01

Overview of the School Workforce Census

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Key dates for the School Workforce Census

- Census date: **02/11/2023** (a Thursday)
- Absence collected from **01/09/2022** to **31/08/2023**
- Continuous Contracts collected from **01/09/2022** to **03/11/2023**.

It is a requirement that all maintained schools run the School Workforce Census Return. These include Pupil Referral Units, Community, Foundation, Voluntary Aided and Voluntary Controlled schools, as well as Academies and Free Schools.

*Returns are **not** expected from **Early Years settings** and **Children's Centres**.*

Important ***The DfE appreciate that for the majority of schools in England the date 2nd November falls in the October half term school holiday. They are therefore asking that The return be produced and returned on the first day back in school***
The return will only collect data from the 01/09/2022 up until the 02/11/2023 reference date.

The use of the term 'school' when used generically throughout this document includes all school types including those within a Multi Academy Trust.

How is the data used?

The collection is the DfEs' primary source for data on the school workforce, covering both teachers and the wider workforce. It helps with planning ahead for the Education service, both in teachers' pay and teacher supply. It is one of DfEs' main tools for evaluating the effect of decisions on a multi-billion-pound budget.

The submission of the school workforce census return, including a set of individual staff records, was brought in as statutory requirement by virtue of regulations SI2007/1264 and amendment SI2009/2266 made under sections 113 and 114 of the Education Act 2005.

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Data collected

Refer to Book 03 – Personnel Data collected from SIMS Which details all the entries required to fulfil the SWC return.

All data must be correct and may be amended right up until the 2nd November, however the following school level data items will and can only be collected on CENSUS day 2nd November 2023

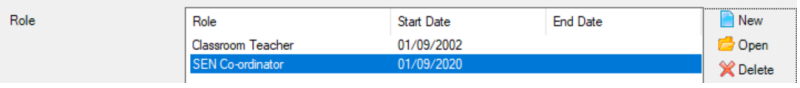
- Vacancies
- Occasional teachers
- Third party staff count.

Staff to Include

Schools should include **All** staff who are employed by the school who have a **Permanent/Fixed Term/Temporary Contract/Service Agreement**. **Do not** include **Casual** Contracts.

For Example: All staff who have been in regular service of **28** days or more with the school or are expected to do so before the end of their contract/Service Agreement up until the 2nd November 2023.

NB: Every school will be expected to have a **SENCO** (e.g. a teacher may have a role of Classroom teacher, however, if they are the designated **SENCO**, a role of **SEN Co-Ordinator** can be added within the same contract**.**



Schools will also need a **Head Teacher** or an **Executive Head Teacher.**

NB: 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 to Exclude

Staff working in extended school service provision.

For example,

- Breakfast and After school clubs,
- Sure Start
- Children's Centres.

Other staff employed by the LA that provide support to schools should **not** be included in the return are as follows:

For example,

- Peripatetic music teachers,
- Advisory teachers,
- Educational psychologists,
- Warwickshire Attendance Service Team

However, they will be included in the **Head Count** in the Census panels if they are in school on Census Day 2nd November 2023

Changes to the School Workforce Census from last year

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

Where to Find More Information

The School Workforce Census 2023 guidance information provided by the DfE is available on the DfE website from the following link.

https://www.gov.uk/guidance/school-level-annual-school-census

This document can be used as a reference guide for data entered into schools' and MATs' SIMS or payroll systems throughout the year for school employed staff, rather than just as guidance for the collection itself.

The information is also available to our Schools on the MIDAS pages

Subscribing schools (to welearn365) - MIDAS - Home (sharepoint.com)
Non Subscribing schools - http://wsd.we-learn.com/downloads

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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. Both give rights to those (known as data subjects) about whom data is process such as pupils, parents and teachers.

IMPORTANT NOTES: *Due to the sensitive nature of some of the data stored in SIMS, careful consideration must be given when specifying the location of any folder into which sensitive data, e.g. census returns is saved,*

Schools should be mindful of the school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. Please refer to the government website for more information about securing your information

(https://www.gov.uk/service- manual/technology/securing-your-information).

Schools should seek advice from their Data Protection Officer before proceeding.

Data protection: privacy notice model documents

With the introduction of the UK General Data Protection Regulation (GDPR) in May 2018, the department published updated privacy notice suggested text documents. These documents, approved by ICO, contain examples of the relevant sections required in a proposed format and are available online here.

To further assist schools, Multi Academy Trusts (MAT) and local authorities in creating their own privacy notices, an accompanying guide has also been produced. The guide explains what should be included in more detail and contains an example privacy notice.

For further information on UK GDPR please see: the Information Commissioner's Office (ICO) website and the data protection toolkit for schools.

https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr

Step 5 - YourHR Data Extraction

YourHr will communicate to schools separately, on how to access staff data on their website. This will enable schools to check/update data information in SIMS on their entire workforce.

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Step 6 - Staff Data Collection Sheet

Schools may wish to distribute a **Staff Data Collection Sheet** to all staff to check that the data held in **SIMS** and the **YourHR** system is up to date and correct.

A copy of the **Staff Data Collection** sheet is available on the **MIDAS** and **Downloads pages**, which incorporates the **GDPR** legislation paragraph that was introduced in May 2018. Guidance notes are available to assist schools in downloading and importing the **Staff Data Collection** sheet into SIMS.

Step 7 - Privacy Notice

Schools are asked to make all staff they employ, for whom data will be submitted in the School Workforce Census, aware of Privacy Notices.

Privacy Notices inform staff of the purposes for which their personal data may be held and used by the school, LA, the Department and other organisations.

The Data Protection Act says personal data must be processed fairly and lawfully. One of the practices to implement this is “be transparent about how schools’ intend to use the data, and give individuals appropriate privacy notices when collecting personal data”. GDPR has made this mandatory and individuals have a right to be informed.

The ICO have a privacy notices code of practice to guide organisations and expect that we will be:

- using information in a way that people would reasonably expect and in a way that is fair;
- ensuring people know how their information will be used, for example, by providing a privacy notice or publishing it on the school website.

For template privacy notices and privacy statements, speak with the school’s DPO (Data Protection Officer)

Step 8 - Who do schools submit their data to:

All maintained schools will submit their data to **COLLECT**.

DfE Sign-in (education.gov.uk)

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.

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If an academy, federation of academies or Multi Academy Trust, wishes 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.

Step 9 - Why carry out one or more "Dry Runs"?

If you've not done so already, carrying out one or more dry runs of the School Workforce Census is advisable as early as possible; *even if the schools' 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 to the data in SIMS.

After the validation process has been run, schools will also be able to use the Census **Detail Reports** which will highlight, if any, discrepancies in the data.
See **Book 04 - Producing the School Workforce Census –**
Book 03 – Personnel Data collected from SIMS lists all the fields in SIMS collected by the DfE for the School Workforce Census.

This process may be carried out as many times as you wish until all errors and queries have been eradicated.

Familiarisation site access on the **COLLECT** website

Appendix 04 – Using the Familiarisation Blade on COLLECT

The COLLECT familiarisation blade for SWC 2023 is expected to be available at the beginning of October. The familiarisation blade mirrors the look, feel and functionality of the live COLLECT blade.

All schools are strongly encouraged to use this facility to assist in assessing the quality of their data in preparation for the live collection, as this will highlight, if any, **COLLECT** Validation errors/queries.

No data will be transferred from the familiarisation blade to the live collection blade and no data will be taken from it to be analysed or published. If you wish to take a copy of your data, please do so before familiarisation closes end of October 2023

All errors/queries in SIMS must be cleared before uploading the return to **COLLECT**

Errors/Queries

NB: 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
- Third Party Staff in school on Census Day

All errors/queries in SIMS must be cleared before uploading the return to **COLLECT**