End of Year 2023 09

Prepare Staff Information for the School Workforce Census

For School Administrative Staff

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SIMS helping schools inspire Accredited Support
Warwickshire County Council
Working for Warwickshire

SCHOOL WORKFORCE CENSUS
2nd November 2023

Introduction

For the academic year 2023/24 the School Workforce Census return will be on 2nd November 2023.

The Census is an annual **statutory** requirement for all schools and is required to be run by English schools in the maintained sector.

To help you with this process, in this document we have listed some of the tasks that you could do during the Summer Term in preparation.

We highly recommend that you use your Welearn365 admin email account as this is the most secure method of sending and receiving any confidential information. All school personnel have been issued with a Welearn365 email account and the email address will formatted as adminxxxx@welearn365.com with the four x's relating to the schools DfE number. If you prefer for us to use a different Welearn email account, then please let us know by contacting the Service Desk on 01926 414100.

Staff Leavers and Adding New Members of Staff

Instructions on how to do this can be found in the End of Year procedures **Book 2 – Prepare for the New Year – Staff Information**. If you do not have a copy from this book then please download it from the MIDAS or Downloads pages, the details of which can be found below.

Staff: Current and Leavers

Leavers and Existing Staff

- Ensure that any known **Absences**, whether it is for existing staff or leavers, are up to date and entered into SIMS Personnel.
- Ensure that an **end date** has been entered if the absence has ended.
- Ensure that the **Working Days Lost** field has been entered for all absences.

Leavers

When entering leaving dates in the staff Employment panel:

- Ensure that there is an end date in the **Contract / Service Agreement, Role, Salary Records** and **Allowances** if applicable.

Current

- Check for any **Missing** Contract / Service Agreements.
- Check for **Fixed Term Contracts** and check when they expire and whether they need updating or extending. If you have created a fixed term contact for a staff member check if it has automatically entered a leaving date in the **Employment Dates** panel of their record and check if they are leaving or if they need a further contract entering.
- Ensure **Qualifications** are up to date (for teaching staff only).
- Ensure there is a **Latest Pay Review Date** entered in Teachers contract screens (for teaching staff only).

New Members of Staff

New members of staff can be added into SIMS Personnel during the Summer term with a start date in the future. Obviously, they will not appear as a current member of staff on any lists / registers until their start date has been reached but can be used within the SIMS Pastoral Structure to assign them to appropriate classes.

NB: Absence / Missing Contracts / Fixed Term Contracts or **Staff Data Collection Sheet** reports are available on the MIDAS / Downloads pages for schools to download and import into SIMS. Instructions on how to complete this process are also available.

MIDAS / Downloads Pages

MIDAS pages (or the downloads Page if you do not subscribe to Warwickshire Broadband services) can be accessed as follows:

MIDAS Pages:

http://bit.ly/midaspages

Please follow route **Documentation / Workforce Census / SWC 2023**.

Downloads Page:

http://wsd.we-learn.com/downloads

Please follow route **School Workforce Census**.