SCHOOL WORKFORCE CENSUS
Return Date:
Thursday 2nd November 2023

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MIDAS Team

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Outline for today's Session

- Introduction
- Documentation
- Scope - schools
- Data items collected
- Staff Record

BREAK:

- Creating the CENSUS
- Errors/Queries
- Detail Reports
- Summary Report
- COLLECT

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Introduction

The school workforce census is the DfE's primary source of data on school staff and informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce.

Data is collected on a
**"collect once, use many times"
principle**.

Documentation List

- **00 – Documentation List**

- **01 – Overview of the SWC**

- **02 – Before you Begin**

- **03 – Personnel Data collected from SIMS for the SWC**

- **04 – Creating the SWC**

- **05 - Completing the Return for Census Day**

- **06 – Uploading the Census to COLLECT** PowerPoint

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Appendices List

- **01** – **Running the Contract Information Report**

- **02** – **FAQs**

- **03** – **Errors & Validation Resolutions**

- **04** – **Using the** **Familiarisation** **Blade on COLLECT**

- **05** - **Dealing with Missing Contracts**

- **06** – **Minimum Notepad Entries to use on COLLECT**

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Documentation Centre

Downloading Documentation

If schools subscribe to welearn its

http://bit.ly/midaspages

If schools **do not** subscribe to welearn its:

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

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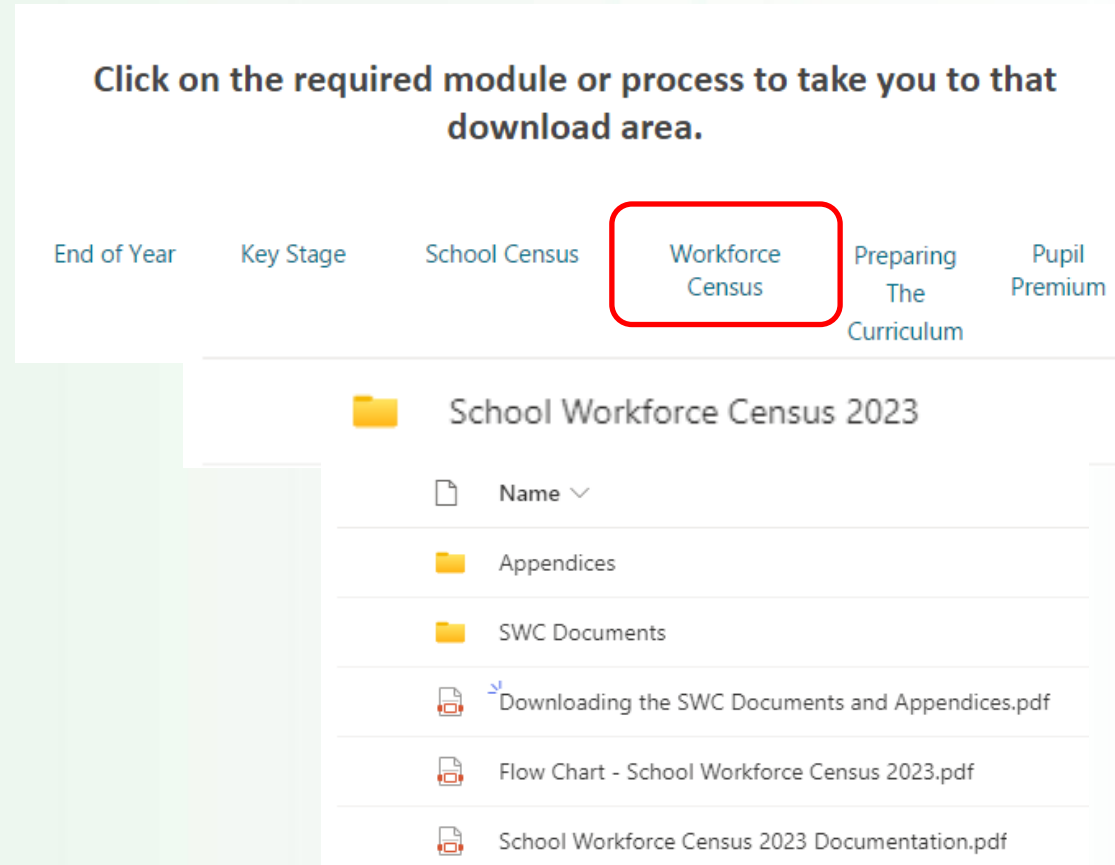In Support of Learning

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From Midas pages

From the MIDAS home page, click on **Documentation**, click **Workforce Census**. Click on School Workforce Census 2023. All the documents required to complete School Workforce Census will be available to download.

From the Downloads pages

wsd.we-learn.com - /downloads/

[To Parent Directory]

1/16/2019	4:24 PM	\<dir\>	Course for new SBMs and Headteachers
4/28/2023	11:59 AM	\<dir\>	End of Year Documentation
7/18/2022	9:37 AM	\<dir\>	Exams Results Day
3/19/2019	3:32 PM	\<dir\>	GDPR
10/6/2023	5:58 PM	\<dir\>	Key Stage 2023
3/30/2022	4:09 PM	\<dir\>	New folder
1/31/2022	4:27 PM	\<dir\>	New User Training Videos
10/8/2020	5:58 PM	\<dir\>	Personnel
9/25/2023	10:34 AM	\<dir\>	Post 16 Census
5/23/2022	11:25 AM	\<dir\>	Preparing for the new Curriculum Year (Secondary Schools)
8/30/2023	4:08 PM	\<dir\>	Pupil Census
6/12/2023	3:23 PM	\<dir\>	Pupil Premium
9/11/2019	9:27 AM	\<dir\>	Reallocate UPN
9/25/2019	2:55 PM	\<dir\>	Report Bank
10/8/2023	9:27 AM	\<dir\>	School Workforce Census 2023
3/18/2020	12:36 PM	\<dir\>	Self Isolating guidance for SIMS
5/3/2023	12:56 PM	\<dir\>	SIMS Power BI Resources
1/25/2023	12:29 PM	\<dir\>	Teacher strike days
1/31/2022	4:54 PM	\<dir\>	Training Videos

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Statutory requirement for <u>All</u> schools to submit a Census Return Including to the DfE via COLLECT:

- Community

- Foundation

- Voluntary Aided

- Voluntary Controlled schools

- Academies including MATS

- Free Schools

- Pupil Referral Units

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Returns are <u>not </u>expected from:

Early Years settings and
Children's Centres

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Further advice can be obtained from the DfE website. Also available on the MIDAS/Downloads pages

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

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Key Dates 2023

Key Dates for the School Workforce Census

- **Census** date: **02/11/2023**

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

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

- *This includes any Leavers that left between those dates.*

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Key Dates 2023

Important note:

- As 2nd November 2023 is during October half term holiday the actual return may be uploaded on the first day back in School. For example 6th however if the 6th is a Teacher Training Day then the return may be completed on the 7th November.

- The return reference date, however will remain as the 2nd November 2023

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What's new in the SWC 2023

Main Changes since School Workforce Census 2022

The more significant changes are:

- To enable the applicable QTS Route codes to be collected in the School Workforce Census, the following lookup has been set to inactive for staff:

    GTPR - Graduate Teacher Programme

- **Graduate Teacher Programme set to Inactive**
- **Maintain Lookups | Staff | QTS Route**

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Check

- **Base Pay -** for part-time Staff must be reported as the actual annual salary and not the full-time equivalent**.**

- **Base Pay -** not collected for closed contracts.

- **Teachers** – should have the correct qualified teacher status, (QTS) recorded in the relevant field for QTS, QTLS or EYTS.

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Which Staff should be included in the Return

<u>All</u> staff who are employed by the school who have a Permanent/Fixed Term/Temporary Contract/Service Agreement.

For Example:

All staff who have been in regular service at the school of 28 days or more with a Contract/Service Agreement, up until the 2nd November 2023.

Staff who should <u>NOT</u> be included

- Staff on a casual contract

- Staff working in extended school service provision, for example, 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 (if they are employed by the school)*

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Staff who should <u>NOT</u> be included

Staff employed by the LA that provide support to schools, for example, peripatetic music teachers, advisory teachers, educational psychologists, Warwickshire Attendance Service (**WAS**)Team

"However Occasional Teachers will be included in the Head count on the Census panels if they were in school on Census Day 2nd November)"

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All Schools should have

A **Designated SENCO**

Schools may have a teacher with a role of Classroom Teacher but if they are the designated **SENCO**, then an additional role may be added as

SEN Co-Ordinator within their Contract

Schools must have a **Head Teacher** or an **Executive Head Teacher** in place.

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New Academies

In order that data is only collected and returned to DfE from the date which the school changed to Academy status since the last census, this date will need to be recorded in SIMS

See **02 Before You Begin** for guidance

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ALL Schools

All Schools

If the **school's name** or **DfE number** has changed since the last census (November 2022), a patch will need to be deployed to enable the school to change the school details. If this has not been run, please log a call with the Service Desk.

See 02 – Before you Begin for further guidance

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Multi Academies (MATS)

Multi Academy Trusts (MATS) must ensure a separate return is made for each academy

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Multi Academies (MATS)

Academies will normally submit their file directly to **COLLECT**. However, academies are free to enter into data sharing arrangements with their local authority. If an academy wishes to do this, they should inform the data collections helpdesk, via the Helpdesk [service request form](), and the

necessary arrangements will be made**.**

Multi Academies (MATS)

If an academy, federation of academies or Multi Academy Trust, wish to provide their data from more than one source, for example, a school MIS and an HR system, they will need to use the matching and reconciliation facility.
A guide to this facility is available on the department's website.

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Data Protection

The General Data protection (**GDPR**) and Data Protection Act 2018 (DPA 2018) mandate certain safeguards regarding the use of personal data by organisations, including the department, local authorities schools.

More information on Data Protection (GDPR) is in **Book 01 Overview of the SWC**

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Staff Data Collection Sheet

A Staff Data Collection Sheet Report which includes necessary GDPR information.

This report is available on both the MIDAS/Downloads Pages websites, together with instructions on how to download, import and run.

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Carry out a Dry Run?

Carrying out one or more dry runs of the School Workforce Census is advisable as early as possible;

even if the data has not yet been fully prepared or checked.

The dry run will produce errors/queries after the validation process has been run and details the corrections that need to be made in SIMS. **Book 04 - Creating the School Workforce Census**

Dry Run Process

There will be **3** Queries that can only be cleared on Census Day and these can be ignored during the Dry Run process.

- **Vacancies on Census Day**
- **Occasional Teachers in school on Census Day**
- **Agency/Third Party Staff in School on Census Day**

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Census Detail Reports

After the Create and Validate process has been run, schools will be able to run the Census Detail Reports which will highlight, if any, discrepancies in the school's SIMS data.

The **COLLECT** website has its own set of Validation Rules

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COLLECT Dry Run

Schools, may, if they wish, complete a Dry Run on the **COLLECT** website**.**

A **Familiarisation Blade** is available now and will be available on **COLLECT** from now up until the end of October. This will highlight, if any, **COLLECT** validation rules

See **Appendix 4 – Using the Familiarisation Blade on COLLECT**

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Familiarisation Blade

The Familiarisation blade mirrors the look, feel and functionality of the live COLLECT blade.

The Status will show as Familiarisation.

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Warwickshire Schools that use YourHR

YourHr will upload onto their website, up to date data on all the staff employed at the school.

Any data changes /updates if required in SIMS, **03 – Personnel Data collected from SIMS** will guide schools through this process.

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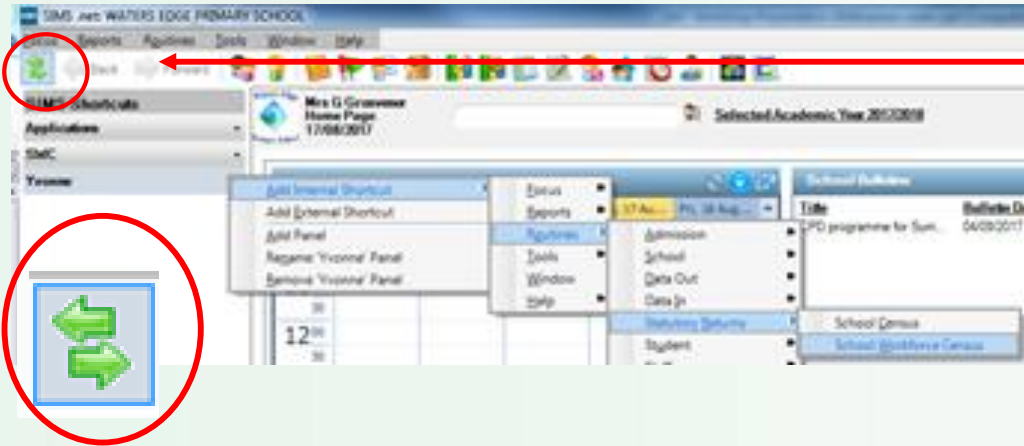
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Lets take a closer look in SIMS at a Staff Record and the information required.

Shortcut Panel on Home Page

From the Home Page, click on the double green arrow, this will display the SIMS shortcuts panel

Click on the down arrow next to **Applications,** select **Add a Panel**, type in an appropriate name: e.g. SWC

Click on the down arrow next to the name and select: **Add Internal Shortcut,** select **Routines/Statutory Returns/School Workforce Census.**

To close the shortcut panel, click on double green arrow

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REMINDERS

- Ensure that all new staff have been entered

- Ensure that all Leavers/Absences have appropriate end dates in the Employment details panel

- Ensure that current staff have an up to date contract/service agreement (Check any existing Fixed Term contracts that may need updating)

- Ensure Absences have been dealt with: If ended

  - an end date is present

  - And working days lost.

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REMINDERS

- Ensure that all Professional details have been updated

- Ensure that casual staff are **not** included. Either remove the ✓ from the SWR panel in **Personal Details** tab, **or** if person has 2 contracts, the **Role** for the casual one should show as '**Do not include in statutory returns**'

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The DfE have advised:

Further updates

We will issue further email communications as required before and during the collection period for the school workforce 2023 data collection.

Contact details for data collections service desk

If you have any queries, the Data Collections Service Desk can be contacted via the data collection service request form.

Regards
Data Collections Service Desk

Thank you for Watching:

NB: If schools are new to the SWC and require assistance, please log a call with the service desk either via email:
ictdsservicedesk@Warwickshire.gov.uk
or Tel: **01926 414100**

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