School Workforce Census Frequently Asked Questions

No.	Question	Answer:
1	We are on October half term when the census is required to be returned. Do we have to come into school to run the Census on the 2nd November?	**No**, run the return on the first available day back in school after the October half term holiday
2	Do all schools have to complete the SWC?	**Yes** - All schools have to complete a return for the SWC. If you are part of an academy /Trust, a return will be required from each individual school.
3	We have just become an Academy/new school what data will our Census Return collect?	The SWC will collect data from the date the Academy/new school Start Date: If this applies to you please log a call with the Service Desk stating that you are a new Academy/new school as you will need to run a patch to change your school details before running the SWC.
4	We have some of the following persons included in SIMS • Volunteers • Governors • Exam Invigilators • Casual Contracts Should they be included?	***No**, unless those mentioned have either a contract or service agreement with your school, just remove the tick from the Eligible for SWC check box on the Basic Details tab of the staff record.*
5	I have a staff member who has a **Permanent/Fixed/Temporary** term contract but also has a **casual** contract, but the SWC is not collecting casual contracts. How do I deal with this?	*You will need to open the **casual** contract and go to the **Role** panel and open the **Role** and select **Do not Include for Statutory Returns**, then only the **Permanent/Fixed Term/Temporary** contract will pull through to the CENSUS*
6	I have a staff member who just has a **Casual** contract, how do I deal with this?	*You will need to remove the ✓ from the **Eligible for SWR** box on the **Basic** Details panel on the staff record*
7	Have the new teacher/support staff scales been made available on SIMS yet so the Data Collection is accurate. If not, when will they be available?	***No,** these have yet to be agreed and as soon as they are we will create the new Service Term and send them to schools. One imported they will backdate*
8	Would I tick the QT Status for a Trainee Teacher or can this be left blank?	***No**, please leave the check box blank.*
9	What if Trainee Teachers who are unsalaried will be in school for longer than 28 days, do I include or exclude them?	*If they are un-salaried please exclude*

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10	A Trainee Teacher we have in school for a few weeks have been put into SIMS for access reasons. Can they be excluded from the SWC?	***Yes**, just remove the tick from the Eligible for SWC check box on the Basic Details tab of the staff record*
11	Is there any issue with the DHT having the SENCO role?	*Not at all, any trained / teaching member of staff can be assigned the SENCO role. There just needs to be at least one assigned in your school.*
12	If we have a SEN TA would we tick the TA box?	***Yes***
13	With the SENCO would you put in the contract table = Contract 0.80 for teacher and 0.20 for SENCO?	***No** there is no need to differentiate between the hours worked in contracts, just assign the two roles in the Roles area of the Contract.*
14	If I add the SENCO role in SIMS would I need to issue a contract to the individual if the SENCO roles / responsibilities is part of their job already.	***No** there is no need to assign a new contract just assign the two roles in the Roles area of the Contract.*
15	I switch my time between two schools. Which Census should I appear on? Can part time hours be included on each?	*You should split the time between both schools entering the appropriate part- time hours for each school.*
16	We have a SENCO going to one of our other schools in the MAC one day a week. Do we need to split the hours?	***Yes**, please split the time between both schools entering the appropriate part- time hours for each school.*
17	Can you please clarify what needs to be done if a member of staff is on maternity leave?	*You will need to **Suspend** the contract in the **Contract** Details panel area of the staff record and then enter an absence of **Maternity Leave** with the appropriate dates in the **Absences** panel.*
18	Would I need to suspend contracts retrospectively if staff are back now but were on maternity leave earlier in the year?	***Yes,** you will need to **suspend** the contract in the **Contract** Details area of the staff record and then enter an absence of **Maternity** Leave with the appropriate dates in the **Absences** panel retrospectively*
19	Am I correct in saying that I would need to suspend those on Statutory **Paternity** Leave as well?	***Yes**, you will need to **suspend** the contracts in the **Contract** Details area of the staff record and then enter an absence of **Paternity** Leave with the appropriate dates in the **Absences** panel.*
20	Do I suspend contracts for long term sickness absences and acting up arrangements?	***No**, you need to enter an absence with the appropriate dates in the **Absences** panel*
21	If I have the latest Fileset imported do I need to create a new Census file	***No**, you can just continue with the existing one. You will however, need to **Create & Validate** your census as this should eliminate some errors/queries*

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   No, you need to enter an absence with the appropriate dates in the Absences panel.

2. Would I need to suspend contracts retrospectively if staff are back now but were on maternity leave earlier in the year?

   You will need to suspend the contracts in the Contract Details area of the staff record and then enter an absence of Maternity Leave with the appropriate dates in the Absences panel.

3. Am I correct in saying that I would need to suspend those on Statutory Paternity Leave as well?

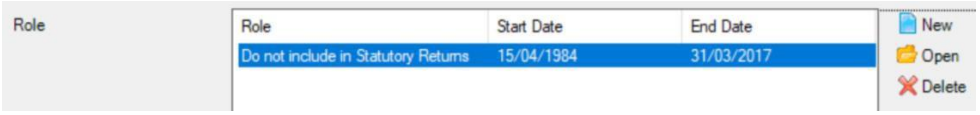
   Yes, you will need to suspend the contracts in the Contract Details area of the staff record and then enter an absence of Paternity Leave with the appropriate dates in the Absences panel.

4. Have Capita released their Workforce Census manual for 2020?

   Nothing has been made available yet and it is unclear as to whether they intend to produce a book this year. We will be sending the Warwickshire guides out by email or they are available from the MIDAS / Downloads pages.

5. When you email us, could you also email instructions on how to add the new pay scales into SIMS as well?

   Yes.

6. I have a staff member who has a Permanent/Fixed term contract but also has a casual contract, but the SWC is not collecting casual contracts. How do I deal with this?

   You will need to open the casual contract and go to the Role panel and open the Role and select Not for Statutory Returns, therefore only the Permanent/Fixed Term contract will pull through to the CENSUS.