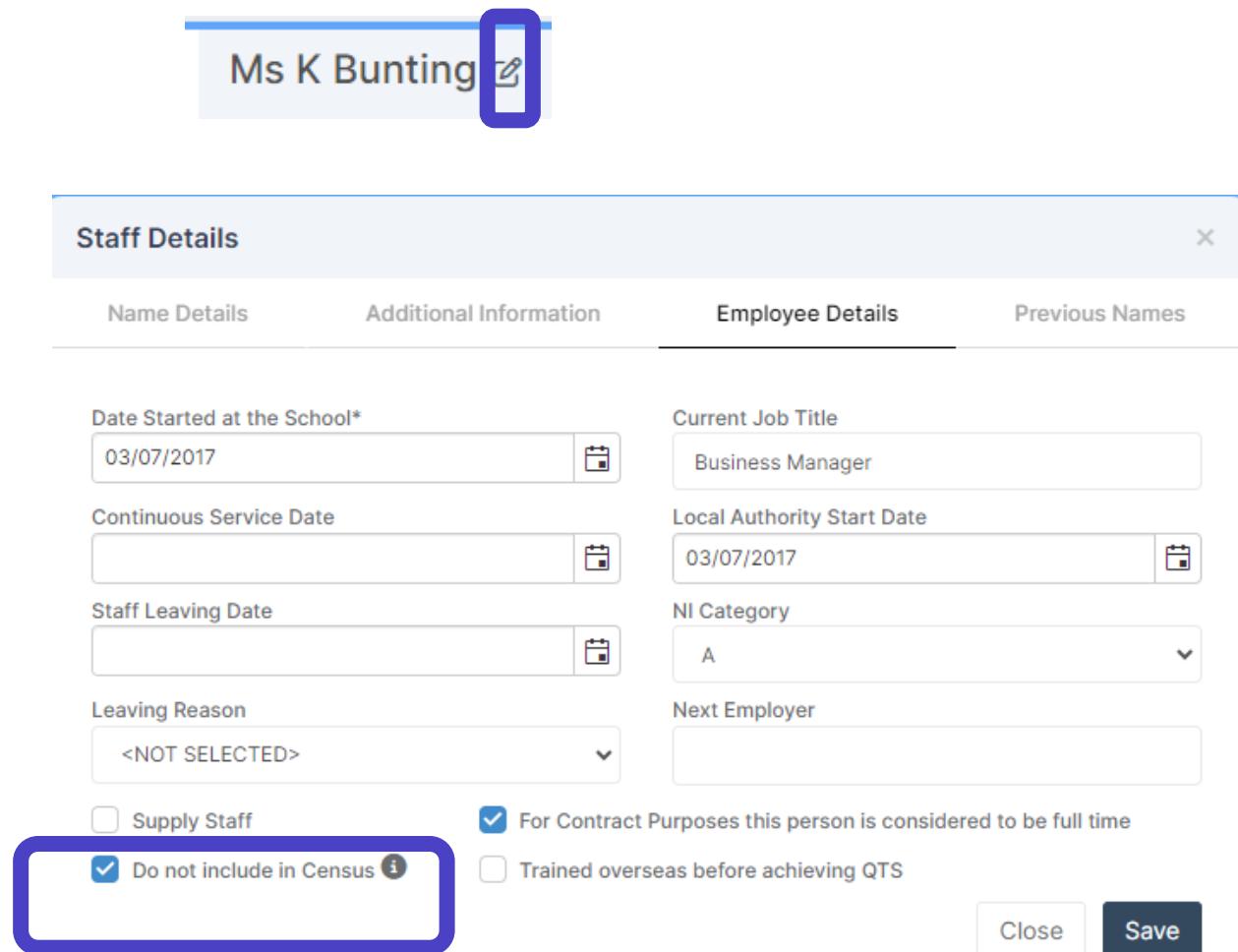
Warning

This cannot be undone easily.

The Update button will update selected staff instantly! It is always good practice to check!

Excluding the whole Staff member

- Workforce members and all their details can be excluded from the Census by adding a tick in the **Staff Details > Employee Details** panel
- E.g. your governors
- Do not use if one contract should be included but not the other



Staff Details

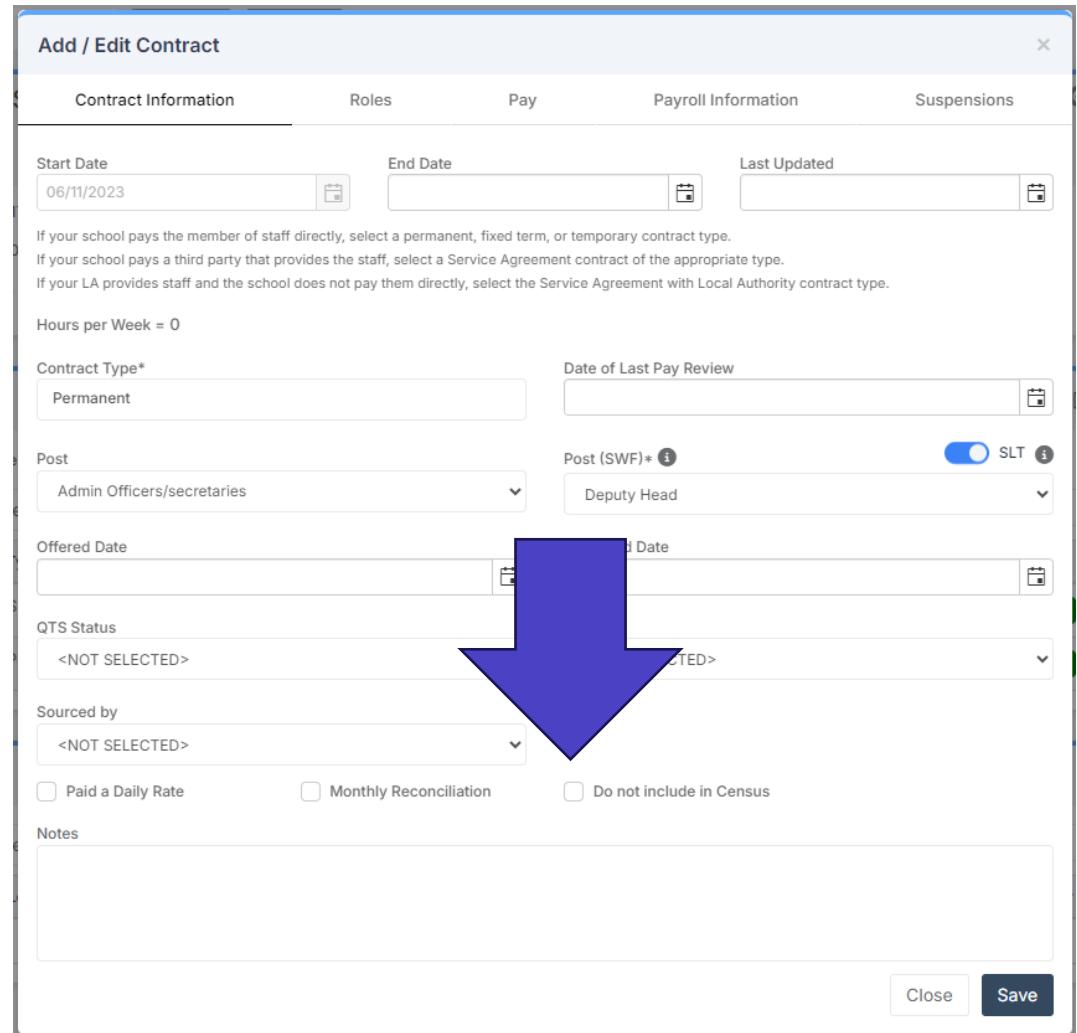
Ms K Bunting

| Name Details | Additional Information | Employee Details | Previous Names |
|---|---|---|---|
| Date Started at the School* | Continuous Service Date | Current Job Title | Local Authority Start Date |
| 03/07/2017 | | Business Manager | 03/07/2017 |
| Staff Leaving Date | Leaving Reason | NI Category | Next Employer |
| | <NOT SELECTED> | A | |
| <input type="checkbox"/> Supply Staff | <input checked="" type="checkbox"/> For Contract Purposes this person is considered to be full time | | |
| <input checked="" type="checkbox"/> Do not include in Census | <input type="checkbox"/> Trained overseas before achieving QTS | | |

Close Save

Excluding a contract

- Open the contract you want to exclude
- Tick the **'Do not include in census'**
- **Use this when the staff record should be included i.e. the person has more than one contract, one of which is in scope, but the other is out of scope.**



The screenshot shows the 'Add / Edit Contract' dialog box. The 'Do not include in Census' checkbox is located in the bottom right corner of the form. A large blue arrow points to this checkbox, indicating it should be selected. The dialog box includes tabs for 'Contract Information', 'Roles', 'Pay', 'Payroll Information', and 'Suspensions'. It also contains fields for 'Start Date' (06/11/2023), 'End Date', 'Last Updated', 'Contract Type' (Permanent), 'Post' (Admin Officers/secretaries), 'Post (SWF)' (Deputy Head), 'Offered Date', 'QTS Status' (<NOT SELECTED>), 'Sourced by' (<NOT SELECTED>), and checkboxes for 'Paid a Daily Rate', 'Monthly Reconciliation', and 'Do not include in Census'. Buttons for 'Close' and 'Save' are at the bottom right.

Running Reports to check your data

- Bromcom provides several reports which you can use to check your SWC data.
- These can be found at **Reports > Census > School Workforce Census**



Coventry Created SWC Data Check Report

- Reports > Quick Report > View Reports
- Actions > Import Report
- **SWC Data Check Report**

Report Import

Source Exported Report Template File (.xml) Online Report Repository

Select the report backup file to import

Choose a file

Online Report Repository

Bromcom

Bromcom
Bromcom Finance
Coventry
Coventry City Council

Reminders

Pay Review

Complete the Latest Pay Review Date field for all teaching staff

Absence

For on-going absences leave end date blank

Working Days

For on-going sickness absences leave working days lost blank

Casual

Ensure that no casual staff are included. Either add a tick to Employee details to exclude the person completely or if person has 2 contracts, for the uncollected contract, tick 'Do not include Census'

Notes

Notes must be added in COLLECT to unresolved queries

Dry Run

Carry out a Dry Run

Date of Last Pay Review

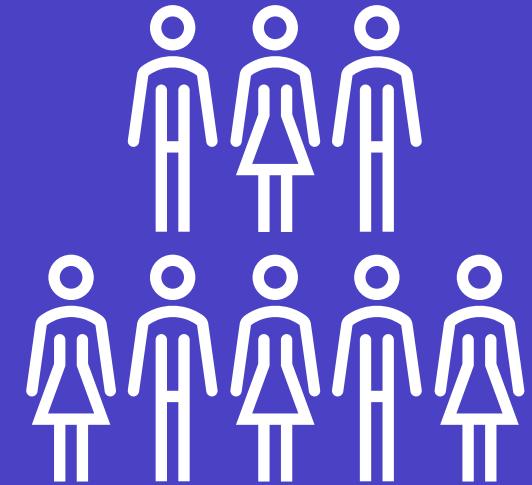
- Staff > Staff Profile > Contracts > Add/Edit Contract > Contract Information tab

Add / Edit Contract

| Contract Information | Roles | Pay | Payroll Information | Suspensions | Working Hours |
|---|---|---|---------------------|-------------|---------------|
| Start Date 20/05/2009 | End Date | | Last Updated | | |
| <p>If your school pays the member of staff directly, select a permanent, fixed term, or temporary contract type.</p> <p>If your school pays a third party that provides the staff, select a Service Agreement contract type.</p> <p>If your LA provides staff and the school does not pay them directly, select the Service Agreement with Local Authority contract type.</p> | | | | | |
| Hours per Week = 32.5 | | | | | |
| Contract Type* Permanent | Date of Last Pay Review | | | | |
| Post Teacher, Other | Post (SWF)* Assistant Head | <input checked="" type="checkbox"/> SLT | | | |
| <input type="checkbox"/> Paid a Daily Rate | <input type="checkbox"/> Do not include in Census | | | | |
| Notes | | | | | |
| <input type="button"/> Close <input type="button"/> Save | | | | | |



Creating your census return

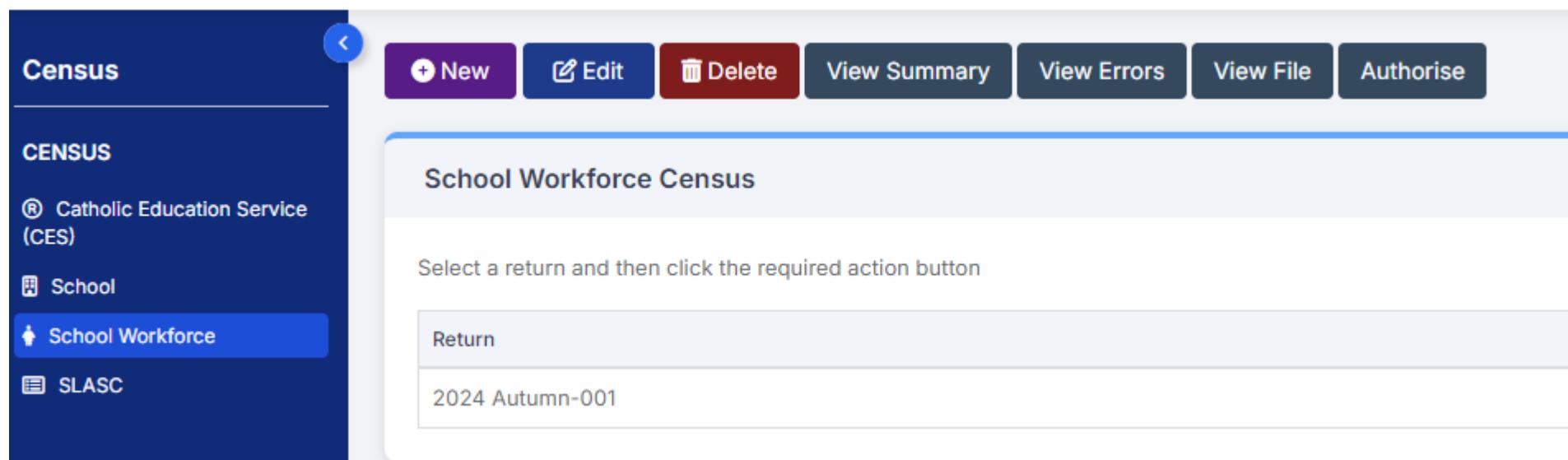


Using Bromcom



Creating your return

- Modules > Census > School Workforce
- Click New



Generating the Census Return

- Check you are producing the correct census for 2025 and then click **Generate**

[Back](#) [Generate](#)

| Workforce Census Parameters | |
|--|--|
| Reference Date | 07/11/2024 <input type="button" value=""/> |
| Title | 2024 Autumn |
| Absences included from | 01/09/2023 <input type="button" value=""/> through to 31/08/2024 <input type="button" value=""/> |
| Continuous Contracts from | 01/09/2023 <input type="button" value=""/> through to 07/11/2024 <input type="button" value=""/> |
| Absence and Contract dates are defined by the census specification and not expected to be changed. | |

| School Details | | | | |
|----------------|--|-----------------------|--------------------------------|-----------------|
| School name | Bromcom Primary School <input type="button" value=""/> | | | |
| LA | DERBYSHIRE COUNTY COUNCIL | LA ID | 830 | Estab. No. 9991 |
| Address | 1, Worsley Bridge Road, London, Lower Sydenham, SE21 1BS | | | |
| Telephone | 02082907802 | Fax Number | 02082905614 | |
| E-mail | email76@bromcomcloud.com <input type="button" value=""/> | | | |
| School Phase | Primary | NC Year Range | E2 to 6 | |
| Intake | Religious School | Sex of Initial Intake | Coeducational | |
| Governance | Community | Type of School | Infant and Junior school, 5-11 | |

Select Census Items to Include

- Leave all tick boxes ticked.
- This feature exists for schools in areas where the LA returns some of the information. In Coventry, schools are expected to return all of their data.
- The LA only returns data for centrally employed staff.
- **Note: The curriculum module is not required from Primary Schools, Special Schools, or PRUs.**

Select Census Items to include

The Census return will automatically include the minimum data set used to cross match records from different sources
-Staff Names, Date of Birth, National Insurance Number and Teacher Number (where available)

We have also checked the additional items below for you. Remove ticks as required and use the arrows to reveal related items to manage partial returns

- ▶ Additional Staff Details
- ▶ Contract / Agreement
- ▶ Staff Absence records for preceding calendar year
- ▶ Timetable where appropriate
- ▶ Qualifications

Check Absences

- Check the absences collected.
- Pay particular attention to open ended absences – are these correct or has an end date been forgotten?
- You can add edit and remove using the buttons at the top of this panel.

| Absences | | | | |
|---------------------------------|------------|------------|-----------|---------------------------|
| | | + Add | Edit | – Remove |
| Staff Name | First Day | Last Day | Days Lost | Category |
| (CPA) Andrews Christine Super | 2018-12-10 | | | Sick |
| (VC) Atherton Hafsa | 2023-09-04 | 2023-09-09 | 5.0 | Unauthorised absence |
| (SID) Barrett Stephanie | 2023-09-11 | 2023-09-16 | 5.0 | Not Available |
| (JC) Condon John | 2013-11-21 | | | Sick |
| (LPK) Kurkowski Lynett Patricia | 2023-09-04 | 2023-09-09 | 5.0 | Maternity/Paternity leave |

Teacher Vacancies

- Use the Add button to add vacancies if any exist. You can create a vacancy from a leaver by selecting the staff member when you click add, otherwise you can enter the data in manually.

Teacher Vacancies

+ Add Edit Remove

| Post Category | Previous Holder | Subject | Tenure | Temp Filled | Advert. |
|-----------------------------------|-----------------|---------|--------|-------------|---------|
| Classroom Teacher, main pay range | | English | FT | | ✓ |

Add/Edit Teacher Vacancy

Select a member of staff who has left to use their contract to define a vacancy, or use the fields below to define a new one.

Note: If the selected member of staff has more than one contract you will need to add details of other contract separately

Staff Name

Post Category *

Main Subject

Tenure

Post Temporarily Filled
 Post Advertised

Save Cancel

Occasional Teachers on Census Day

- Add in the numbers of occasional teachers in on census day.

Occasional Teachers on Census Day

Occasional Teachers in school on Census Day e.g Supply or Agency staff - enter 0(zero) if none

| | |
|-------------|---|
| Qualified | 2 |
| Unqualified | 0 |
| Not Known | 0 |

Cover / Agency Staff on Census Day

- Click Add to add in the cover/agency staff who are in on census day.

Cover / Agency Staff on Census Day

Support staff not directly employed by the School or Local Authority, working at the school on Census Day
(e.g. cleaners employed by a contract cleaning company)

+ Add **Edit** **– Remove**

| Role | No. in school on Census Day |
|---------|-----------------------------|
| Nurse | 2 |
| Cleaner | 3 |

Save and Validate

- Once you are happy with the information you have entered, click **Save and Validate**. Bromcom will produce a return and generate the errors/queries that you need to work through.
- From the Census menu, click the Census return and then click **View Errors**



Screenshot of the Bromcom interface showing the 'School Workforce Census' section. The top navigation bar includes buttons for New, Edit, Delete, View Summary, View Errors, View File, and Authorise. A dropdown menu for 'Year' is set to '2024'. The main area displays a table of census returns. The first row in the table is highlighted, showing the return '2024 Autumn-001' was generated on '22/10/2024' by 'D Admin' with '77' errors and '79' queries, and is 'No' authorised. A blue arrow points to the 'View Errors' button in the top navigation bar.

| Return | Date Generated | By | Errors | Queries | Authorised | Date Authorised |
|-----------------|----------------|---------|--------|---------|------------|-----------------|
| 2024 Autumn-001 | 22/10/2024 | D Admin | 77 | 79 | No | |

Errors vs Queries

- Errors must be fixed.
- Queries may be ok, but you should review each one and make a note on COLLECT if necessary.

Dealing with errors & queries (1)

- Click the return and click **View Errors**, make a note of the error and click the **magnifying glass** to open the affected record to fix it.
- Change the **x** to a **✓** by clicking it, this only has the effect of marking the item as complete. (You still need to fix the issue).
- From the list of errors, you can sort the list by each column heading.

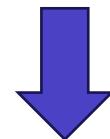
| Error Details - Census Return 2024 Autumn-001 - Created on 22/10/2024 - By D Admin | | | | | | |
|--|--------|------------|----------------|---|----------------------------------|----------------------------------|
| There are 77 errors including 77 unresolved errors | | | | | | |
| There are 79 queries including 79 unresolved queries | | | | | | |
| Grid actions | Copy | Excel | CSV | PDF | Print | Search: <input type="text"/> |
| Error/Query | Number | Staff Code | Staff Name | Detail | # | # |
| Error | 4540 | SJJ | Jennette, Sara | Teacher Number: 0243197, NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female If staff member is not paid by a Daily Rate then Base Pay must be provided | <input type="button" value="Q"/> | <input type="button" value="X"/> |
| Error | 4516 | SJJ | Jennette, Sara | Teacher Number: 0243197, NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female Teacher should have had a pay review since beginning of previous academic year. If they have not, please supply a reason in a return level note | <input type="button" value="Q"/> | <input type="button" value="X"/> |
| Error | 4740 | SJJ | Jennette, Sara | Teacher Number: 0243197, NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female Hours worked per week is missing | <input type="button" value="Q"/> | <input type="button" value="X"/> |
| Error | 4760 | SJJ | Jennette, Sara | Teacher Number: 0243197, NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female FTE Hours per week is missing | <input type="button" value="Q"/> | <input type="button" value="X"/> |
| Error | 4780 | SJJ | Jennette, Sara | Teacher Number: 0243197, NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female Weeks per year is missing | <input type="button" value="Q"/> | <input type="button" value="X"/> |
| Error | 4515 | SJJ | Jennette, Sara | Teacher Number: 0243197, NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female No Payment information has been provided | <input type="button" value="Q"/> | <input type="button" value="X"/> |
| Error | 4518 | DI | Lewis, Roger | Teacher Number: 9241694, NI Number: . Name: Lewis, Roger. Date of Birth: 1971-07-13, Male Teacher should have had a pay review since beginning of | <input type="button" value="Q"/> | <input type="button" value="X"/> |

Dealing with errors & queries (2)

- Once you have dealt with your errors you should create a new census file to check the errors have been completed correctly.
- Don't be alarmed if more errors appear, this is normal.
- You should deal with all your errors and as many queries as possible.
- **Remember:** The errors and queries screen can only do so much; these errors and queries may not alert you to data you have haven't entered (missing staff) or if there is too much data (e.g. staff that shouldn't be on the system because they have left.).

View the Summary Return

- View the summary report, this may download, and you may need to open it from your downloads.
- Click the census file and then click View Summary



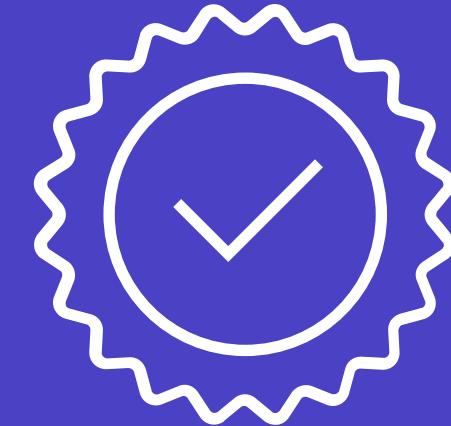
School Workforce Census

Select a return and then click the required action button

| Return | Date Generated | By | Errors | Queries | Authorised | Date Authorised |
|-----------------|----------------|---------|--------|---------|------------|-----------------|
| 2024 Autumn-001 | 22/10/2024 | D Admin | 77 | 79 | No | |

Year 2024

Authorise the Return



Using Bromcom



Authorise the return

- Once you have dealt with all errors and as many queries as possible, you should
 - View the summary of the return.
 - This should be presented to the headteacher for their sign off. You may want to keep a copy of this report with your headteachers authorisation.
 - The return will have an effect on your school's funding, so it's imperative that it is correct.
- Once you are happy the data is correct, you can authorise the return.

Upload the return

- Once authorised, click the return and click **View File** this will download the file to your machine.
- The file name will be in the formation
 - **3314567_SWF_331LL25_001.XML**
 - Where 3314567 is your school's DfE number
- You should now upload this file to COLLECT.
- You can only upload .XML files to collect, don't try to upload any other file.

Any Questions?



Further guidance & Help

- **DfE Guidance - complete the school census**
 - [School workforce census 2025](#)
- **DfE Guidance - Collect for Schools**
 - https://assets.publishing.service.gov.uk/media/5d3ade7aed915d0d0446889e/Collect_guide_for_schools_July-2019.pdf
- **Data Queries**
 - Check with your staff member or HR
 - Data Team – Rayna Begum 024 7697 2076
- **Issues with Bromcom - Contact Digital Services**
 - 024 7678 6620 or email schoolsict@coventry.gov.uk

Thank you for your time

