DIGITAL SERVICES
FOR SCHOOLS AND ACADEMIES

This session will be recorded and shared with colleagues after the session. By attending you agree and accept you may be captured in the recording.

School Workforce Census Webinar 2023

Welcome to the Webinar. The session will begin shortly

Please ensure that you also have an audio connection either through a headset and microphone attached to your computer or by telephone to the published number.

You will join the session muted but there is a chat facility available where you can type questions

School Workforce Census Workshop 2023

Alison York

Digital Services

Systems Management

Introductions

Objectives

This webinar will cover

- Background information to school workforce census
- Initial preparation of SIMS to enable the production of SWC
- Reviewing and editing the full range of staff data to support SWC
- Producing the school workforce census
- Consideration of validation errors

Outline of the Session

- Requirements for Autumn 2023
- Scope
- What's collected
- Main Changes
- Reminders
- Process
- Detailed Reports
- Summary Report
- COLLECT

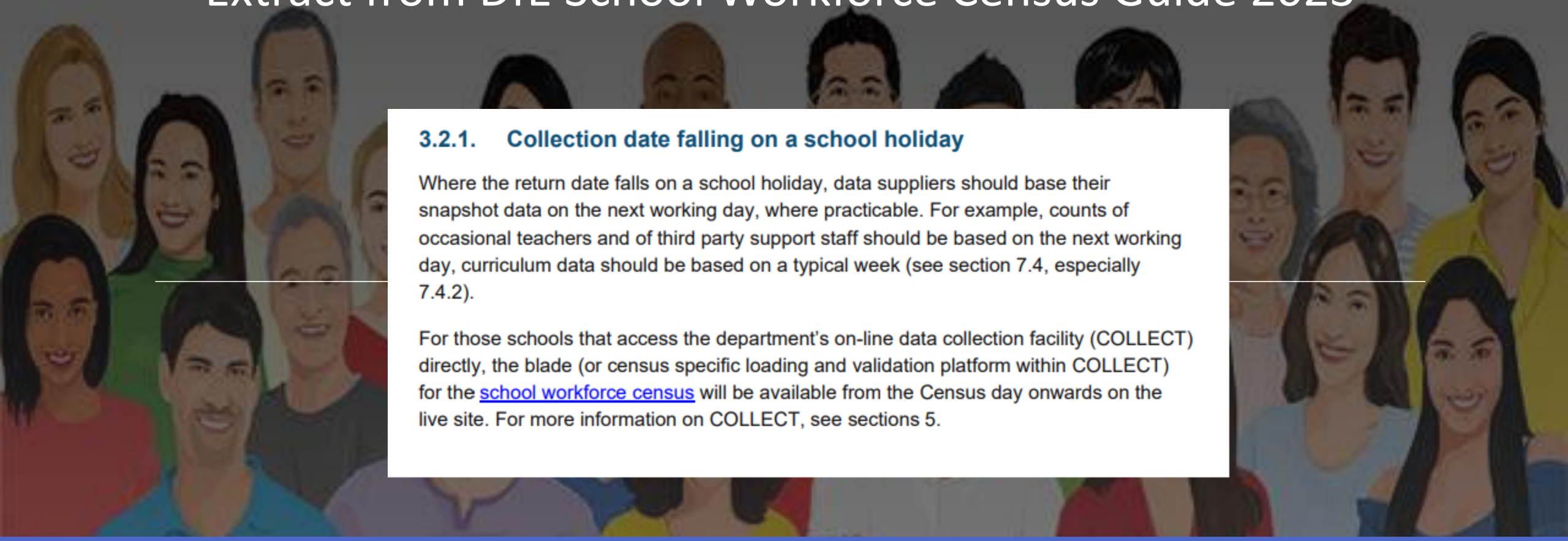
School Workforce Census –2023 Return
Key Dates

Census day 02/11/2023

Falls in half term week

School Workforce Census – 2023 Return

Extract from DfE School Workforce Census Guide 2023

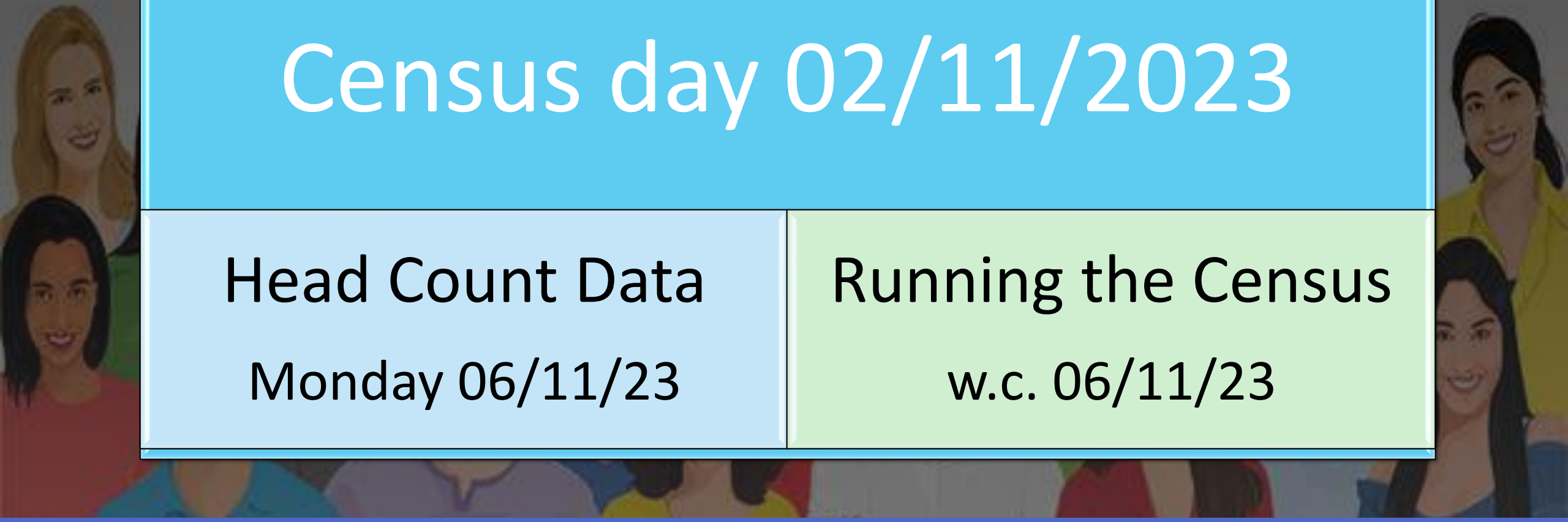


3.2.1. Collection date falling on a school holiday

Where the return date falls on a school holiday, data suppliers should base their snapshot data on the next working day, where practicable. For example, counts of occasional teachers and of third party support staff should be based on the next working day, curriculum data should be based on a typical week (see section 7.4, especially 7.4.2).

For those schools that access the department's on-line data collection facility (COLLECT) directly, the blade (or census specific loading and validation platform within COLLECT) for the school workforce census will be available from the Census day onwards on the live site. For more information on COLLECT, see sections 5.

What this means for the 2023 Return



Census day 02/11/2023

Head Count Data	Running the Census
Monday 06/11/23	w.c. 06/11/23

School Workforce Census –2023 Return Key Dates

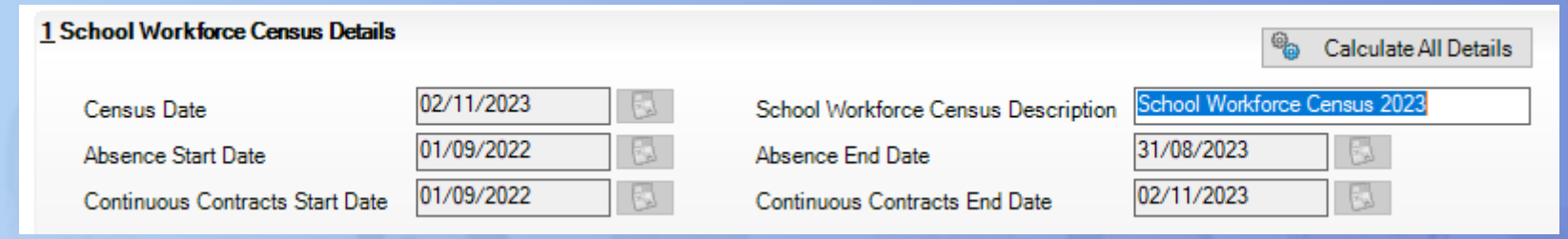
Census day 02/11/2023

Absence collected from 01/09/2022 to 31/08/2023

Continuous Contracts collected from 01/09/2022 to 02/11/2023

Reference Date

SIMS 7: Routines | Statutory Returns | School Workforce Census



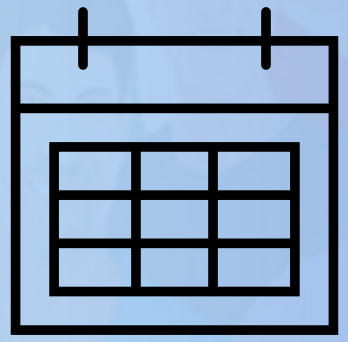
Census Date

First Thursday of November

The collection's reference date is

2nd November

Collection Period



Collection period starts: 2nd November 2023

COLLECT opens for all Authorities 07.30am

Schools need to have Submitted their file in **COLLECT** by 17th November to allow LA time to check and Approve

Date of Extraction

The date Create and Validate is run

Changes since School Workforce Census 2022

CHANGES

- New category of School Business Professional (SBP) for reporting workforce data in SWC 2023
- New SWC post of School Business Profession (SBP) has been added
- A further set of qualifications is included in the subject code set for use with SBP
- New data item for membership of the Senior Leadership Team has been added and is collected for all categories.

Staff Categories

DfE Guidance states -

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' refers to staff 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 53 responsibilities, for example, finance, operations, HR and other support staff formally recognised in leadership posts.

Which members of staff should be classified as SBP (School Business Professions)?

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.

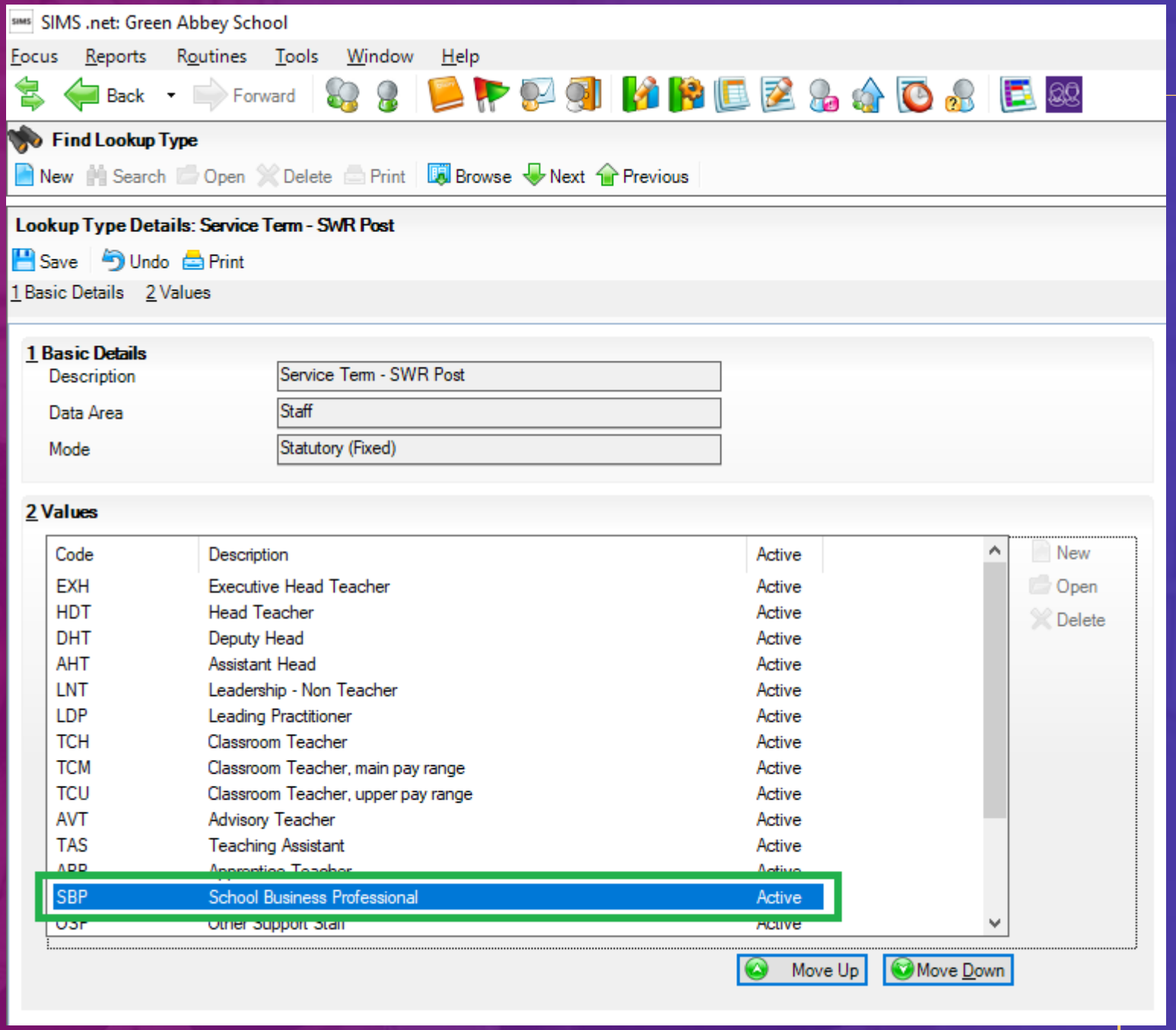
DfE validation query 6570Q indicates that a SBP is likely to have one or more qualifications to report and these are likely to be at level 3 and above, given that the qualifications added by the DfE for SBP are at levels 3 to 7.

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

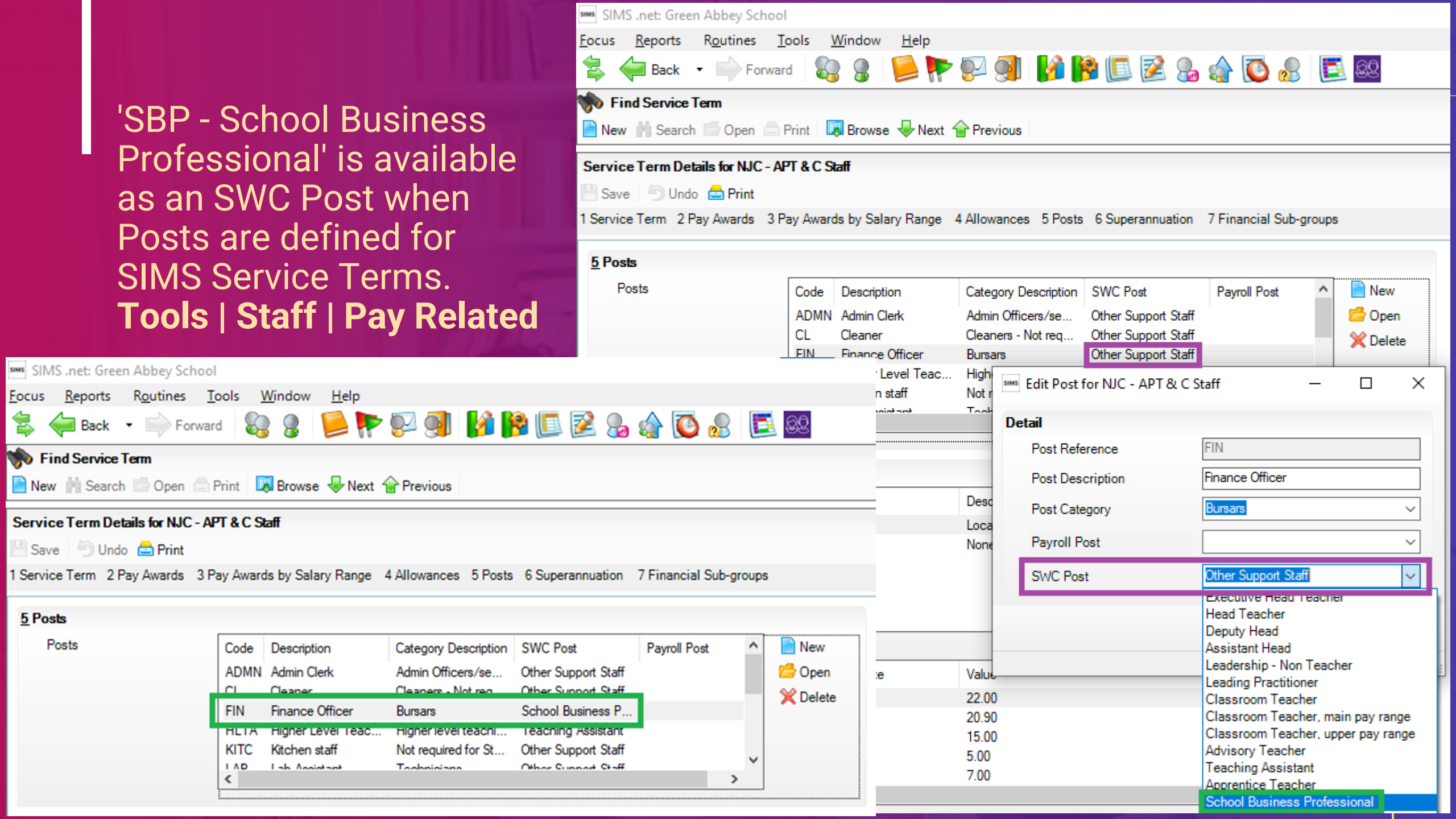
SIMS will **default** the post to **SBP** where the **existing** post is **one** of ‘Leadership Non-Teacher' or ‘Other Support Staff’ **and** one of the **roles** for that Post is ‘Bursar’, ‘Business Manager’, ’Finance Officer’, ’Office Manager’, ‘Premises Manager’ or ‘ICT Network Manager’.

Schools will be able to manually edit the field but validation rules in School Workforce Census will block the use of SBP Post with Teaching Assistant or Teaching roles.

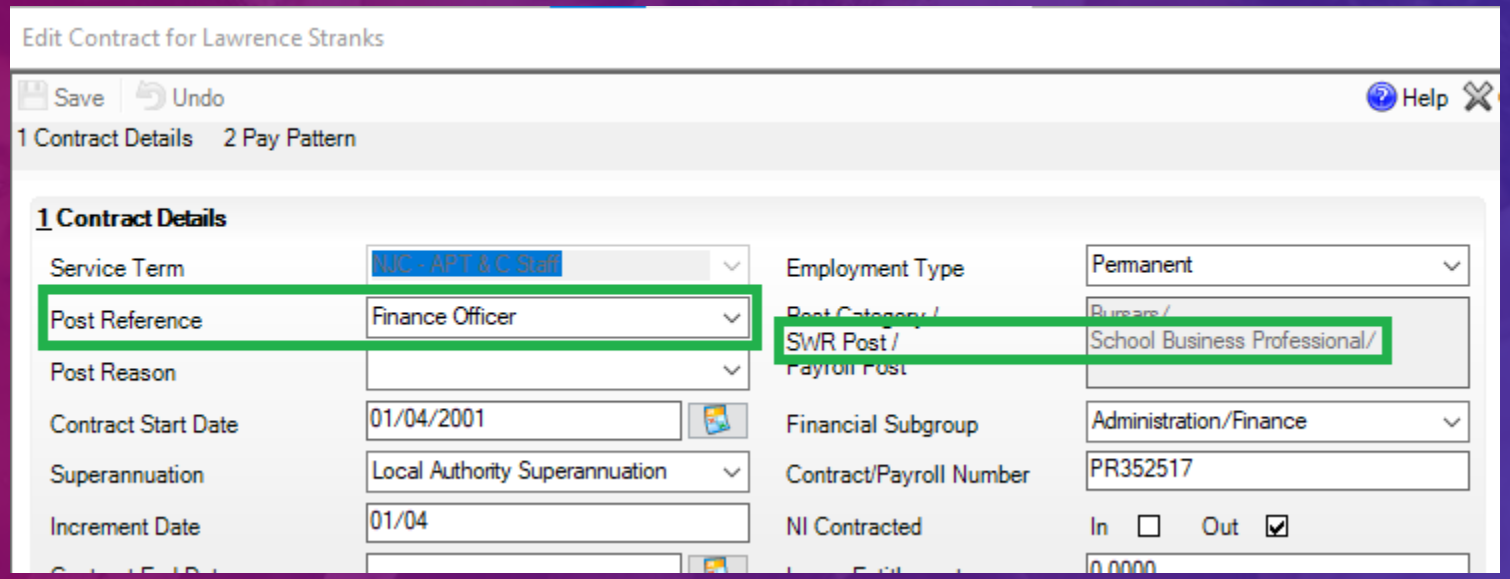
'SBP - School Business Professions' added as a lookup for 'Service Term - SWR Post'.



'SBP - School Business Professional' is available as an SWC Post when Posts are defined for SIMS Service Terms.
Tools | Staff | Pay Related



Example of the use of the SWC Post for a workforce member's contract.



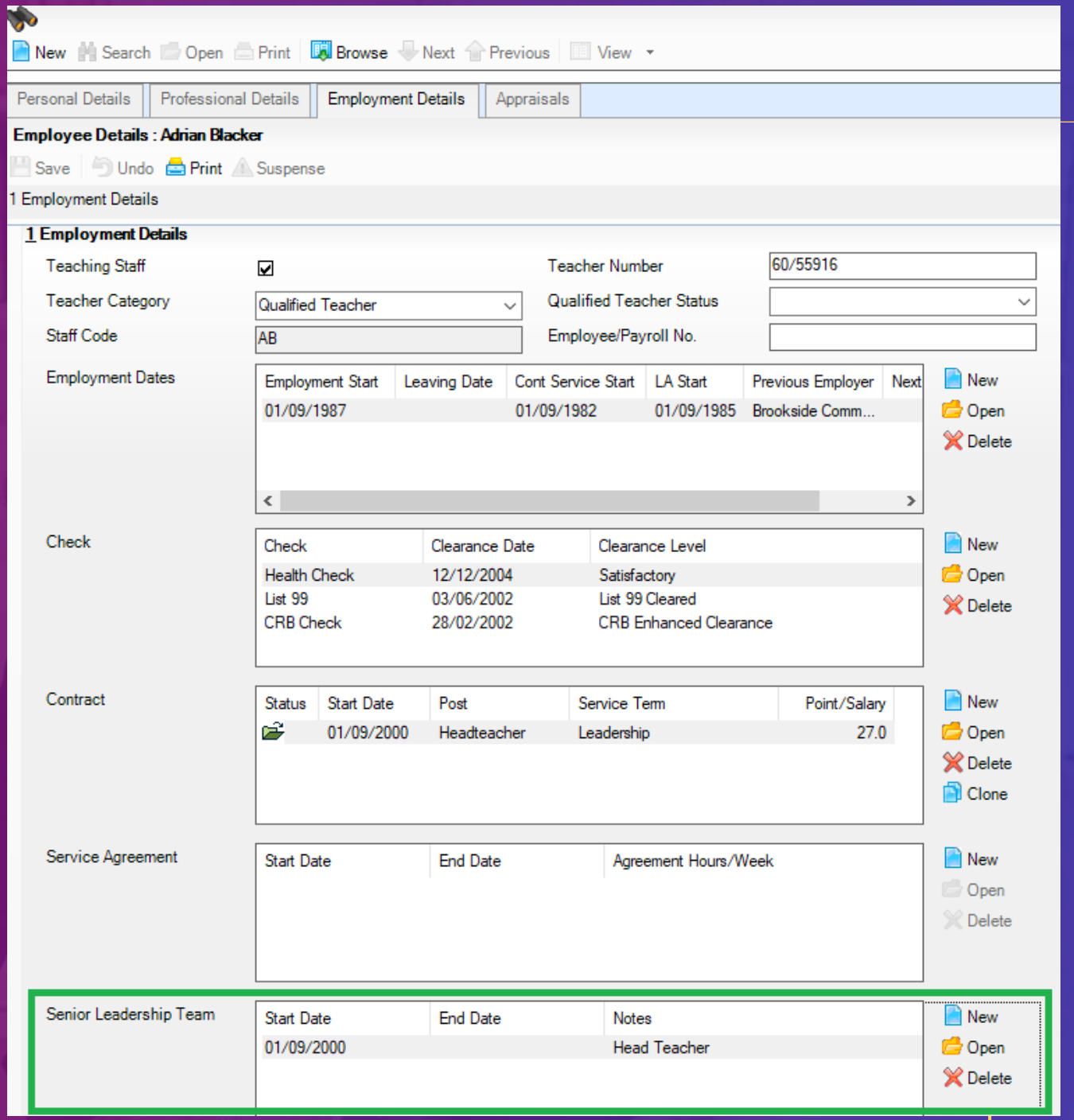
Destination and Leaving reason will be required for School Business Professionals

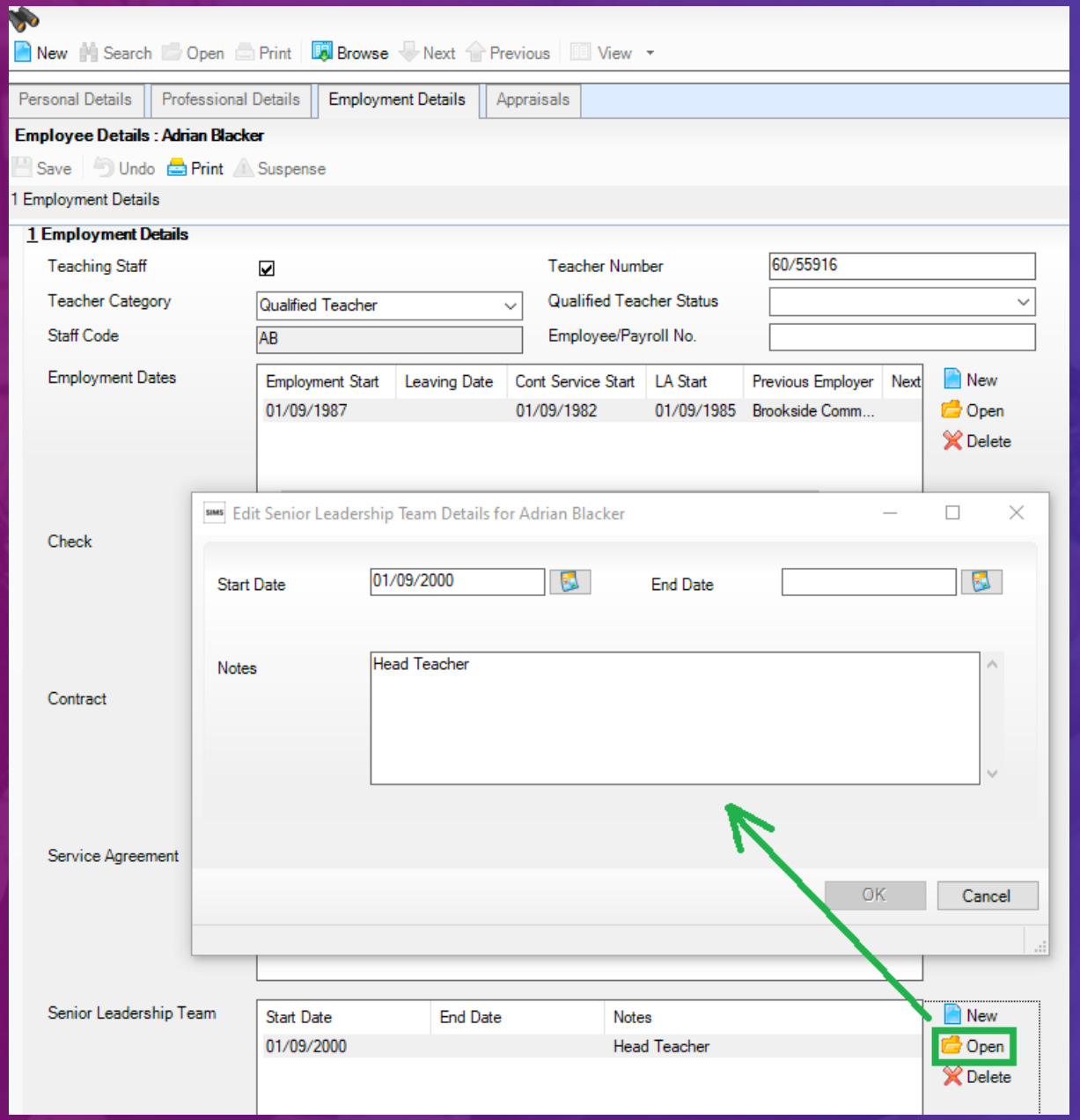
New **qualifications** are included in the subject code set for use with SBP

a. *Z206 - Level 3 School Administration Foundation Certificate*
b. *Z207 - Level 3 Procurement & Supply Assistant*
c. *Z208 - Level 4 SBP Apprenticeship*
d. *Z209 - Level 4 Diploma SBM*
e. *Z210 - Level 4 Commercial procurement & supply*
f. *Z211 - CIPFA Certificate in Public Sector Asset Management for School Business*
g. *Z212 - Level 5 Diploma SBM*
h. *Z213 - Level 6 Chartered Manager Degree Apprenticeship*
i. *Z214 - CIPFA Diploma in School Financial and Operational Leadership*
j. *Z215 - Level 7 Senior Leaders Masters Degree Apprenticeship*

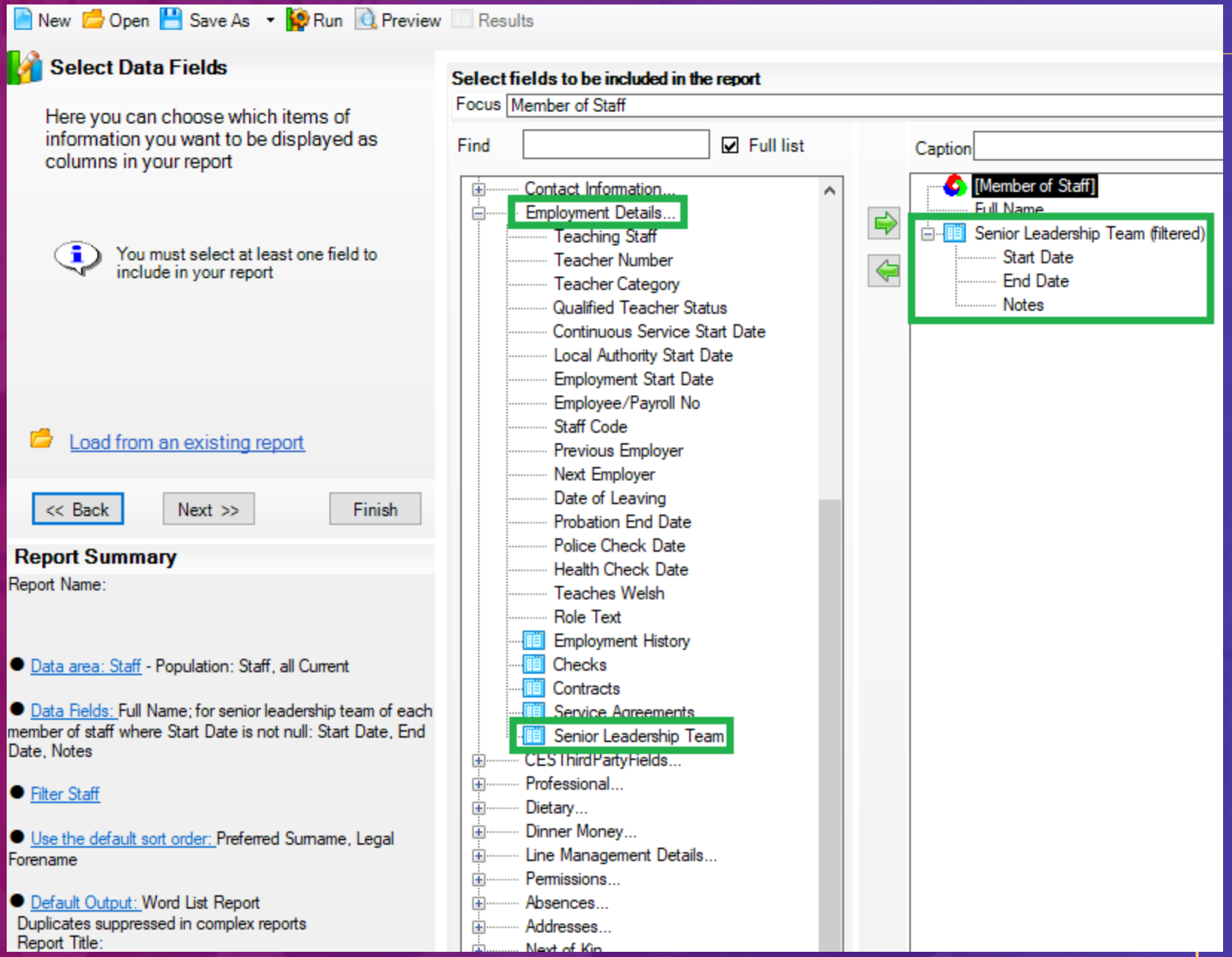
A flag to identify members of the Senior Leadership Team in schools has been added to the **Employment Details** tab of **Focus | Person | Staff | Employment Details**

Dated records of membership of the **Senior Leadership Team** can be added along with a note for the record. It will not allow overlapping records of membership to be stored.




New
Search
Open
Print
Browse
Next
Previous
View
Personal Details
Professional Details
Employment Details
Appraisals
Employee Details : Adrian Blacker
Save
Undo
Print
Suspense
1 Employment Details
1 Employment Details
Teaching Staff
Teacher Number
60/55916
Teacher Category
Qualified Teacher
Qualified Teacher Status
Staff Code
AB
Employee/Payroll No.
Employment Dates
Employment Start
Leaving Date
Cont Service Start
LA Start
Previous Employer
Next
01/09/1987
01/09/1982
01/09/1985
Brookside Comm...
New
Open
Delete
Check
Contract
Service Agreement
Edit Senior Leadership Team Details for Adrian Blacker
Start Date
01/09/2000
End Date
Notes
Head Teacher
OK
Cancel
Senior Leadership Team
Start Date
End Date
Notes
01/09/2000
Head Teacher
New
Open
Delete

A new sub-report to the Staff Employment Details has been added to the section of the reporting dictionary for reporting the new senior leadership data.



Schools for which Data will need to be submitted in the School Workforce Census

- The 2023 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.

“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 Staff are included in the SWC?

- Full and part-time teachers, teaching assistants and other support staff that are employed by schools including PRUs.
- "Teacher" comprises:
  - those teachers who are employed directly by a school whether they have QTS (or QTLS or EYTS) or not
  - agency/service agreement teachers working within a school in a post that would normally be filled by a teacher employed by the school
- Note – if analysis of supply teachers is published in future any teachers on a fixed term contract of less than 12 months duration will be regarded as supply teachers

“Teaching assistants” is comprised of support staff based in the classroom for learning and pupil support, for example HLTAs, teaching assistants, special needs support staff, nursery officers/assistants, minority ethnic pupils support staff and bilingual assistants.

“Other support staff” is comprised of support staff that are not classroom based, for examples matrons/nurses/medical staff, librarians, IT technicians, technicians, administrative officers/secretaries, bursars and other administration/clerical staff, premises and catering staff.

School Business Professionals, schools are asked to record School Business Professional under a new post. This will include people previously listed as ‘Leadership – Non Teacher’.

Further details about staff for whom school workforce (individual) and school level (headcount) data is required is given in the DfE Guidance.

Staff for whom School Workforce Level Data is required

Teachers and Support Staff who work for schools, including PRUs, if they are in regular service with current contract or service agreement at Census Reference Date

Staff who are no longer employed by the school/LA but who were in regular service during the previous academic year –
1 September 2022 to 31 August 2023

Staff are said to be in regular service if they have completed service of 28 days or more with the school, or are expected to do so, before the end of their contract or service agreement.

The following (if they are in regular service) are examples of those for whom school workforce level data should 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 LA if the LA is acting like a supply agency

Staff on paid or unpaid absence, whether long or short term

Teachers on the School Direct (salaried) programme, the Overseas Trained Teacher Programme (OTTP) and the Teach First programme

School Workforce Level Data *does not* need to be Returned for the Following:

Temporary staff with service of less than 28 days and who are not expected to complete service of 28 days or more

Casual staff without contracts employed on an ad hoc basis.

PGCE students on teaching practice.

Trainee teachers on a School-Centred Initial Teacher Training (SCITT) programme.

School Workforce Level Data *does not* need to be Returned for the Following:

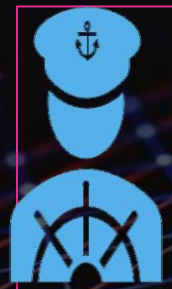
Staff working in extended school service provision, for example, breakfast and after school clubs, sure start and children's centres. Note that staff engaged in the normal running of the school, such as cleaners, should be included regardless of when they work, for example, before, after, or during the normal school day

Staff employed by the LA 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 LA)

School Workforce Level Data *does not* need to be Returned for the Following:

Teachers only engaged in the one to one tuition programme

Governors and voluntary staff



Staff for whom there is no role identifier code that equates to the function they carry out, for example, clerk to governors, school crossing patrol staff and school improvement partners

Staff whose contracts finished prior to 1 September 2022

If a member of staff works at two establishments, one which is in scope for the school workforce census and one which is not, then information should be returned for their activity which falls within scope of the school workforce census only

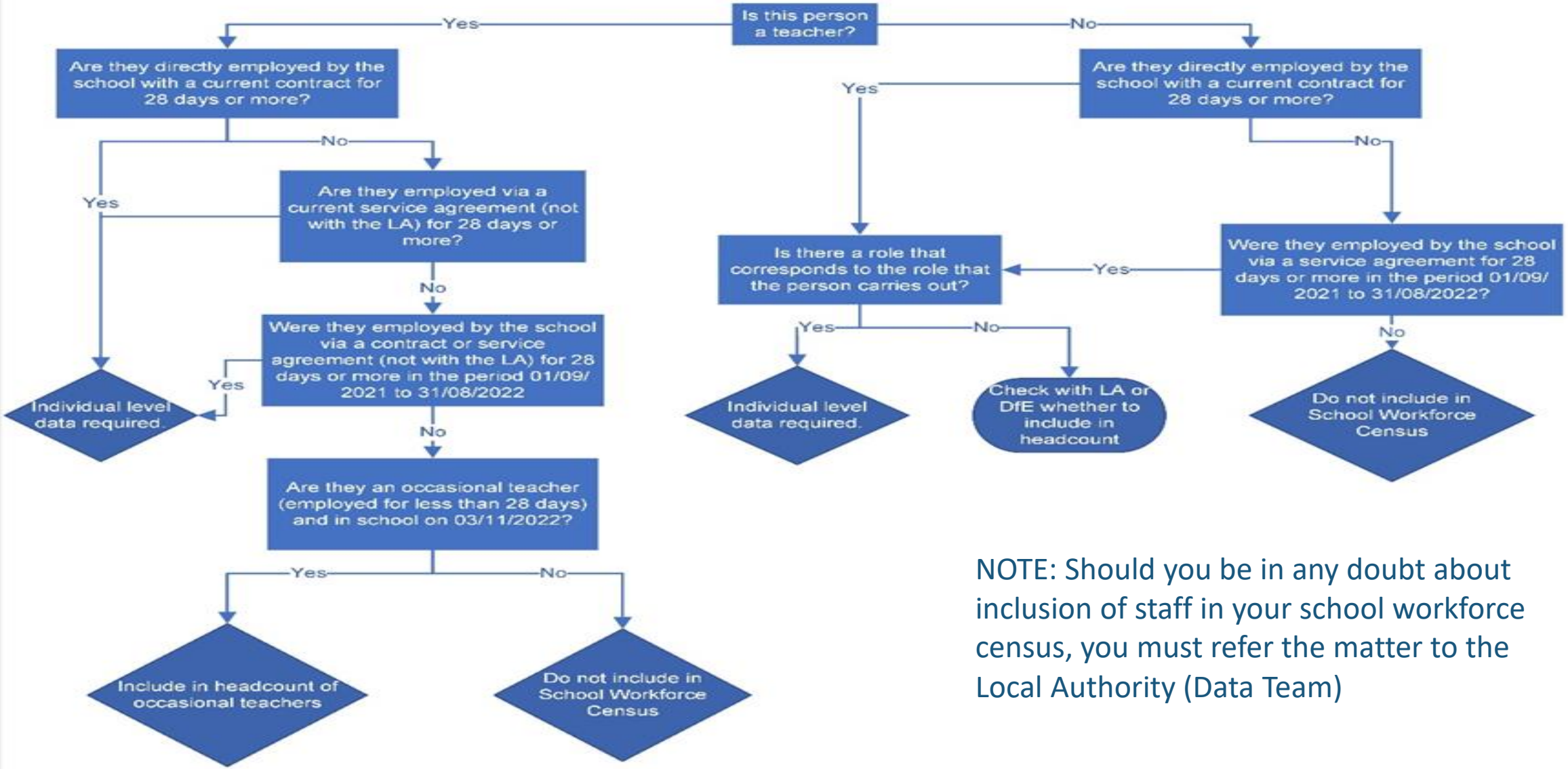
- For example, a nursery assistant might work at a Sure Start centre and a maintained nursery and school workforce level data would need to be returned for the portion of time they are working in the maintained nursery only

Staff for whom School Level Data is required

School level (headcount) rather than school workforce (individual) level data is required for the following two groups of staff:

- supply teachers that 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 not employed directly by the school or the LA (third party support staff), for example teaching assistants, contract cleaners, nurses employed by the PCT, outsourced IT technicians and are in school on the Census day

Flow diagram to assist schools in deciding which staff to include in the School Workforce Census



NOTE: Should you be in any doubt about inclusion of staff in your school workforce census, you must refer the matter to the Local Authority (Data Team)

Data Protection and Security

Legal duties under the General Data Protection Regulation: Data Security

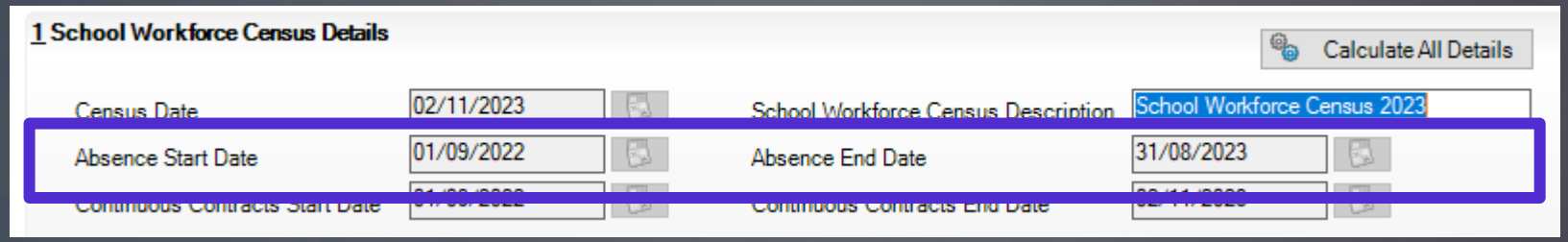
Schools and local authorities have a (legal) duty under the General Data Protection Regulation to ensure that any personal data they process is handled and stored securely. Further information on data security is available from the Information Commissioners Office.

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.

Dates of Returned Information

Absences

Between the DfEs notional start and end of the previous Academic Year (inclusive) 01/09/2022 and 31/08/2023 (inclusive)



Secondary Schools - Absence

N.B. *SIMS*

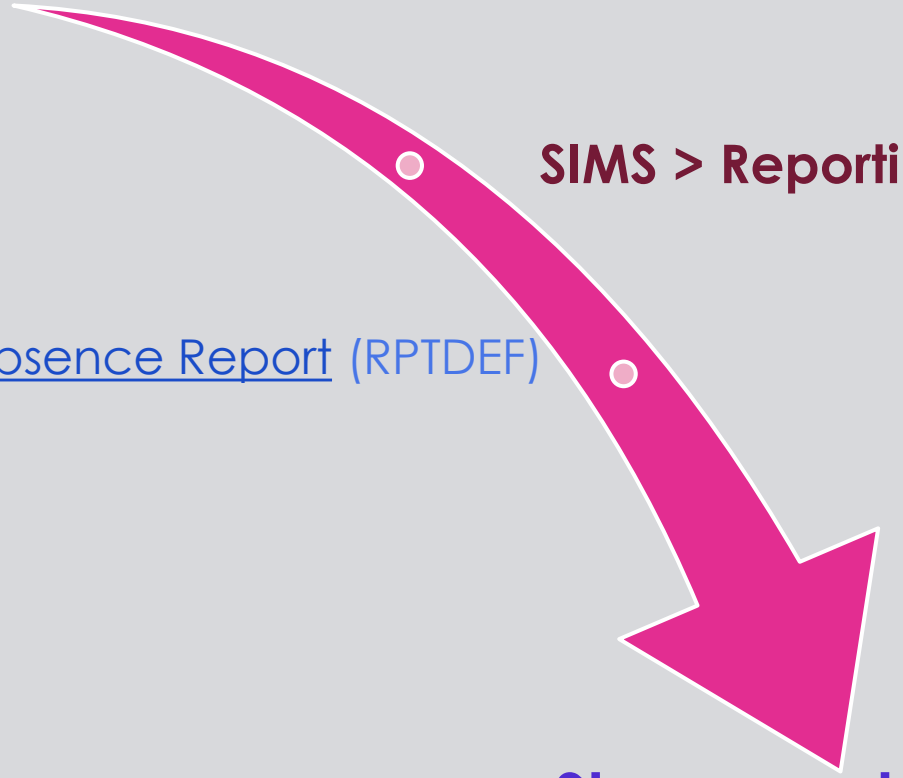
- Absence records created in Cover will need intervention by the Personnel Officer to complete the absence record
  - E.g. Reason and number of working days lost

Absence - days lost reminder

www.coventry.gov.uk/schoolsict

SIMS > Reporting

Staff Absence Report (RPTDEF)



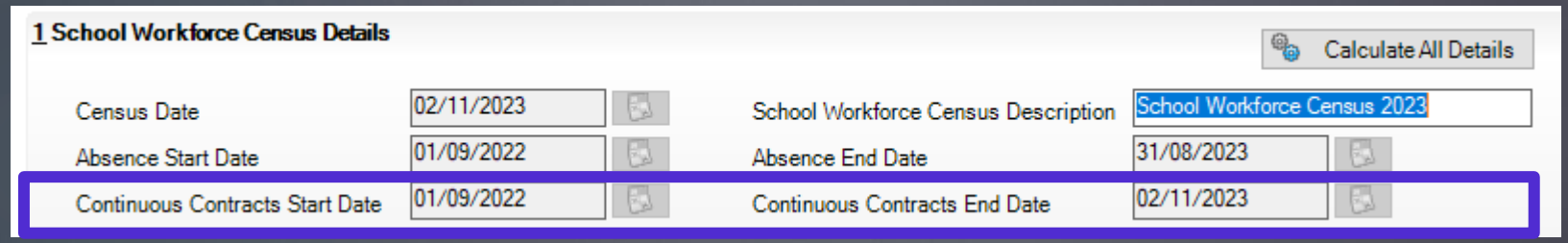
Shows working days lost

Dates of Returned Information

Continuous Contracts

Between the DfEs notional start of the previous Academic Year and Census Day (inclusive)

Contracts between 01/09/2022 and 02/11/2023 (inclusive)



Fileset 2505

This file is ***suitable*** for authorising this return

Known Issues

- **Issue:**
- Working days lost for an absence between zero and half a day is being reported as zero in the census return file, which triggers DfE validation error 4990 (SWC England)
  - Validation error 4990: Where Last Day of a sickness absence is provided then the number of Working Days Lost must be greater than zero.
- SIMS calculates workdays lost for an absence between zero and half a day as zero. This was fine they were preventing working days lost of zero being reported in the census, but now that it reports zero working days lost in the census return, they must use another method for ensure that absence between zero and half a day is not reported.
- **Solution**:
- Instead of relying on rounding down to exclude fractions of a day that must not be reported in the census, they will provide a fix to directly exclude them from being reported in the census.

Consolidated Database Patch 4

- ESS expect to be able to provide this consolidated database patch before the end of this week (week beginning the 16th of October).
- We will release this to schools as soon as it is received.
  - It will update the server
  - Machines are not affected and do not need to be on.
  - Academy schools where IT manage your system, please make them aware of this

Known Issues

- ***Issue:***
- Database aspect of updating the list of staff leaver destination codes and descriptions **(SWC England)**
  - The DfE's final version of the contract leaver destination code and description changes is in line with neither the DfE validation nor the lookup changes ESS made in CDP (Consolidated Database Patch) 2 to 4.
- ***Solution:***
- They will provide the lookup changes via CDP 5 and the DfE validation file changes via Fileset 2506. The releases will be co-ordinated, and they recommend that CDP 5 is applied shortly before Fileset 2506 is imported.
- Applying CDP 5 will bring the list of lookups for contract leaver destination in line with the DfE's CBDS list.

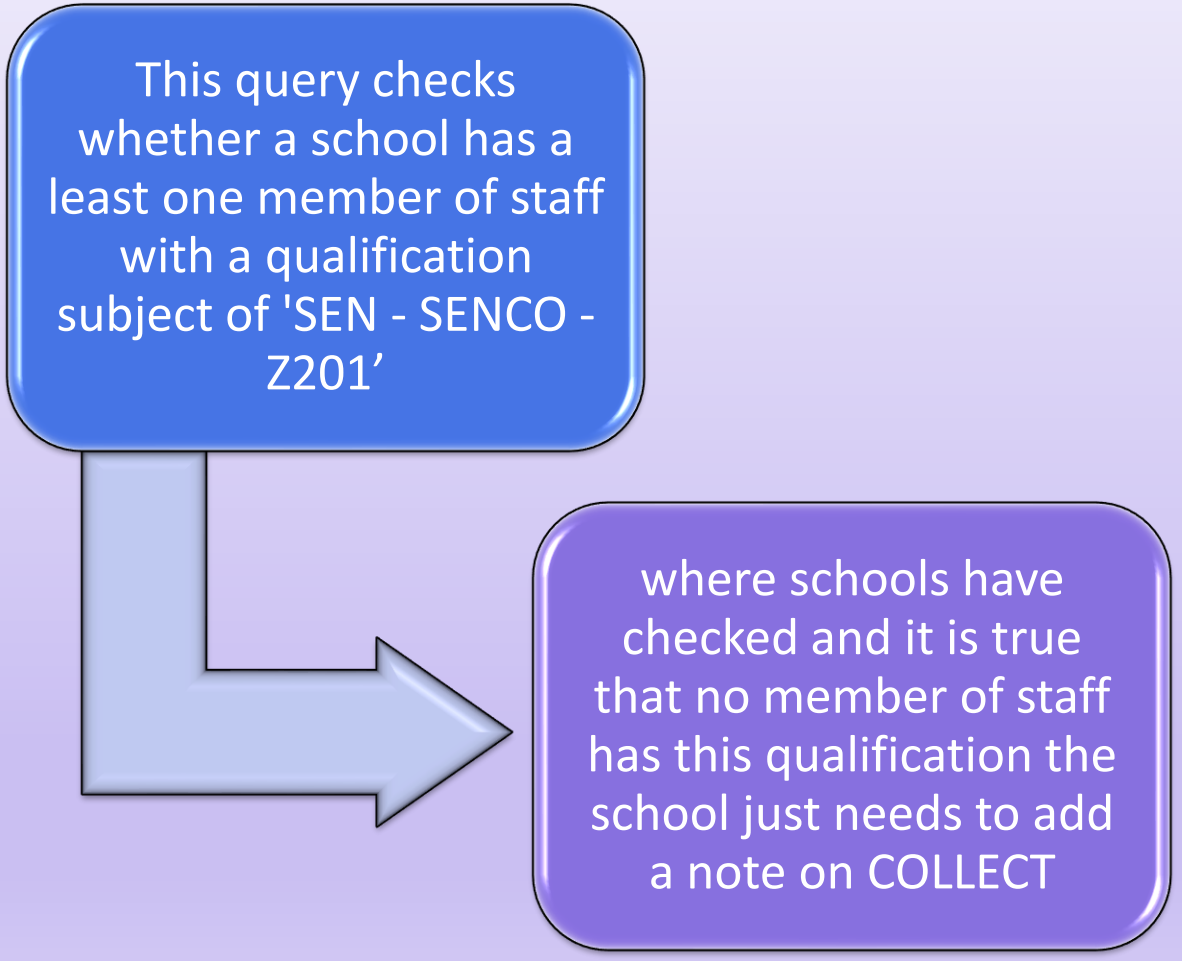
Consolidated Database Patch 5

- Not yet available - as soon as possible after CDP 4 has been made available
- We will release this to schools as soon as it is received.
  - It will update the server
  - Machines are not affected and do not need to be on.
  - Academy schools where IT manage your system, please make them aware of this

Fileset 2506 (not yet available)

ESS recommend import of this fileset before finalising the School Workforce Census 2023 return

Validation query 6260Q – A reminder



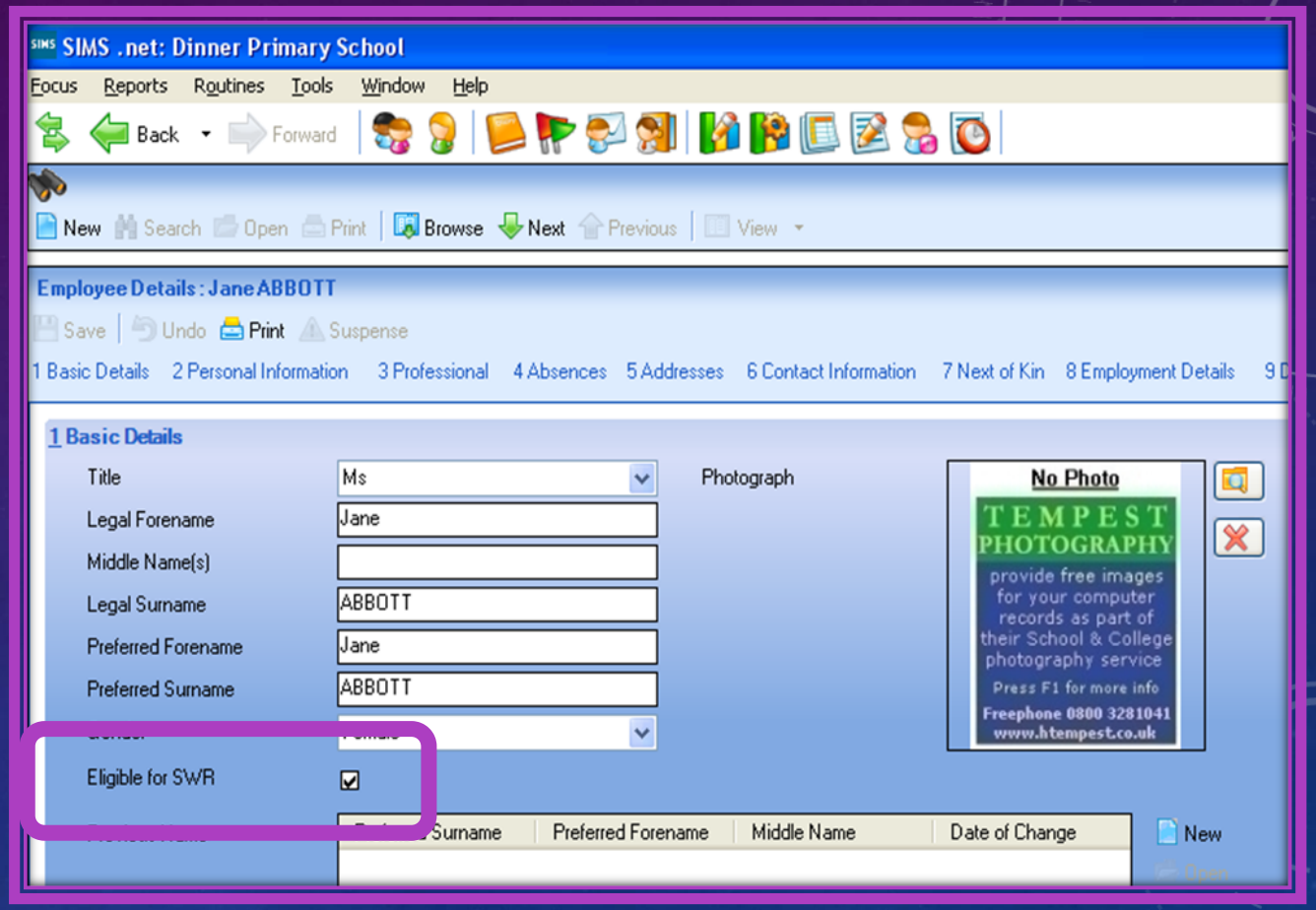
Permissions Required SIMS

To produce a school workforce census return, you need to be a member of the **Personnel Officer** and **Returns Manager** group in the System Manager module

EXCLUDING INFORMATION

Workforce members and all their details can be excluded from the Census by removing the tick from

Eligible for SWR in the Basic Details panel of **Focus | Person | Staff**.

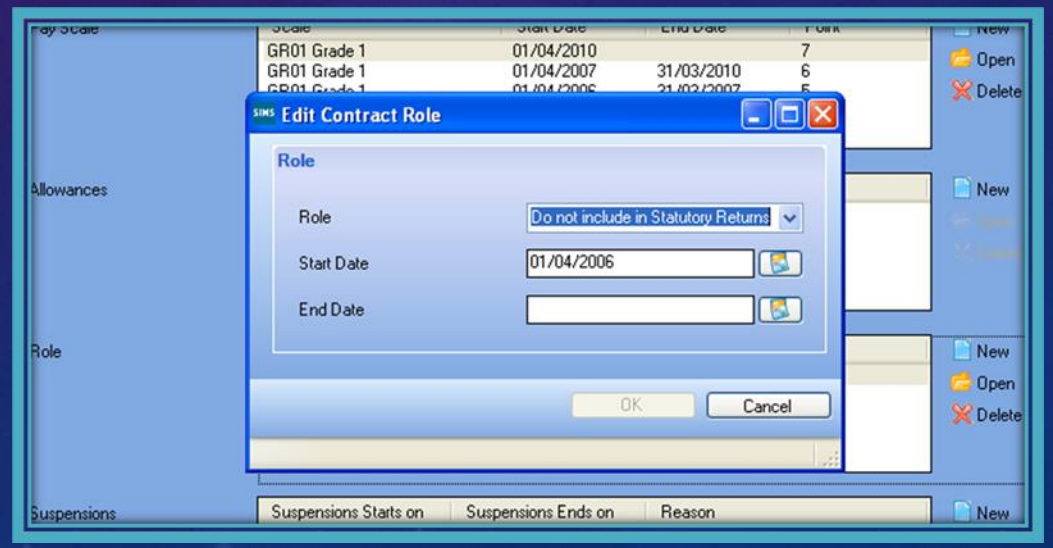


EXCLUDING ONE CONTRACT

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



Reminder - Secondary Schools - Cover

N.B.

- Where cover is used any supply staff will automatically have a service agreement set up in Personnel
- This record must be edited to comply with SWC if it is for more than 28 days
- Service agreements of less than 28 days can be omitted by selecting ‘Do not include in Statutory Returns’

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

HESA

OPEN DATA | DATA COLLECTION | SUPPORT | ABOUT

Support » Definitions and data standards » Subjects, disciplines, industries and occupations » JACS codes » JACS 3.0: Detailed subject codes

JACS 3.0: Detailed (four digit) subject codes

JACS 3.0 was introduced in 2012/13.

Download as a *.csv

A - Medicine and Dentistry

A100	Pre-clinical medicine	Vocational science of preventing, diagnosing, alleviating or curing disease in homo sapiens. Includes such areas as Anatomy, Physiology, Pharmacy and Nutrition which can be specialisms in their own right.
A200	Pre-clinical dentistry	Vocational science concerned with the diagnosis and treatment of damage, disease and disorder to the teeth and gums of homo sapiens.

For a degree in English Language can return either:
Q300 English Studies (Subject Code) or
Q310 English Language (more detailed JACS Code)

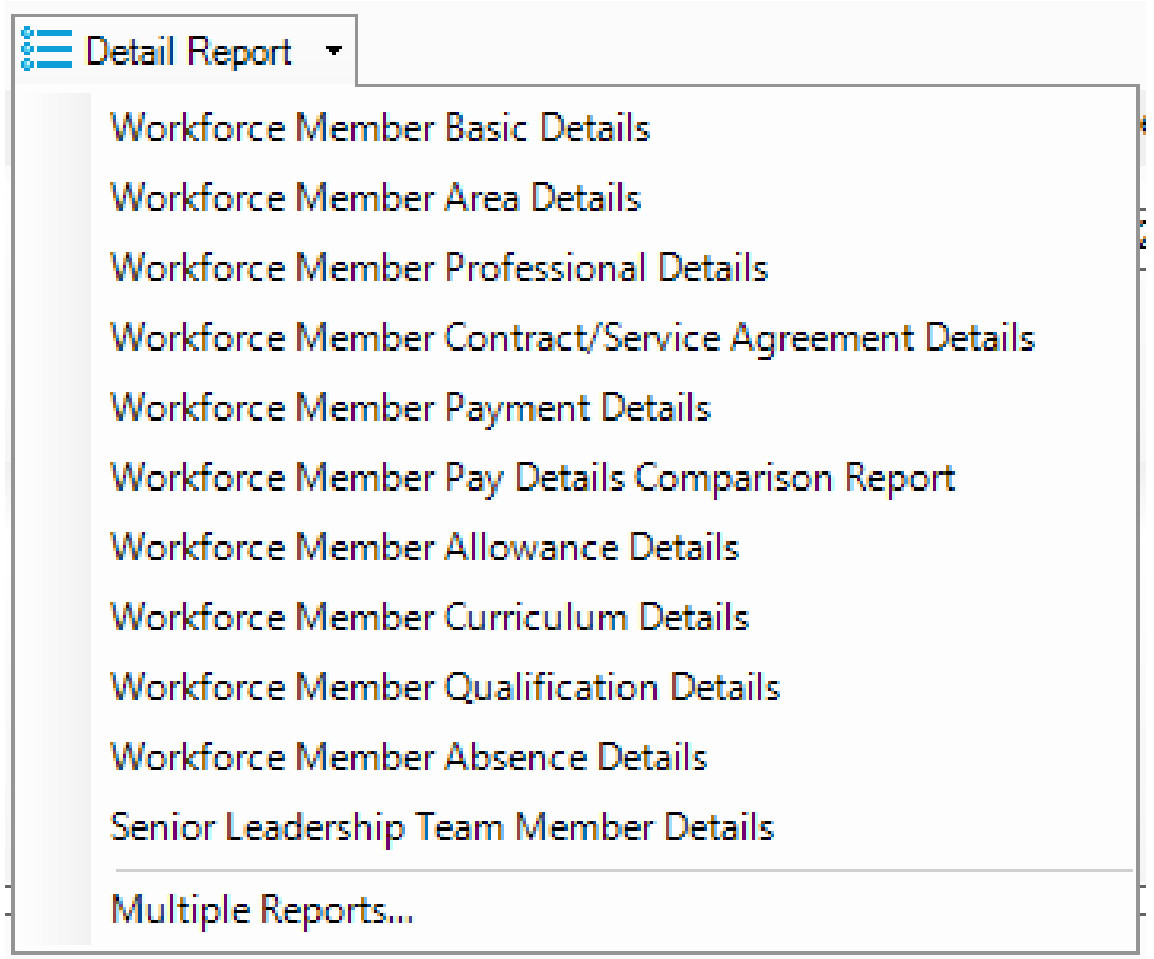
Subject Code

JACS codes

Q300	English studies	The study of the English language and literature originally written in English using the techniques of literary analysis and interpretation. May involve studying the structure of the language, its history, grammar and use.
Q310	English language	The study of the history, grammar and use of English. Includes pronunciation and articulation.
Q320	English literature	The study of literature originally written in English. Includes the use of techniques of literary analysis and interpretation.
Q321	English literature by period	The study of English Literature written within a particular chronological period.
Q322	English literature by author	The study of the works of a particular author of English Literature.
Q323	English literature by topic	The study of English Literature written describing particular cultures, societies, skills, periods of history, etc.
Q330	English as a second language	The study of the structure and acquisition of English from the point of view of a non-native speaker. Includes pronunciation and articulation.
Q340	English literature written as a second language	The study of English Literature written by authors whose native language is not English.

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

Detail Reports



Some 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 remove the tick or if person has 2 contracts, the role for the casual one should show as ‘Do not include in statutory returns’
Notes	Notes must be added in COLLECT to unresolved queries
Dry Run	Carry out a Dry Run

Useful Documents

Documents can be found on the ICT Services for Schools web pages – **MIS** then choose **School Workforce Census**

- MIS advice, guidance and training
- About IT security in schools
- Technical guidance
- Microsoft office training guidance
- Schools ICT Conference
- Service desk
- ICT Services for Schools Service Level Agreements
- Links

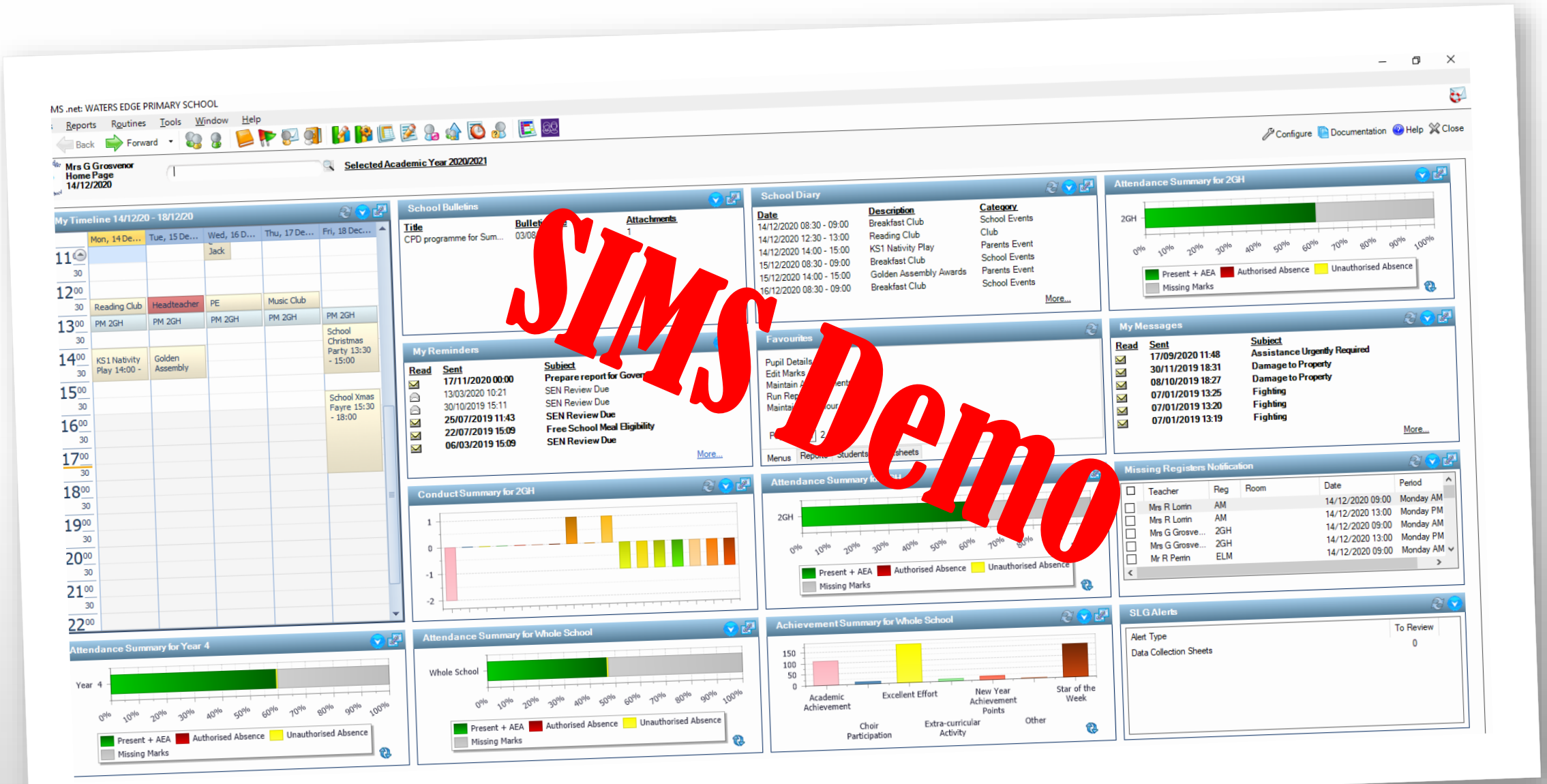
www.coventry.gov.uk/schoolsict

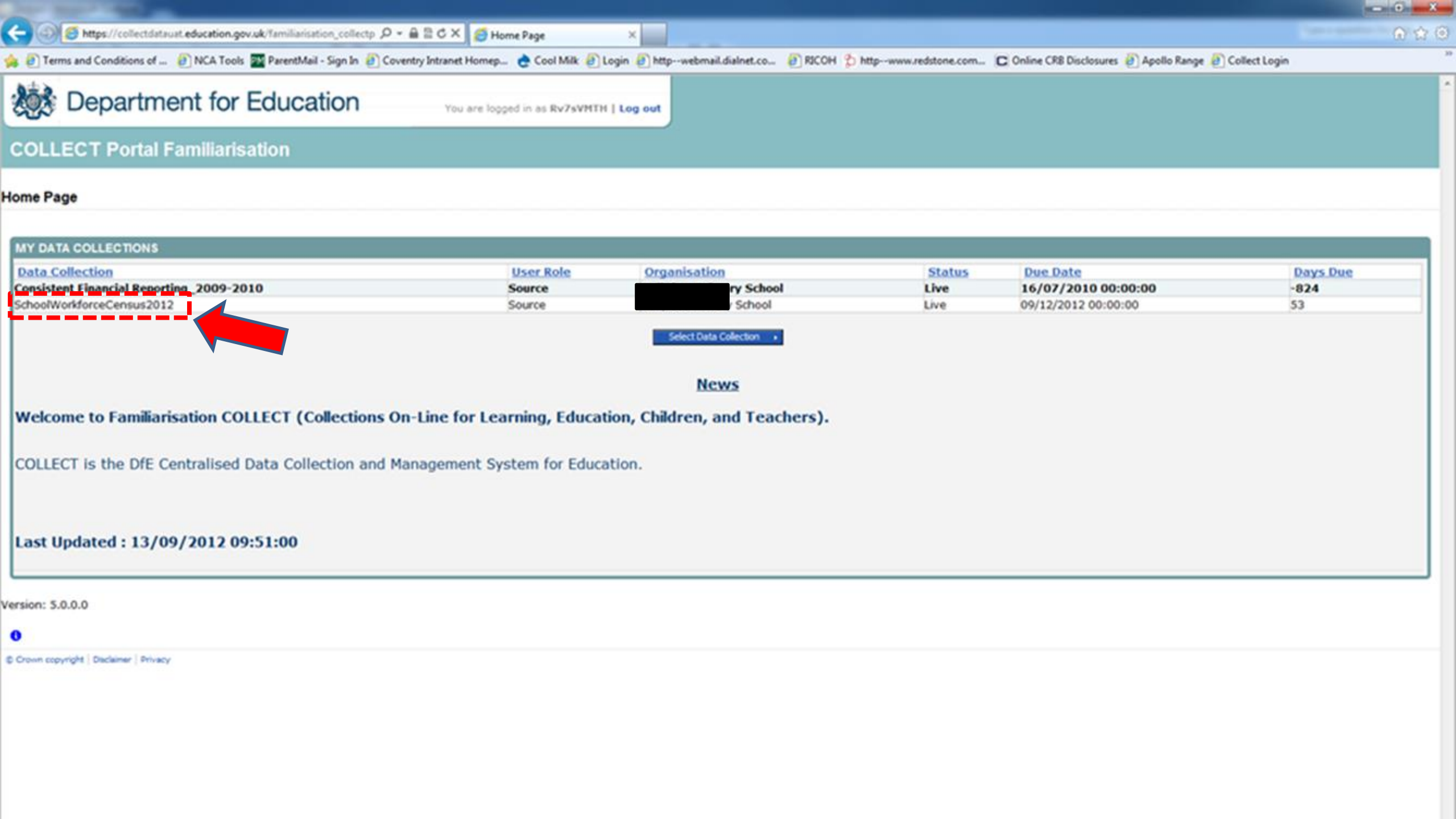
DIGITAL SERVICES FOR SCHOOLS AND ACADEMIES

SIMS management software

- Academies
- Assessment
- Course Manager
- Dinner Money
- Document Centre
- End of Academic Year
- Exams
- FMS
- Help and advice and "Did you know...?" SIMS videos
  - Capita One online
- Online Payment Software
- Personnel
- School Census
  - Guidance
  - Preparing for the School Census
  - Producing the School Census
- School Workforce Census
- Training - to book on a Coventry course, go to https://v1.bookwhen.com/coventryict.
- Upgrades

DIGITAL SERVICES
FOR SCHOOLS AND ACADEMIES


SIMS Demo
MS .net: WATERS EDGE PRIMARY SCHOOL
Reports Routines Tools Window Help
Back Forward
Configure Documentation Help Close
Mrs G Grosvenor
Home Page
14/12/2020
Selected Academic Year 2020/2021
My Timeline 14/12/20 - 18/12/20
Mon, 14 De... Tue, 15 De... Wed, 16 D... Thu, 17 De... Fri, 18 Dec...
Jack
Reading Club Headteacher PE Music Club
PM 2GH PM 2GH PM 2GH PM 2GH PM 2GH
KS1 Nativity Play 14:00 - Golden Assembly
School Christmas Party 13:30 - 15:00
School Xmas Fayre 15:30 - 18:00
School Bulletins
Title
CPD programme for Sum...
Attachments
School Diary
Date
Description
Category
14/12/2020 08:30 - 09:00 Breakfast Club School Events
14/12/2020 12:30 - 13:00 Reading Club Club
14/12/2020 14:00 - 15:00 KS1 Nativity Play Parents Event
15/12/2020 08:30 - 09:00 Breakfast Club School Events
15/12/2020 14:00 - 15:00 Golden Assembly Awards Parents Event
16/12/2020 08:30 - 09:00 Breakfast Club School Events
More...
Attendance Summary for 2GH
2GH
Present + AEA Authorised Absence Unauthorised Absence
Missing Marks
My Reminders
Read Sent Subject
17/11/2020 00:00 Prepare report for Gover
13/03/2020 10:21 SEN Review Due
30/10/2019 15:11 SEN Review Due
25/07/2019 11:43 SEN Review Due
22/07/2019 15:09 Free School Meal Eligibility
06/03/2019 15:09 SEN Review Due
More...
Favourites
Pupil Details
Edit Marks
Menus
My Messages
Read Sent Subject
17/09/2020 11:48 Assistance Urgently Required
30/11/2019 18:31 Damage to Property
08/10/2019 18:27 Damage to Property
07/01/2019 13:25 Fighting
07/01/2019 13:20 Fighting
07/01/2019 13:19 Fighting
More...
Conduct Summary for 2GH
Missing Registers Notification
Teacher Reg Room Date Period
Mrs R Lorrin AM 14/12/2020 09:00 Monday AM
Mrs R Lorrin AM 14/12/2020 13:00 Monday PM
Mrs G Grosve... 2GH 14/12/2020 09:00 Monday AM
Mrs G Grosve... 2GH 14/12/2020 13:00 Monday PM
Mr R Perrin ELM 14/12/2020 09:00 Monday AM
Attendance Summary for Year 4
Year 4
Present + AEA Authorised Absence Unauthorised Absence
Missing Marks
Attendance Summary for Whole School
Whole School
Present + AEA Authorised Absence Unauthorised Absence
Missing Marks
Achievement Summary for Whole School
Academic Achievement
Excellent Effort
New Year Achievement Points
Star of the Week
Choir Participation
Extra-curricular Activity
Other
SLG Alerts
Alert Type To Review
Data Collection Sheets 0


https://collectdatauat.education.gov.uk/familiarisation_collectp
Home Page
Terms and Conditions of ...
NCA Tools
ParentMail - Sign In
Coventry Intranet Homep...
Cool Milk
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RICOH
http--www.redstone.com...
Online CRB Disclosures
Apollo Range
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Department for Education
You are logged in as Rv7sVMTH | Log out
COLLECT Portal Familiarisation
Home Page
MY DATA COLLECTIONS
Data Collection
User Role
Organisation
Status
Due Date
Days Due
Consistent Financial Reporting_2009-2010
Source
[redacted] School
Live
16/07/2010 00:00:00
-824
SchoolWorkforceCensus2012
Source
[redacted] School
Live
09/12/2012 00:00:00
53
Select Data Collection
News
Welcome to Familiarisation COLLECT (Collections On-Line for Learning, Education, Children, and Teachers).
COLLECT is the DfE Centralised Data Collection and Management System for Education.
Last Updated : 13/09/2012 09:51:00
Version: 5.0.0.0
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Contacts

HR - Schools HR Team

Data Team –

- Rayna Begum 024 7697 2076

ICT Services – Service Desk

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7678 6620

Questions

Thank You!