School Workforce Census in SIMS

November 2026

SIMS Approved Support Unit

Coventry City Council

DIGITAL SERVICES FOR SCHOOLS AND ACADEMIES

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

- **Lucy Smedmore**
- Schools' Digital Systems Officer
- Digital Services

Agenda and Objectives

- Part 1 – Statutory background, scope, changes and key dates
- Part 2 – Preparing for the SWC
  - Check your data to make sure its ok for census
  - Enter the relevant data for census
- Part 3 – Producing the SWC
  - Start a census return
  - Create and validate your return
  - Correct any 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

What is the SWC

- Statutory data collection exercise run by central government with data from schools MIS systems
- Data collected is determined by central government (DfE)
- 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

Statutory Requirement

Submitting the SWC return is a statutory requirement on schools and local authorities by regulations under sections 113 and 114 of the Education Act 2005.

This means that:

- although schools and local authorities must meet their obligations under the Data Protection Act, they do not need to obtain consent for the provision of information from individual members of the workforce
- schools and local authorities are protected from any legal challenge that they are breaching a duty of confidence to staff members
- schools and local authorities must complete a return

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.

Which types of schools should submit the School Workforce Census

The 2026 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:

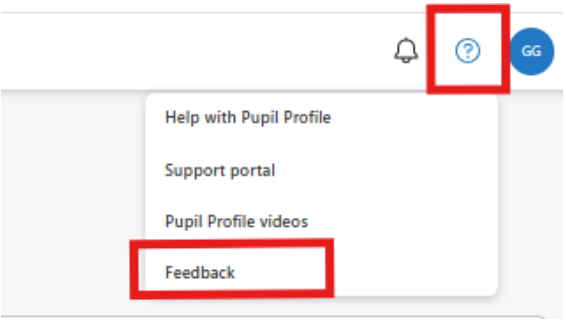
- primary schools
- secondary schools
- maintained nursery schools
- maintained special schools
- pupil referral units
- Academies (including free schools, studio schools, UTCs and Alternative Provision academies)
- City Technology Colleges

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

Availability of SWC module

- **SIMS Next Gen and SIMS 7 are running side-by-side**
- SIMS 7
  - We are covering this today
- SIMS Next Gen (SNG)
  - Handbook available for SNG: ParentPay Group SWC Handbook
  - Similar to School Census
  - Encourage you to have a look if you want to and give us any feedback. You can also log feedback at any time using the "?" in SNG
  - Secondary schools: Curriculum data (subject names and hours taught) must still be entered in SIMS 7. Changes automatically sync to SIMS Next Gen, usually within 12 hours.



Further guidance & Help

- **DfE Guide to complete the school census:** School workforce census guide 2025
- **DfE Guide to submitting data:** SWC: guide to submitting data - GOV.UK
- **Collect Guide for Schools:** COLLECT Guide 2019
- **SIMS SWC Guide:** ICT Services for schools' website
- **SIMS SWC Error Resolution Guide:**
- **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

Key Dates

- **Census Day:** Thursday **5th November 2026**
- **Staff:** includes all staff employed on census day, plus leavers with an end date between **1st September 2025** and **31st August 2026**
- **Absences:** all absences starting or ending between **1st September 2025** and **31st August 2026**
- **Contracts and/or Services Agreements:** all current staff on census day who have a contract or service agreement lasting **28 days or more,** plus those ending between **1st September 2025** and **5th November 2026**
- **Upload to Collect:** by **Friday 20th November** this allows the Data Team enough time to check and authorise your return.

Changes to Existing Data Items

Working Days Lost Calculation

- The SWC Working Days Lost calculation has been updated to reflect the latest DfE guidance.
- Working days lost are reported in days and recorded to the nearest half day.
- New Rules
  - Absences of less than half a day do not need to be reported
  - If reported, absences of less than half a day will have **Working Days Lost = 0**
  - An absence of exactly half a day is reported as **0.5** days
  - The exception is where a member of staff is contracted to work less that half a day and is absent for that working day. In this scenario, **Working Days Lost** is reported as **0.5** days

School employed staff to be included

- **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**
  - Support Staff based in classrooms for learning and pupil support, for example HLTAs, teaching assistants, special needs support staff and bilingual support assistants
- **Other support staff employed by the school**
  - Staff which are not classroom based, e.g. technicians, bursars and other administration/clerical staff, premises and lunch time staff
- **Headteacher**
  - Every school should have a headteacher or executive headteacher
- **SENCO**
  - Every mainstream school is obliged to have a SENCO
- **School Business Professionals**
  - For example: School Business Manager, Bursar, Finance Office, ICT Network Manager, Office Manager or Premises Manager



Workforce Level Data

Data on individual staff members



School Level Data

Headcount data

Workforce Level (Individual) Data

- Workforce level data is required for **teachers** and **support staff** in **regular service** that work for schools, including PRUs.
- 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 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
- For further clarity please refer to the DfE guidance

Regular Service

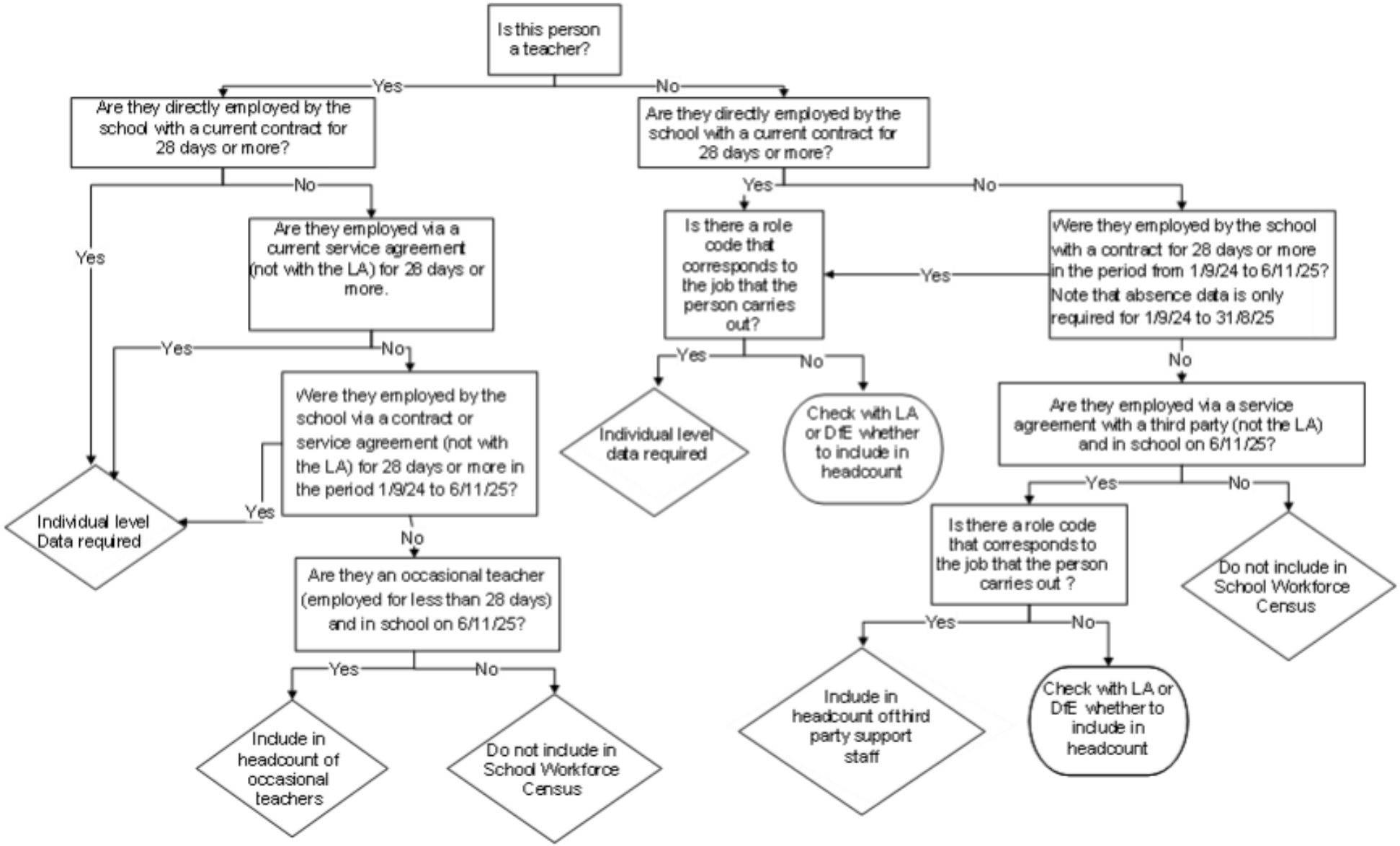
- **Teachers** and **support staff** are included in the census if:
  - they are in **regular service** on census reference day **5th November 2026**
  - or were in **regular service** at any point **during the period 1 September 2025 to 31 August 2026**.
- **Regular service** is defined as **continuous service of 28 days or more**, already undertaken or planned.
- **Planned** service should only be counted where:
  - it is indicated by contract end dates, that the service will be of 28 days or more, or
  - the contract type is 'permanent' in which case it can be assumed that the contract will last 28 days.
- This can be either under a specific **contract** or under a **service agreement**

School Level (Headcount) Data

Headcount information is required for the following two groups of 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 - for example teaching assistants, contract cleaners, nurses not employed by the school, outsourced IT technicians - but who are **in school on the census day**

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



Staff no data is required for (1)

No data needs 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.

If these are in school on census day, head count data should be reported

Staff no data is required for (2)

No data need be reported for the following staff, **even if they are in school on census day:**

- PGCE students on teaching practice
- Trainee teachers on a School-Centred Initial Teacher Training (SCITT) programme
- Staff working in extended school service provision, e.g. breakfast and after school clubs, Sure Start and children's centres. *Note, staff engaged in the normal running of the school, such as cleaners, should be included regardless of when they work, for example, before, after or during the normal school day*
- Staff employed by the local authority that provides 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)
- Teachers only engaged in one-to-one tuition
- 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
- Staff whose contracts finished prior to 1 September 2025

Staff acting up

- If staff are acting up within the same school, e.g. 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 DfE 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.

Data Preparation



SIMS School Workforce Census

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Coventry City Council

DIGITAL SERVICES FOR SCHOOLS AND ACADEMIES

SWC Process

1. Gather Workforce specific data from staff
   - Staff Data Collection
   - Application / onboarding forms
   - Contract / variations
   - Employees / HR
2. Enter data into SIMS
3. Produce and validate the SWC in SIMS
   - Dry run

Data items required

School Workforce Level	School Level
Staff Details	Teachers Vacancies
Contract / Service Agreement	Staff Information
Absence	
Curriculum (secondary)	
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 in the census.

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 m
- # 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	✓	✓	✓	X	X	X	
Hours	✓	✓	✓	X	X	X	
NC Year Group	✓	✓	✓	X	X	X	

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	✓	✓	✓	✓	✓	#	

Updating SIMS



Using SIMS

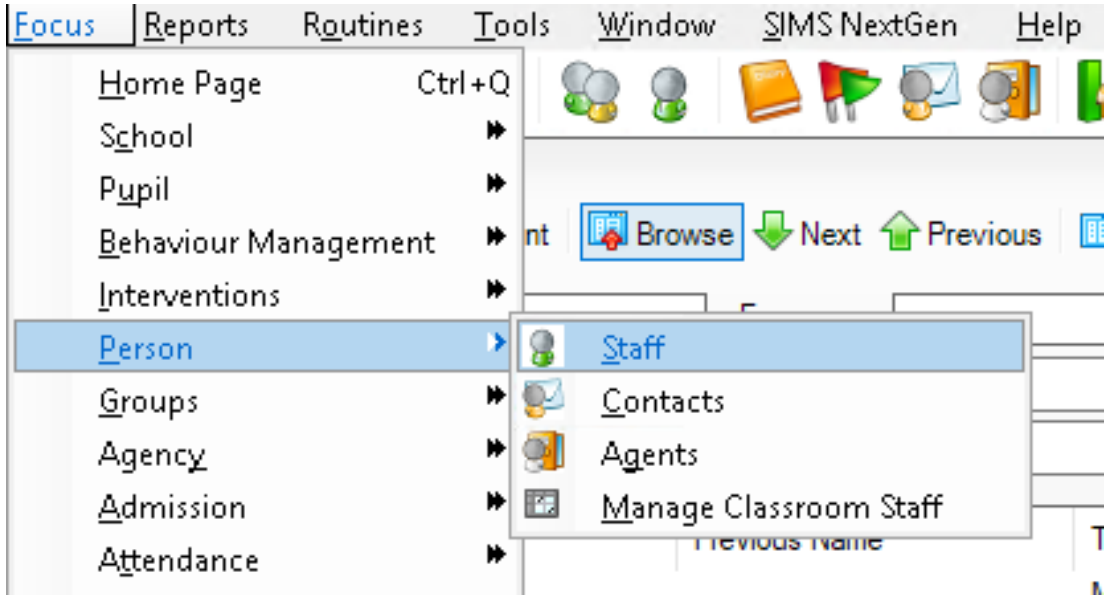
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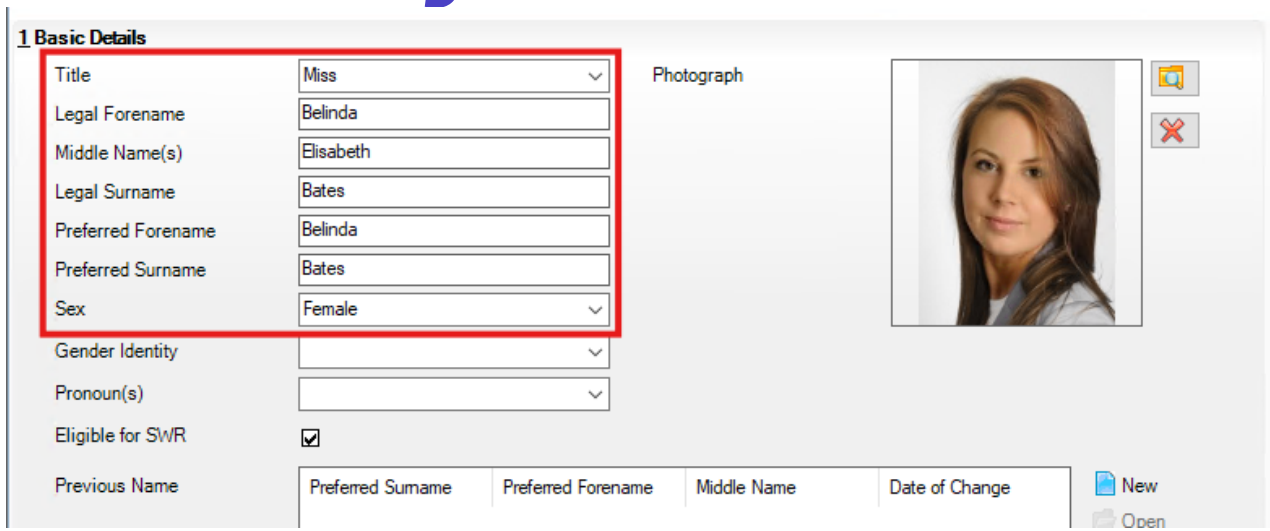
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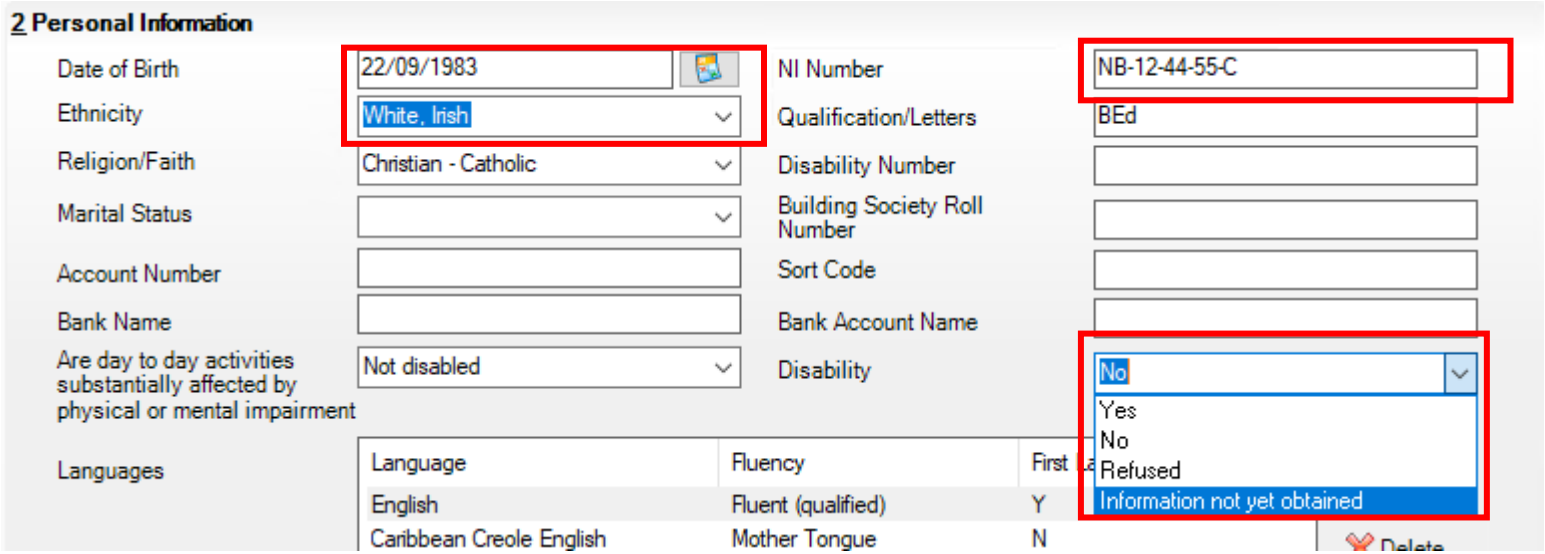
Updating Individual Staff Details

- Focus > Person > Staff > select staff member



Name / DOB / Sex / Disability / Ethnicity / NI



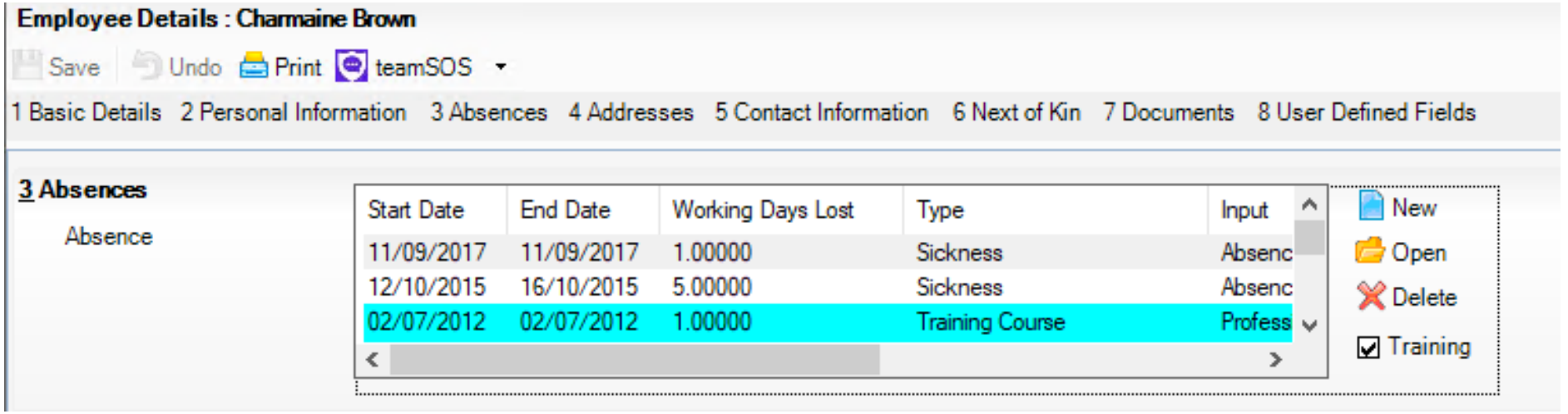


Absences

- Absence records are required for the previous academic year: any absence starting or ending in the period from the **1 September 2025 to 31 August 2026**
- Absences are not just sickness absences, but also various types of absence for secondment, unpaid leave and maternity/paternity leave.
- This absence information assists the DfE in its overall monitoring of and planning for the costs and supply of teachers and teaching assistants.
- Absence due to training is not required.

Absences

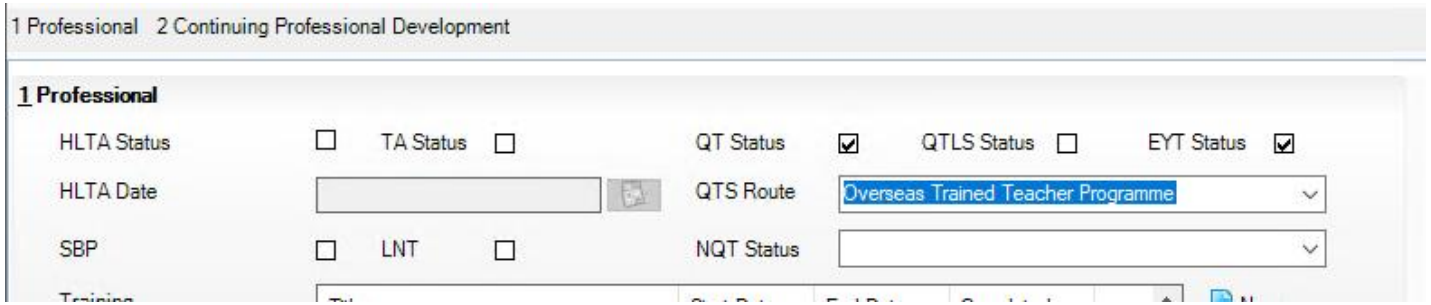
- To check a member of staff's absence, navigate to **Focus >Person > Staff and select staff > Personal Details > Tab 3 Absences**
- Check details are correct
  - End dates entered where applicable
  - Start dates entered for ongoing absences
  - Type
  - Working Days Lost



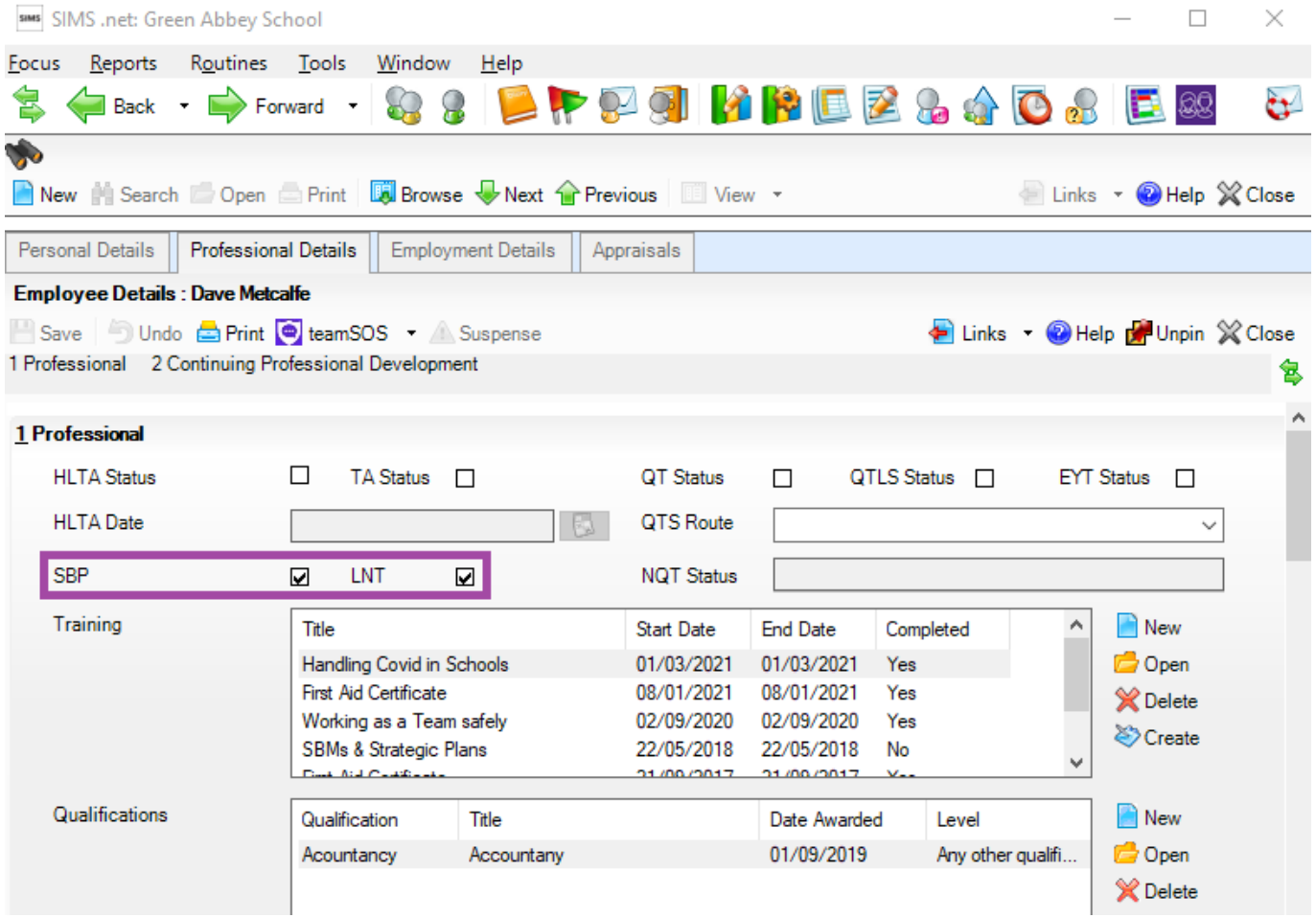
Qualification Checks (1)

Focus > Person > Staff and select staff > Professional Details tab

- QT Status
- 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
- SBP – School Business Professional
- LNT – Leadership Non-Teacher



SBP (School Business Professional) and LNT (Leadership Non-Teacher)

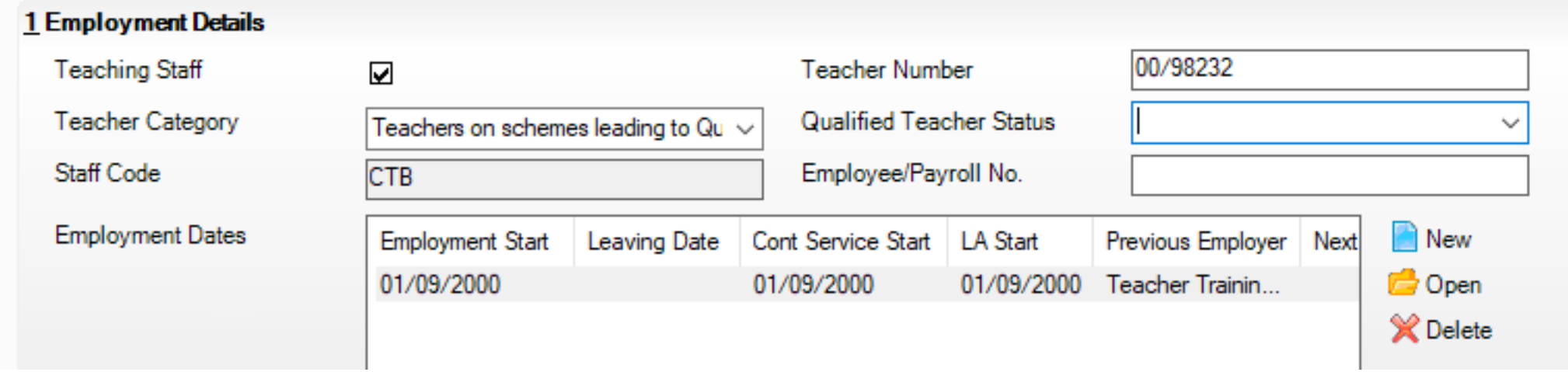


- The DfE requires SBP and LNT regardless of whether contacts are being included in the census.
- Where a school is providing contract data, SBP and LNT can be obtained from staff contracts.
- However, where contracts are not being provided, another source is needed to obtain SBP and LNT. Hence the introduction tick boxes for SBP and LNT.

Qualification Checks (2)

Focus > Person > Staff and select staff > Employment Details tab

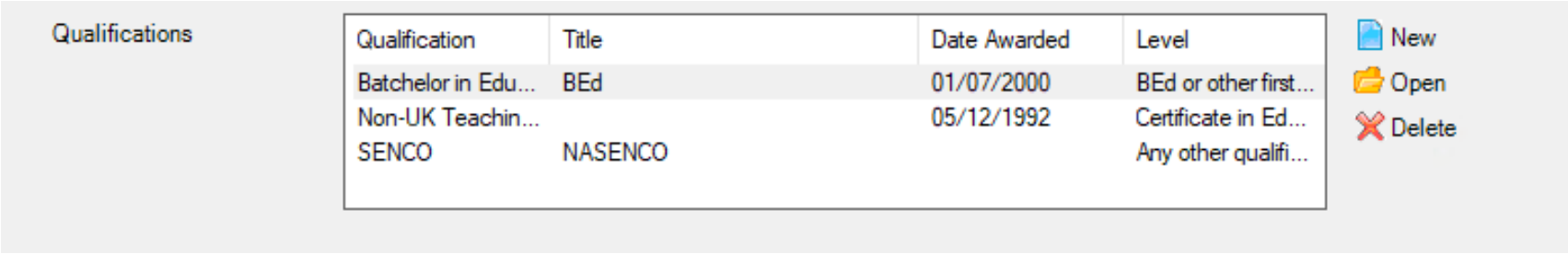
- Teacher Number
- Teacher Category
- Qualified Teacher Status



Qualifications

Focus > Person > Staff and select staff > Professional Details tab

- Required for Teachers, Teaching Assistants, School Business Professionals (SBPs) and non-teaching School Leaders in regular service.
  - Level 4 qualifications or higher and certain level 3 qualifications held by SBPs
  - The SENCO qualification must be recorded where present for any SENCOs



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

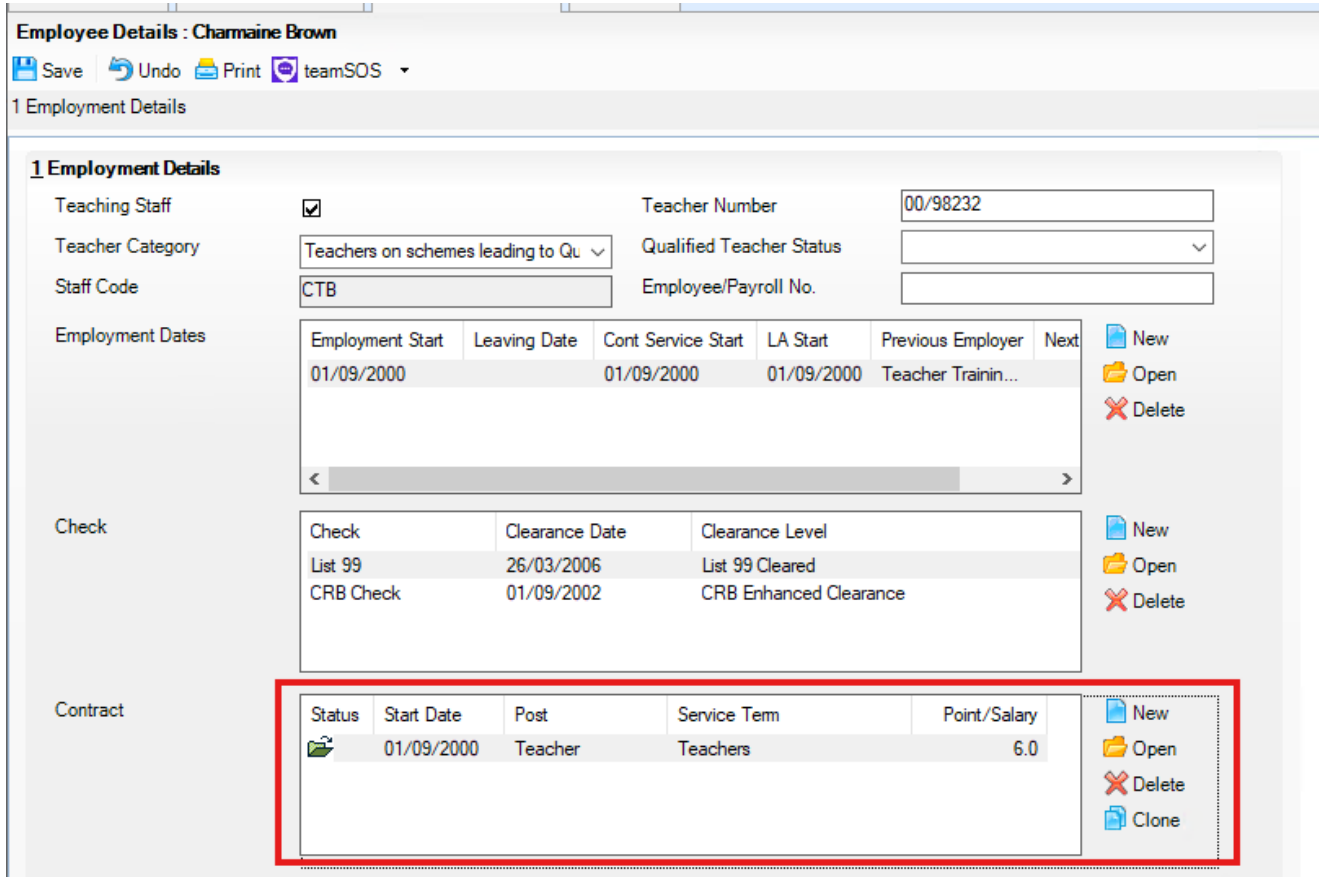
Qualifications for use with School Business Professional

- 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)

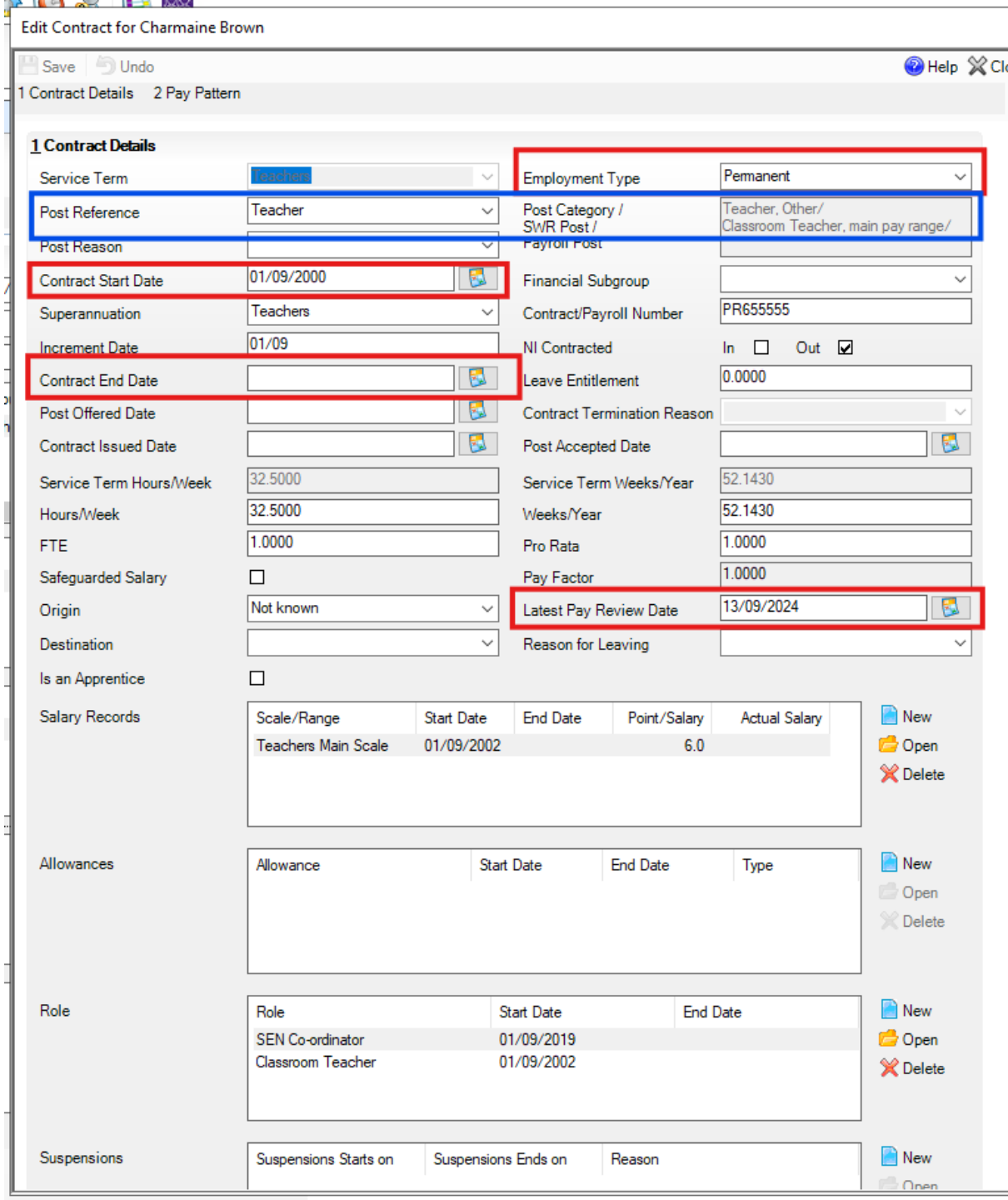
- **Focus >Person > Staff and select staff > Employment Details Tab**

- To view the details of a contract, double-click the relevant contract or choose "Open"



Contracts (2)

- Check that the details are correct, especially:
  - **Start Date**
  - **End Date** (if applicable)
  - **Employment Type**
  - **Date of Latest Pay Review Date**
  - **Post Reference** (which updates SWR Post)
  - **Allowances** e.g. TLRs
  - Safeguarded Salary
  - Origin
  - Contract Termination Reason (if a leaver)
  - Destination (if a leaver)

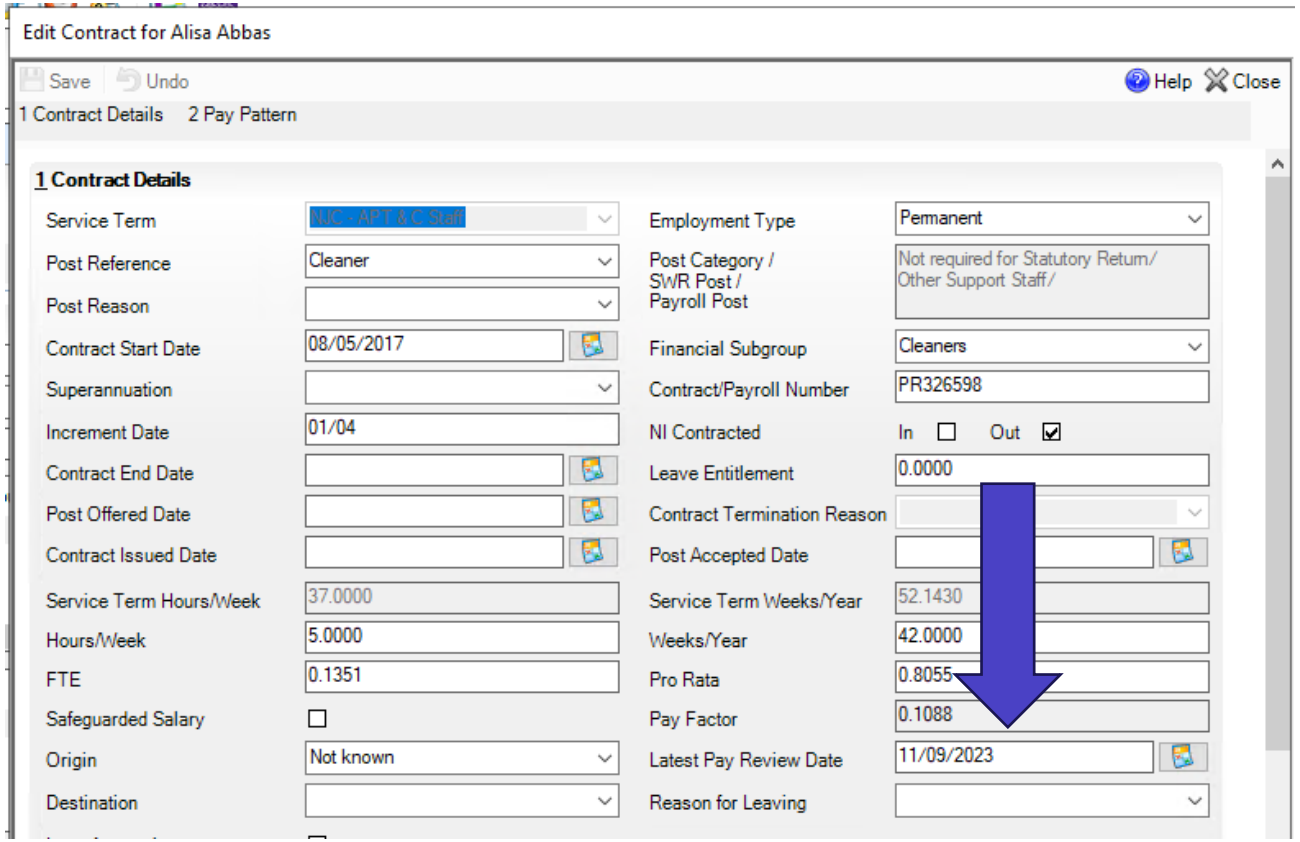


Date of last pay review

- Maintained schools are required to carry out these determinations annually.
- The date supplied should be the most recent pay determination, even if this did not result in a change to the teacher's pay.
- This is required for all staff on posts of:
  - Executive Head Teacher
  - Head Teacher
  - Deputy Head
  - Assistant Head
  - Classroom Teacher (regardless of pay range)
  - Leading Practitioner

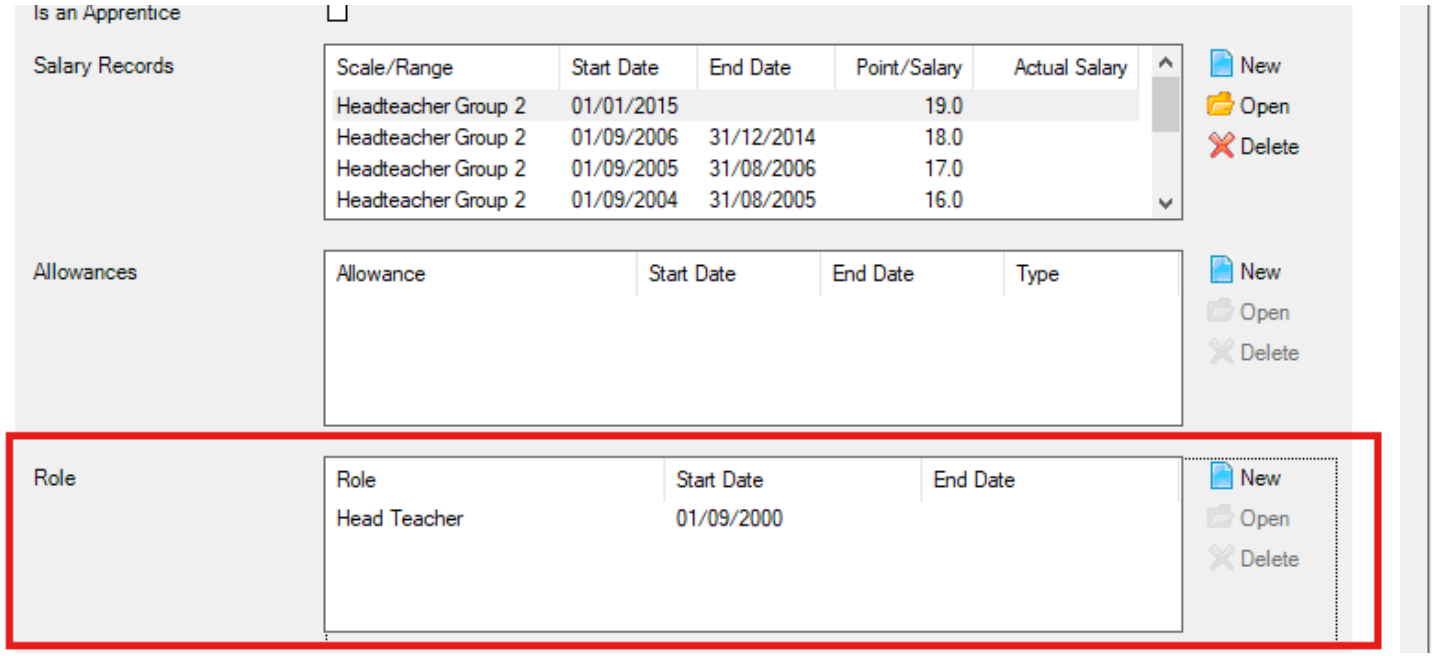
Date of Last Pay Review

- **Focus | Person | Staff**
- **Employment Details** tab
- Open the appropriate contract



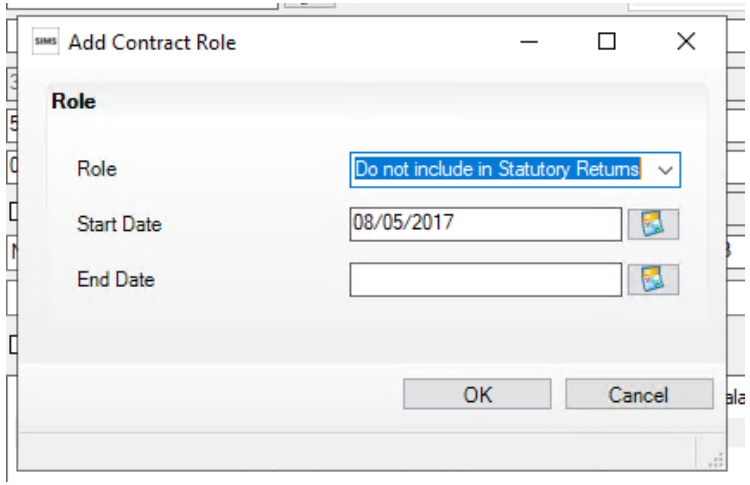
Contract Role

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



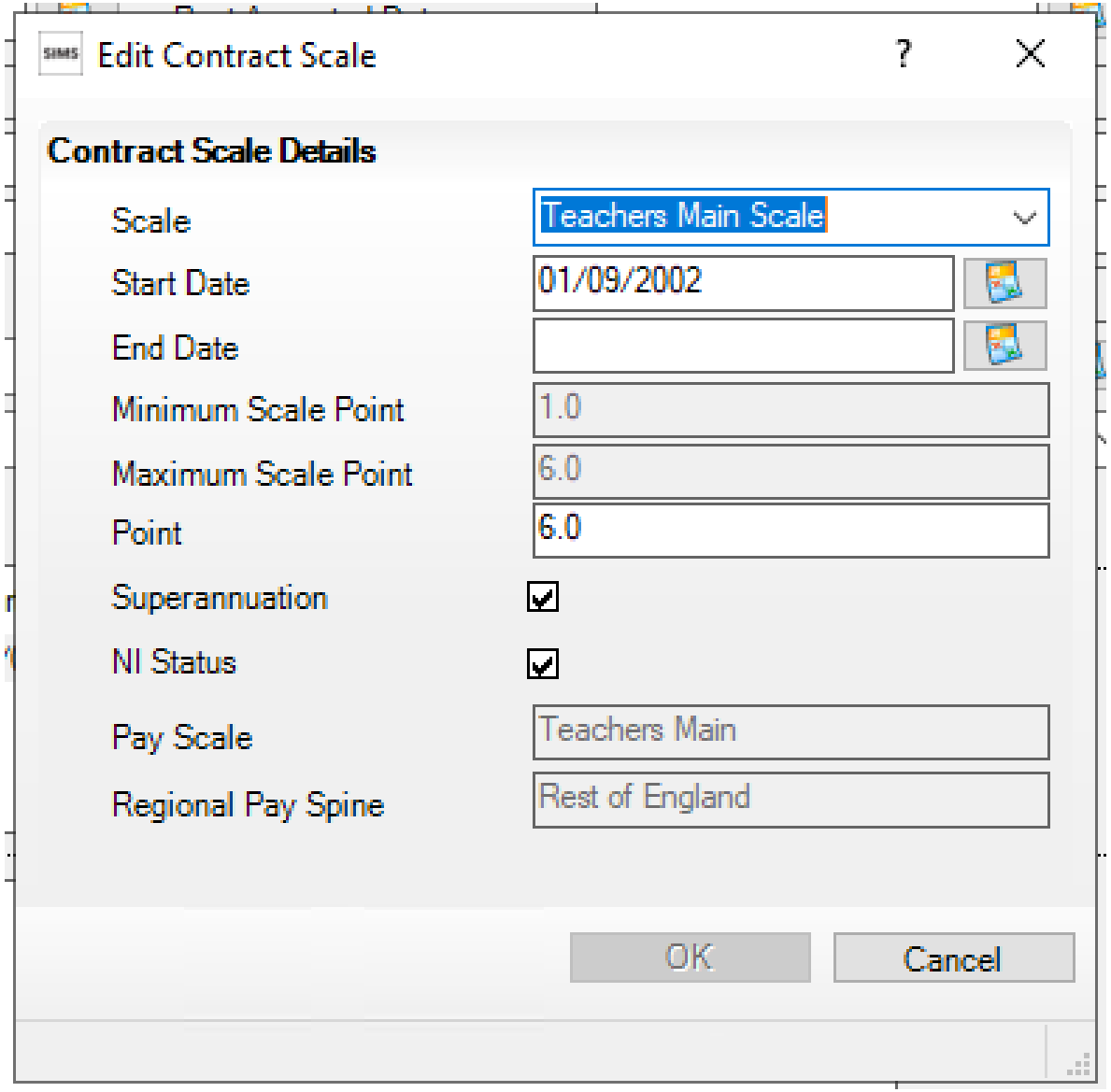
Excluding a contract

- A Staff contract can be excluded from the census by adding a role of “Do Not Include in Statutory Returns” for the contract in the Employment Details panel of **Focus | Person | Staff**
- The other roles for the excluded contract can be left in place and will be excluded from this Census
- The other contracts for this person will be included
- **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.**



Pay

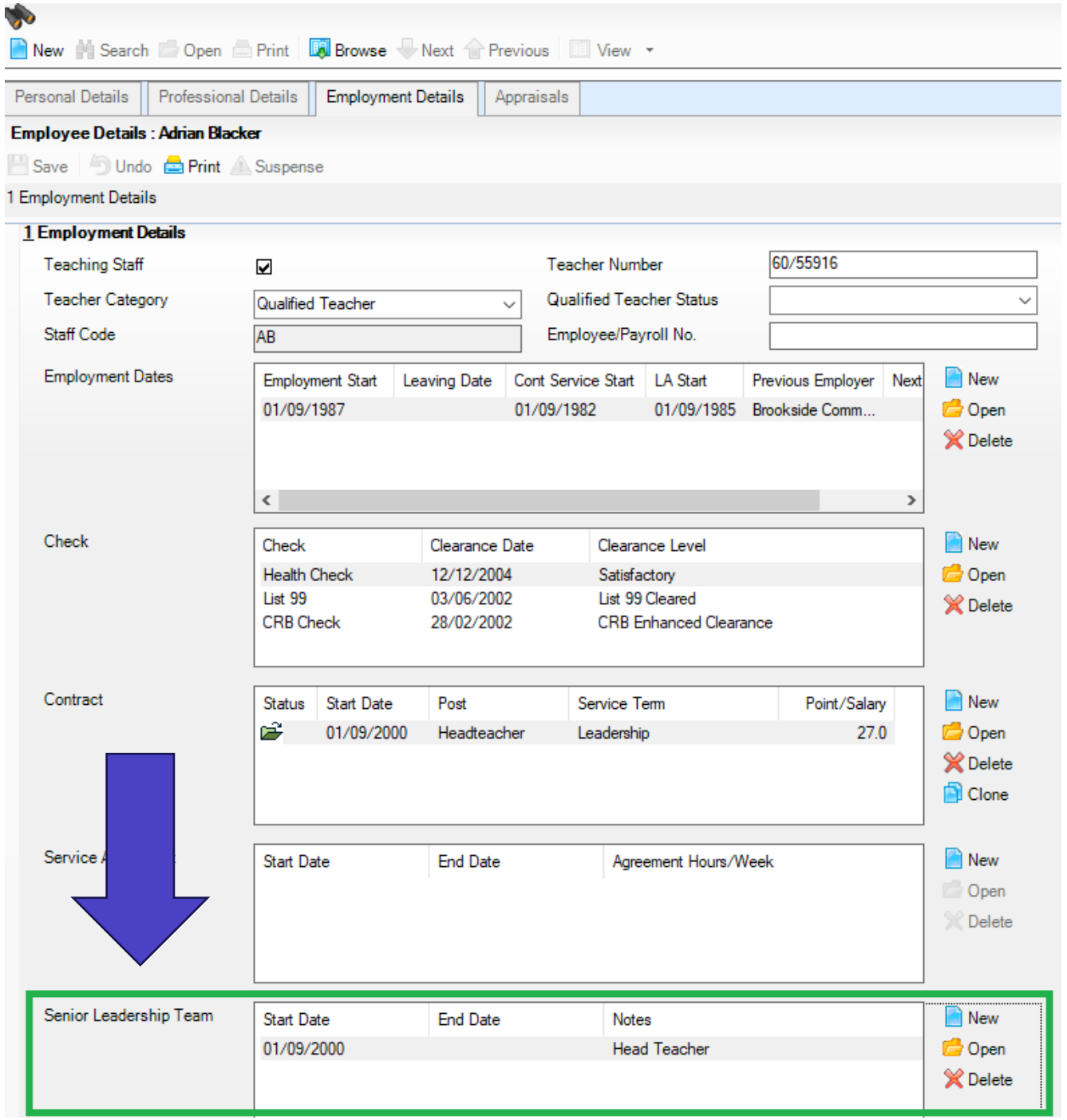
- Ensure the correct Salary details are entered.
- Open the **Contract** and navigate down to **Salary Records**.
- Either double click to edit the existing or choose New to add a new Salary Record



SLT

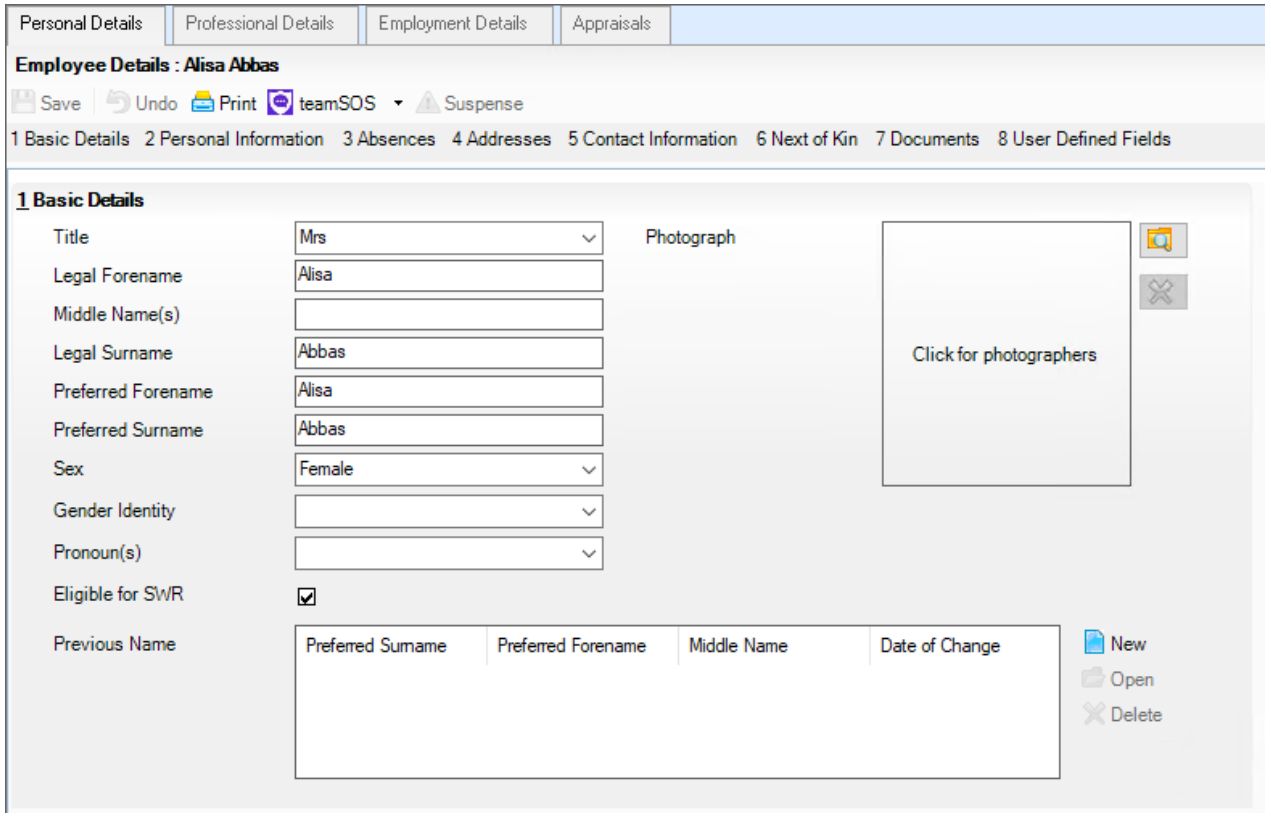
- Earlier we looked at the flag for SBP and LNT in the Professional Details tab of Focus | Person | Staff | Employment Details

  Dated records of membership of the Senior Leadership Team can be added along with a note for the record.



Excluding the whole Staff member

- Workforce members and all their details can be excluded from the Census by removing the tick in the **Eligible for SWR box**
  - E.g. governors
  - Do not use if one contract should be included but not the other



Any Questions?

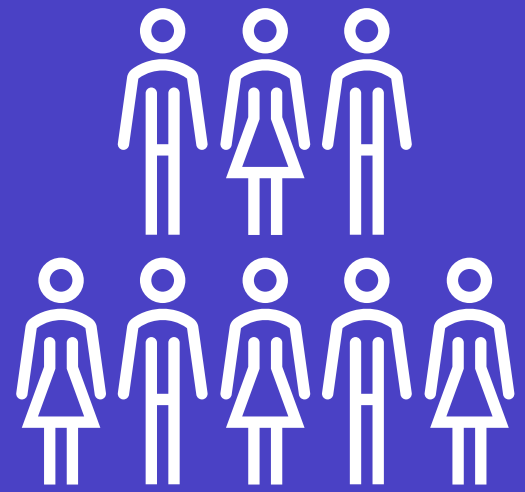


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DIGITAL SERVICES FOR SCHOOLS AND ACADEMIES

Creating your census return



Using SIMS .net

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Producing your SWC census

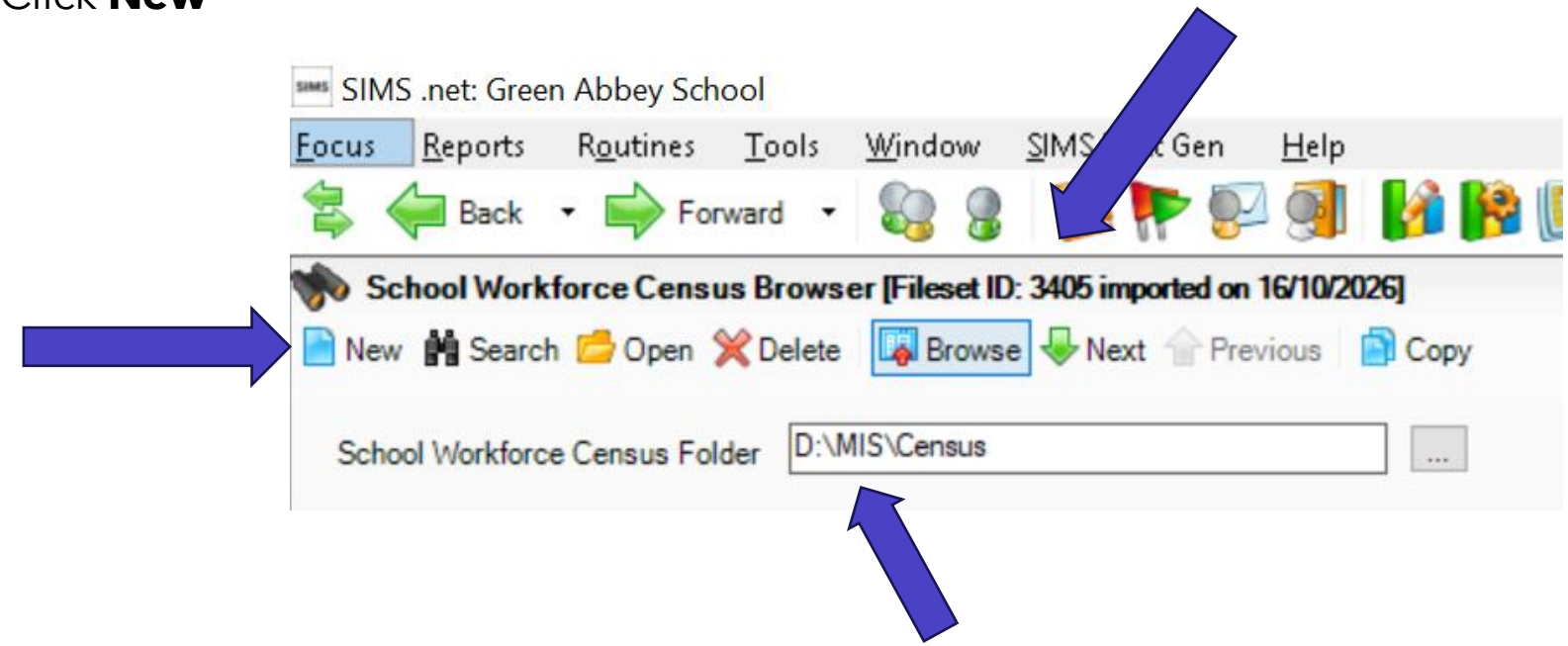
In this section we will look at:

- Generating and validating the SWC
- Errors and resolutions
- Census summary file
- Census reports
- Authorising and submitting

Creating your return

Routines | Statutory Returns | School Workforce Census

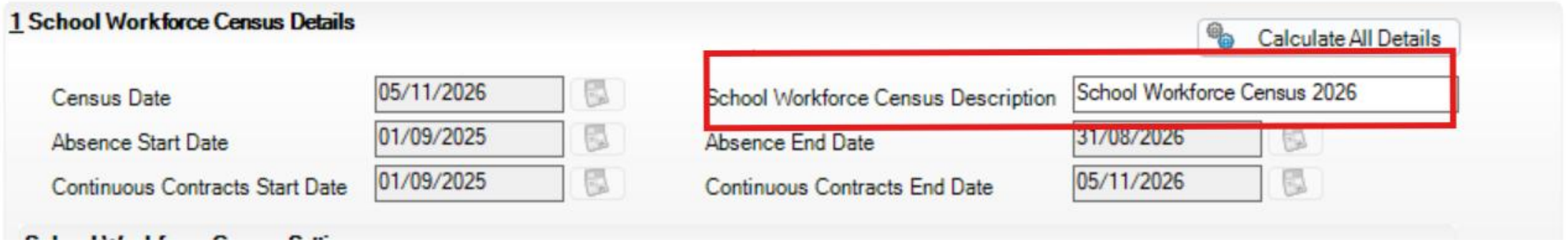
- Ensure Fileset is correct, current version 3405, we are expecting **Fileset** 3406, this is not yet available.
- Filesets can be imported via **Tools | Setups | Import Fileset**
- Ensure that the **School Workforce Census Folder** location is set correctly.
- Click **New**



Census Details

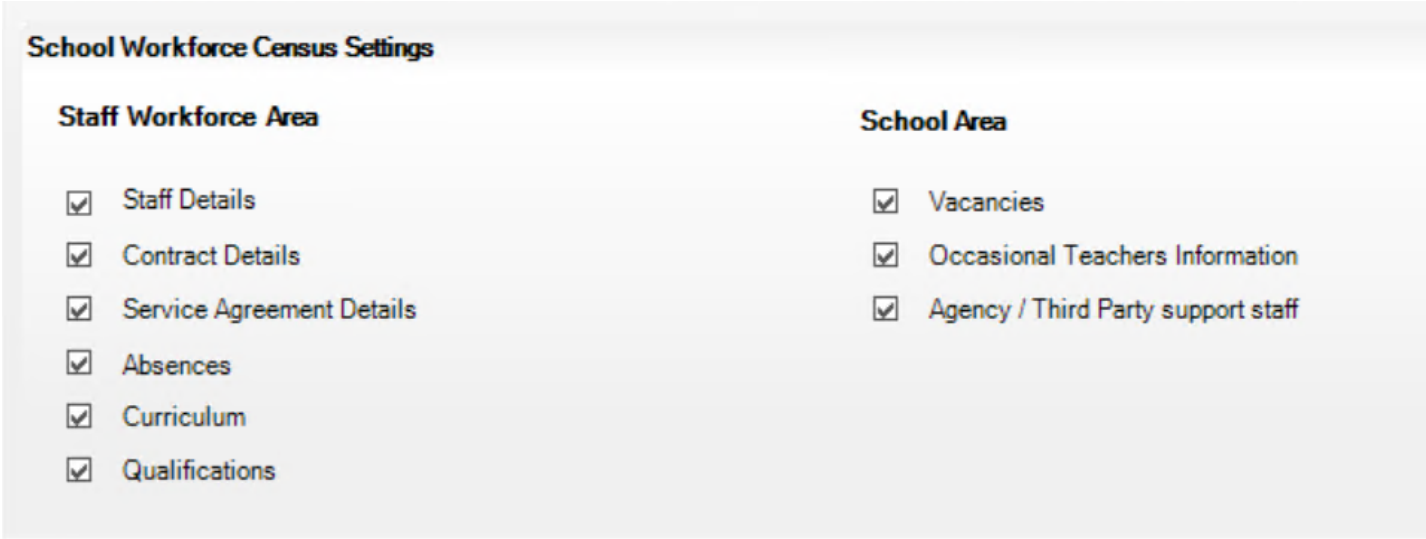
- Information in the School **Workforce Census Details** panel is pre-populated

- You might want to update the SWC Description e.g. Dry Run



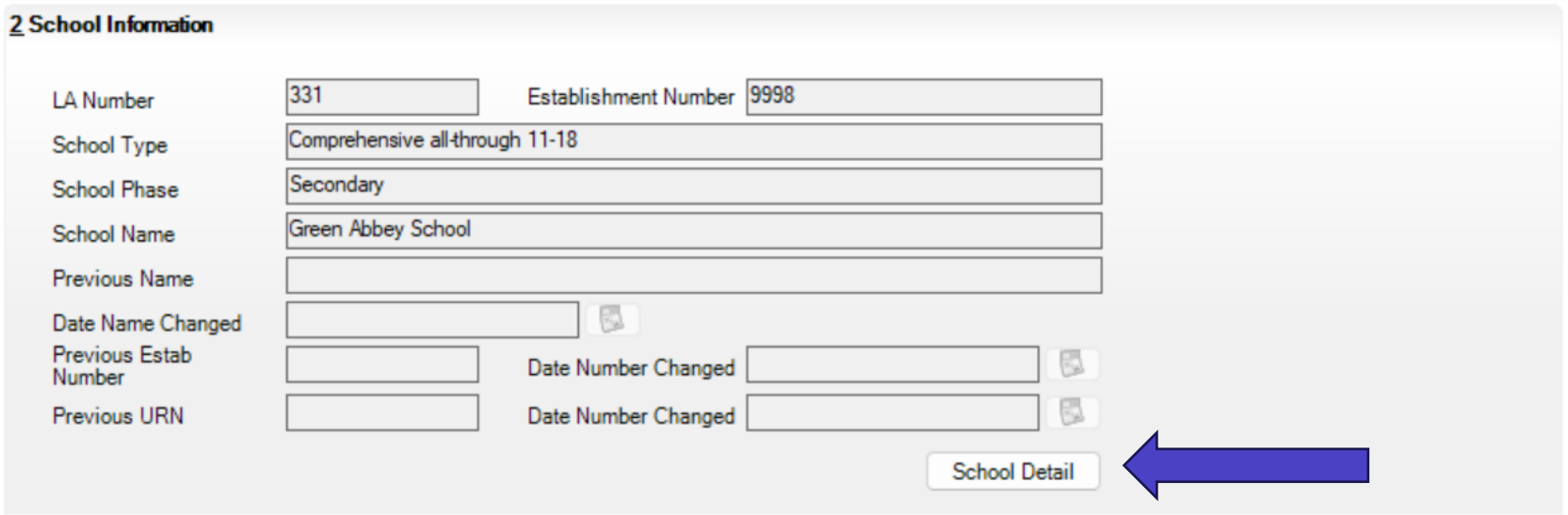
School Workforce Settings

- 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 their data. **This might be different in Academy schools please check with your trust.**
- The LA only returns data for centrally employed staff.
- **Note: The curriculum module is not required from Primary Schools, Special Schools, or PRUs.**



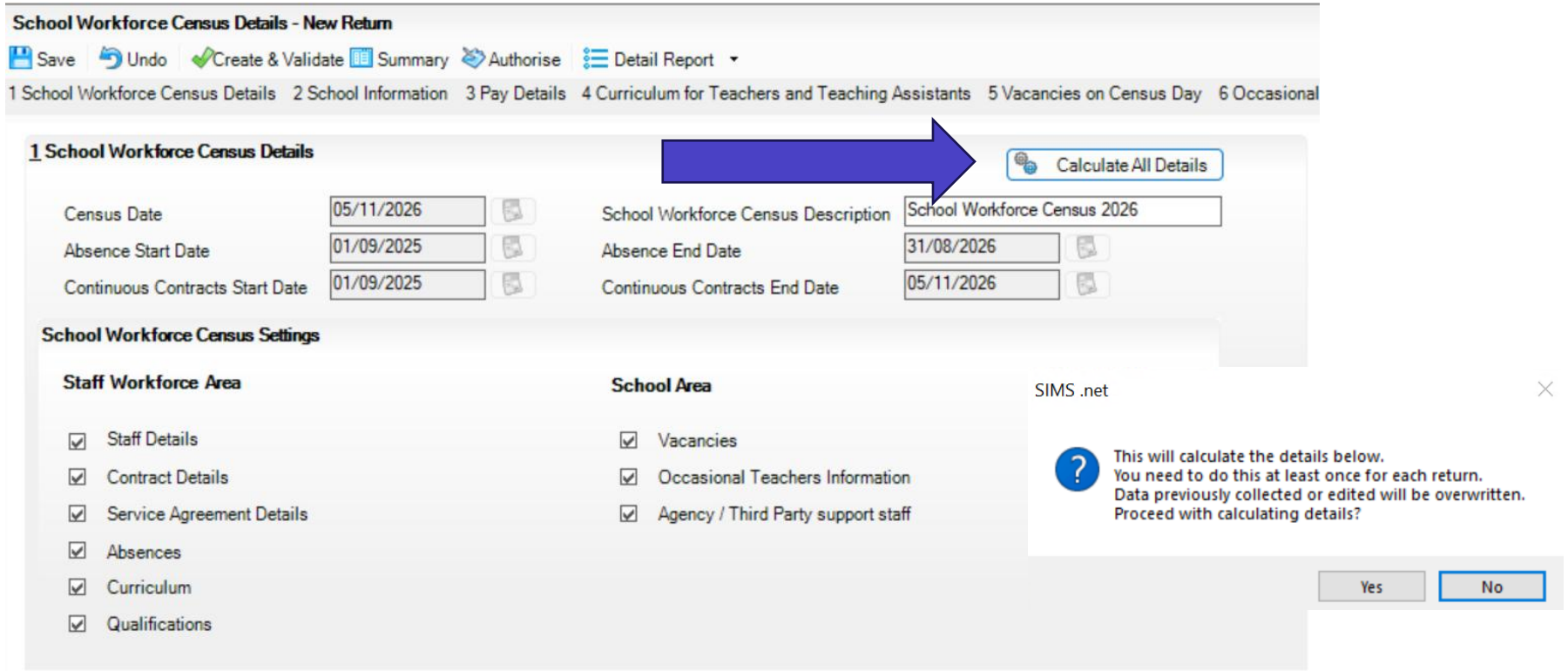
School Information

- Check the information displayed within the **School Information** panel is accurate
  - This can be edited using the School Detail button if necessary



Generating the Census Return

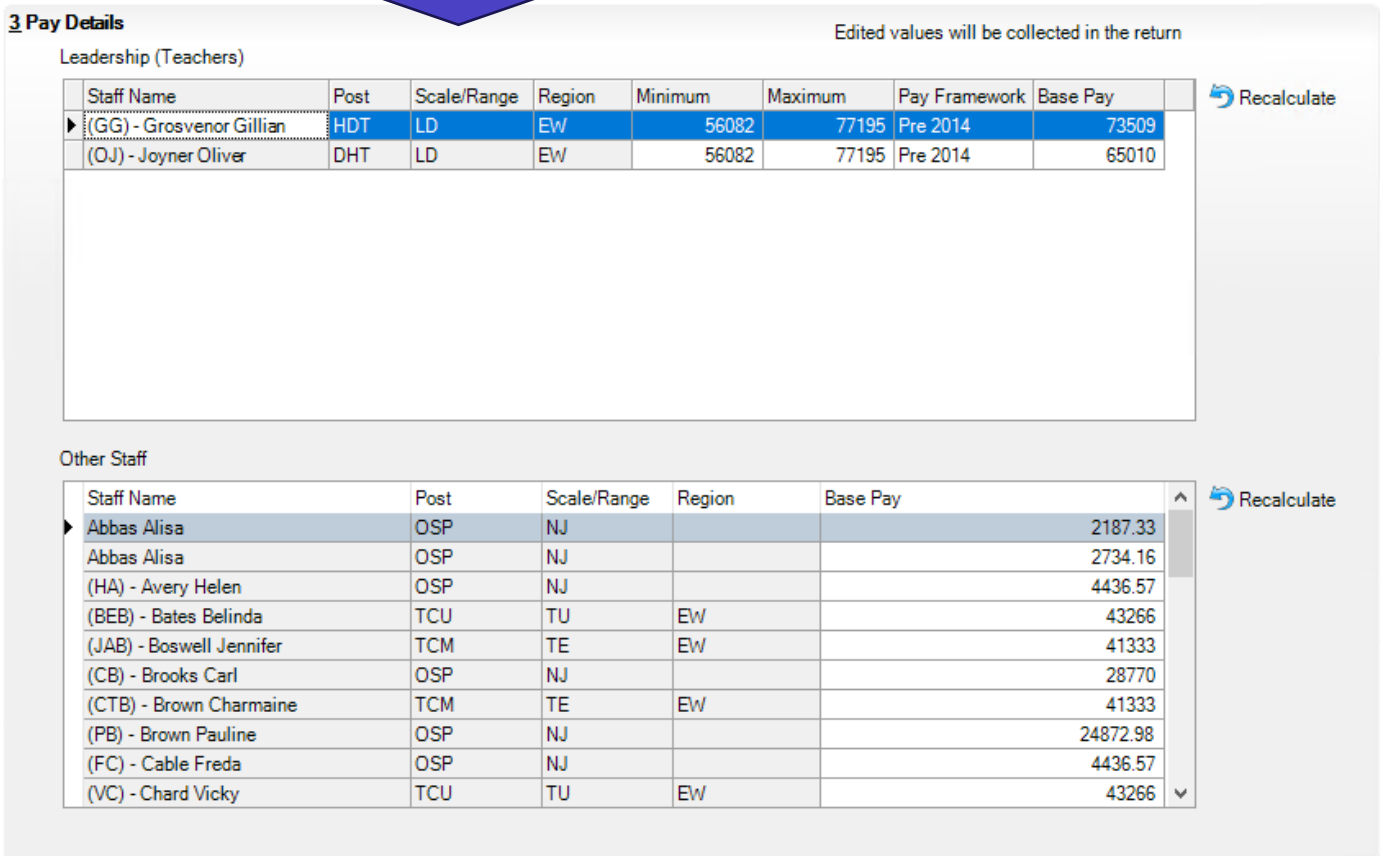
- Once you have checked Panels 1 and 2
- Click **Calculate All Details**



Pay Details

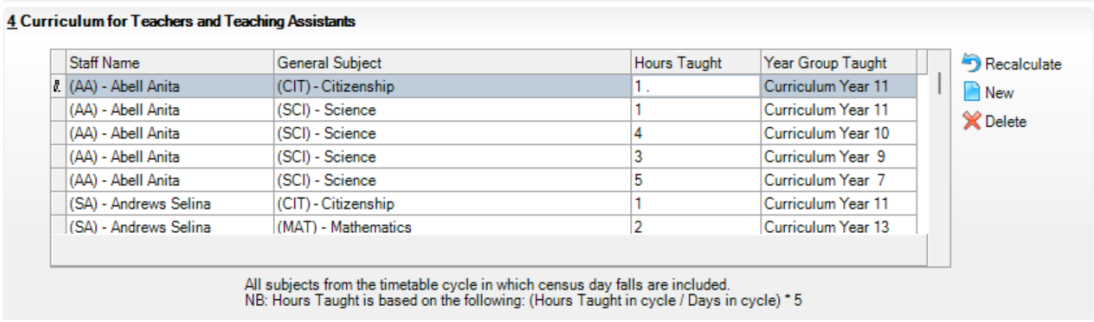
- Review the information in the Pay Details panel
- If anything is incorrect, please correct it on the staff record
- CAUTION: changes can be made in this panel, but they will be lost when the panel is recalculated.

Recommend any changes are made directly in the staff record to ensure source information is accurate. Then recalculate the panel



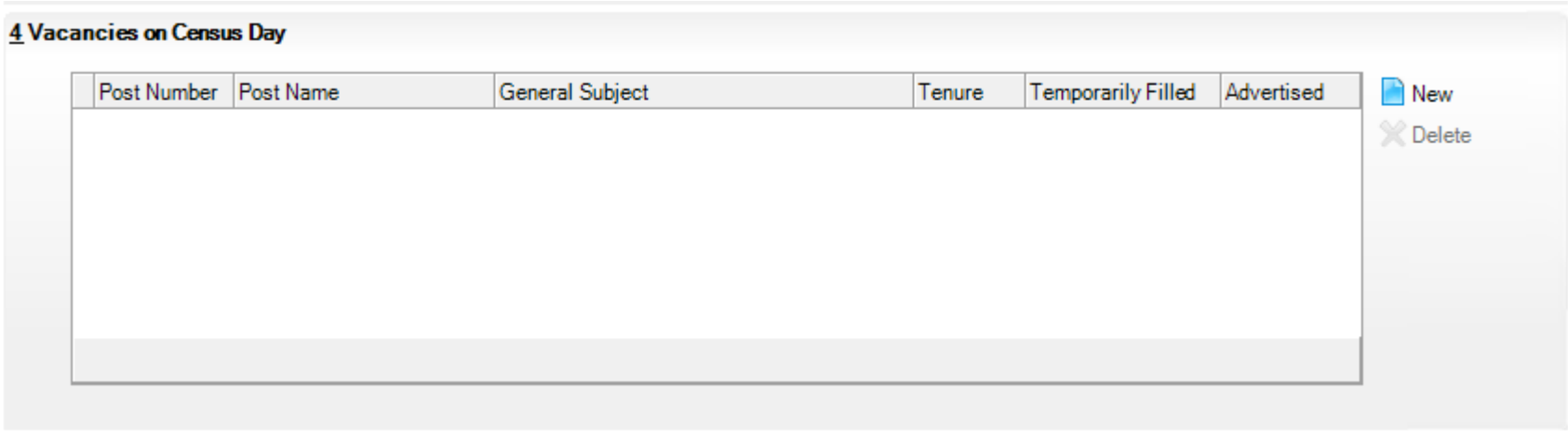
Curriculum for Teachers and TAs

- Check information is correct
- Hours Taught can be edited directly if required
- Entries can be added by select New
- Entries can be deleted if incorrect



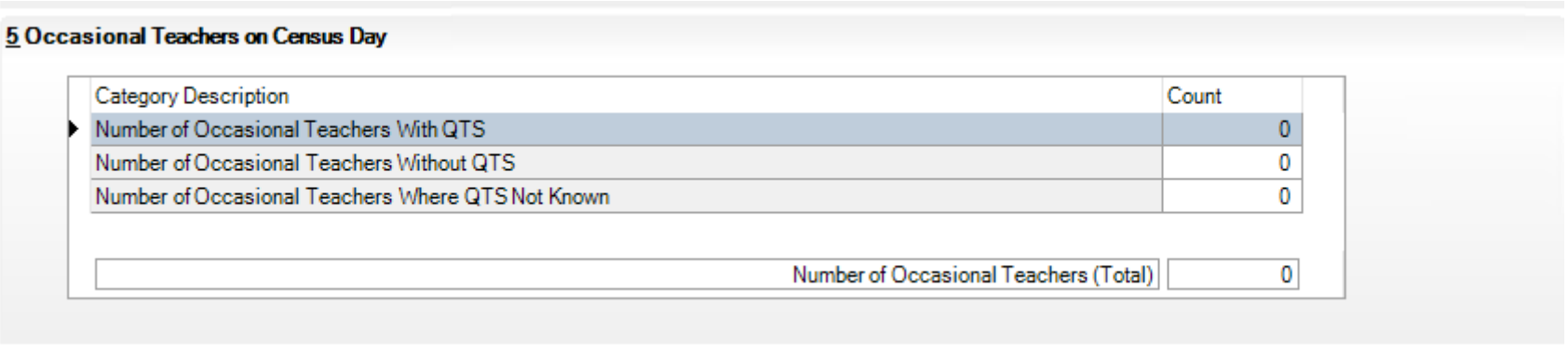
Vacancies on Census Day

- Required for each teacher post (permanent or a contract of one or more terms) that is vacant or temporarily filled on census reference date
- Use the New button to add vacancies if any exist.
- Fill in the details in the panel directly.



Occasional Teachers on Census Day

- Add a simple count of occasional teachers in school on census reference date, split by categories of qualified, unqualified, not known is required
- Supply and agency teachers in on the day but not expected to be working 28 days or more

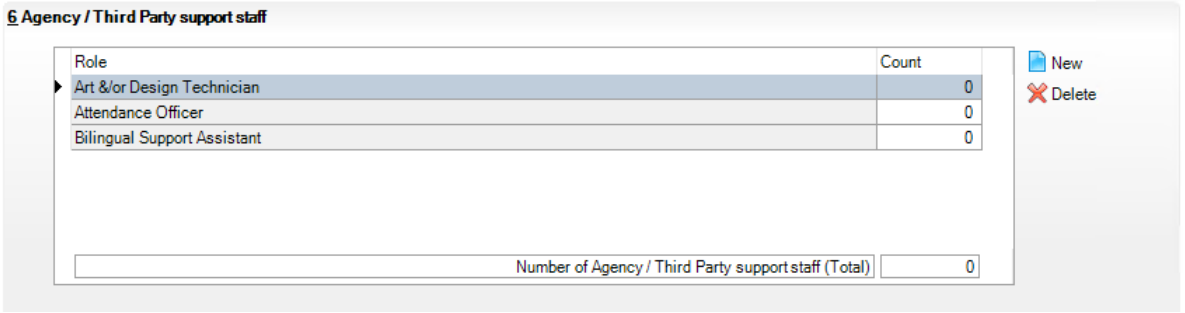


5 Occasional Teachers on Census Day

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

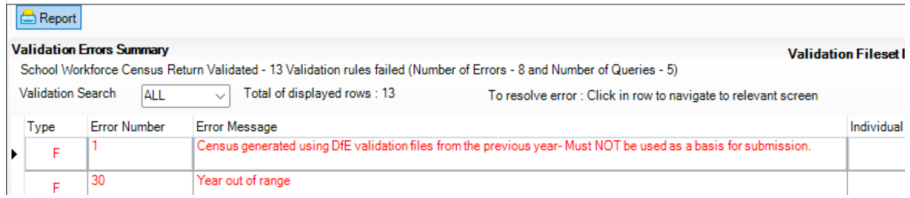
Agency / Third Party Support Staff on Census Day

- Support Staff not directly employed by a school or local authority, e.g. cleaners employed by a contract cleaning company
- Click **New** to add in the cover/agency support staff who are in on census day.
  - Choose the roles from the menu that appears and click Add.
  - You can add multiple roles in one go.
  - Add in the headcount number in the panel.



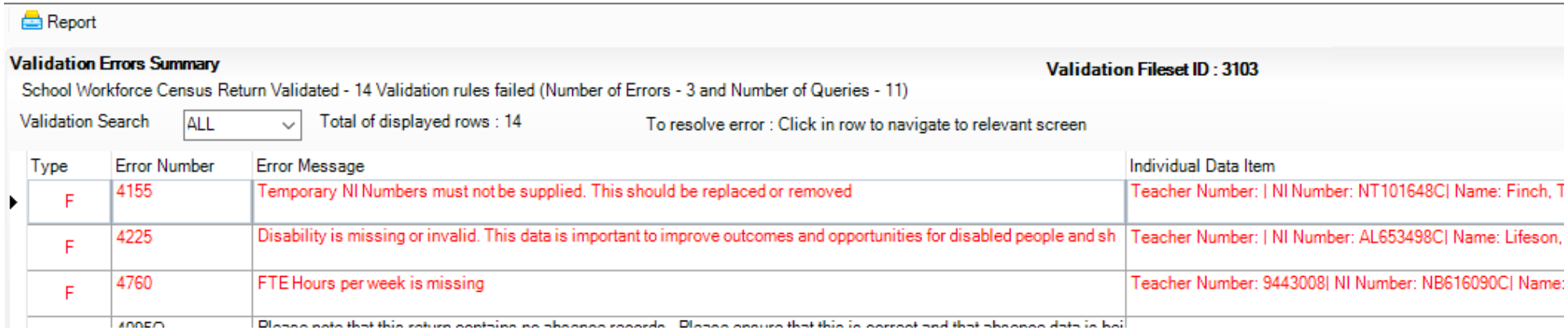
Create and Validate

- Once you are happy with the information you have entered, click **Create and Validate.**
- SIMS will produce a return and generate the errors/queries that you need to work through.
- Data Validation may take some time.
- Errors & Queries list will display. You should work through your errors and queries.
  - Errors are Red
  - Queries are Black
- Clicking the Report button creates an export of the existing Errors and Queries.



Dealing with errors & queries (1)

- Click **Create and Validate** to show the errors/queries list if it has closed.
- Work through the errors correcting them as you can.
- Clicking on **Individual Data Item / Solution** in many cases will take you directly to the item that requires review.
- From the list of errors, you can **sort** the list by each **column heading**.
- Use the **Validation Seach** drop down to filter the errors/queries
- **Errors** must be **resolved**
- **Queries** must be **reviewed** and resolved or an acceptable notepad entry added to Collect.

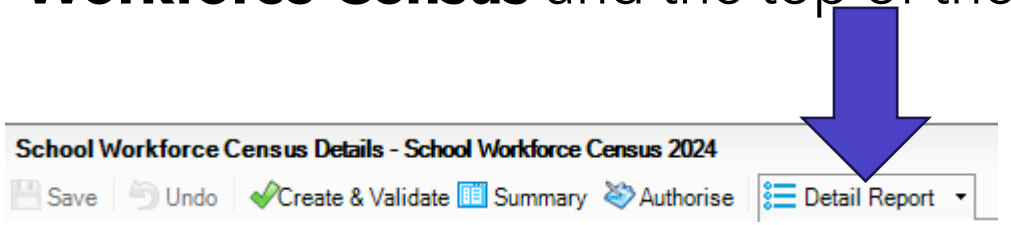


Dealing with errors & queries (2)

- Once you have dealt with your errors you should can re-click **Create & Validate** to revalidate the return. You can do this as often as you need to check that errors / queries are being fixed.
- 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.).

Running Reports to check your data

- SIMS provides several reports which you can use to check your SWC data.
- **Routines | Statutory Returns | School Workforce Census** and the top of the return



- Schools are responsible for checking that all required information is accurately submitted as part of the School Workforce Census Return



View the Summary Report

- Click the Summary report at the top of the census screen.
- This will open the summary report in your web browser.
- You might choose to share this with the headteacher and gain their sign off before you submit to collect.

Authorise the Return



Using SIMS .net

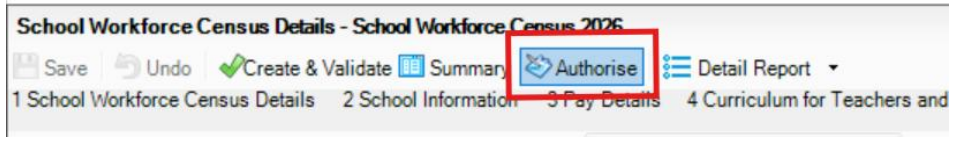
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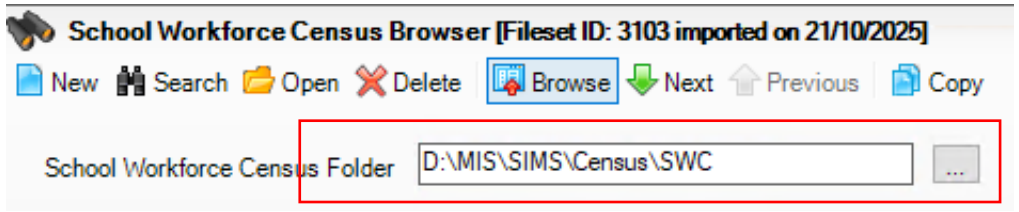
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Authorise the return

- Once all **errors** have been resolved, any outstanding **queries** reviewed and accepted, and all information checked for accuracy and completeness, it is **Create & Validate** once more to ensure all updates are included.
- Present the summary report and any detailed reports to the headteacher for their sign off. You may want to keep a copy of this report with your headteacher's 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 using the Authorise button.



- The return is saved in the file location specified on your system.

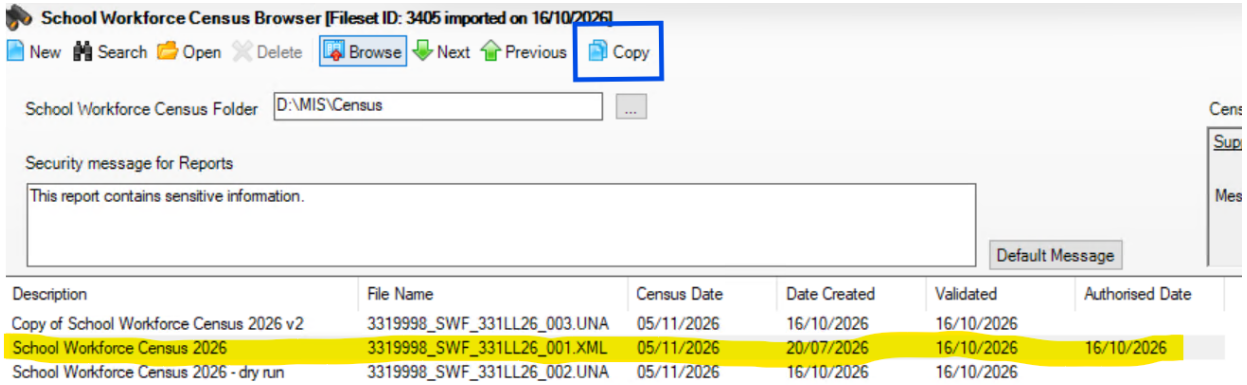


Upload the return

- The **Census Return file** is now ready for submission
- 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

Making changes after authorisation

- An authorised file cannot be edited.
- If you need to make changes to an authorised file, you must make a **copy** of the original file, **rename** it and **Save** it.
- Make any corrections to the data and then **Create & Validate** it.
- Once you are happy that the updated return is accurate, **Authorise** before resubmitting.



Using COLLECT

- To use COLLECT to submit your school census data, you'll need to register and log in with DfE sign-in
- Contact your school or local authority approver if:
  - you want to request a DfE sign-in username or password so you can access COLLECT
  - 'school census' is not on the list of collections you can see in COLLECT
  - If you do not know who your approver is, use the DfE sign-in request form.
  - If you've forgotten your password, use DfE sign-in to reset it. You'll need to click 'start now' and then the 'I've forgotten my password' link.
- COLLECT guides for school and local authorities are available for assistance with submitting your return to DfE.

Deadline

- Please make sure you have uploaded your census file to Collect by

Friday 20th November 2026

- This is to enable the LA to undertake checks on your data prior to final submission to the DfE.

Any Questions?



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Thank you for your time



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