Department for Education

School Workforce 2023

Minimum notepad entries for queries on the school workforce census

November 2023

Contents

Background 3

Validation queries 3

Return level queries 14

Year on year checks 15

Background

This document provides local authorities, maintained schools and academies with the minimum notepad entries expected for validation queries that may occur on their return. The Department will not be able to authorise a return if there has been insufficient information supplied within the return level note.

Further guidance can be found in the collect guides.

Validation queries

Validation rules are used in COLLECT and in many school software systems to improve data quality. These are explained in section 5.4 in the collection guide for school employed staff and section 5.3 of collection guide for centrally employed staff. The guides can be found here.

A query is reported in COLLECT where the data is unusual or unexpected, reflecting a potential inaccuracy or omission in the underlying data. For example, where a destination code has been provided for a member of staff but no end date for their contract, or no head teacher post is returned. All outstanding queries should have an explanatory note.

Rule numbers should be used when entering a return level note.

Notes deemed to be acceptable in order for some queries to be cleared are published in this document. For any other query, free text should be entered to explain the reason for the query.

By entering a note, you are agreeing that the queries have been checked and that the information provided is correct or there is a valid reason why it is not available.

You should read the collect guides to find out how to identify any queries and write a notepad entry.

You must explain all queries or we will not be able to authorise your return.

Query Number	Error Message	Minimum notepad entry
4095Q	Please note that this return contains no absence records. Please ensure that this is correct and that absence data is being completed.	**This return contains no absence records. Please ensure that absence records are added to COLLECT in a separate return and complete matching and reconciliation or add a note as follows –** (1) New school/academy or converted academy. (2) Checked and no absences in previous academic year **Where multiple options are provided, only one should be chosen.**

Query Number	Error Message	Minimum notepad entry
4100Q	Please check: Teacher with Teacher Number missing. Please supply a reason in a return level note.	(1) Awaiting teacher number. (2) Checked with Teacher unable to locate teacher number (3) Member of staff does not have a teacher number. (4) The teacher is unqualified (5) The teacher qualified via QTS. **Please ensure that the return includes at least one reference number to provide a means of identifying a teacher with no teacher reference number (e.g. Nat Insurance number, QTLS number).** **If an overseas teacher, please add a return level note, which gives the teacher number and country of qualification.**
4160Q	Member of workforce with missing NI Number.	Agency Staff - Not available.
4195Q	Two other members of staff also have a date of birth of 1 January, please confirm if this is correct.	Checked and correct.
4229Q	Qualified Status is missing for a SENCO. Under the Special Educational Needs and Disability Regulations 2014 schools are obliged to employ a qualified teacher as a SENCO.	Please supply a reason. Please note, a SENCO should be either a qualified teacher, head teacher/appointed acting head teacher, or taking steps to become a qualified teacher.

Query Number	Error Message	Minimum notepad entry
4233Q	Please check: fewer than 60% of teachers appear to have Qualified Teacher Status.	(1) Checked and confirmed as correct (2) Academy School **Where multiple options are provided, only one should be chosen.**
4235Q	Person is not expected to have QTS and be under 21 years of age on census reference date.	Checked and correct.
4236Q	Person is not expected to have EYTS and be under 21 years of age on <ReferenceDate>.	Checked and correct.
4237Q	Person is not expected to have QTLS and be under 21 years of age on <ReferenceDate>.	Checked and correct.
4238Q	HLTA Status is missing for a Teaching Assistant.	**No minimum notepad entry.** HLTA status (‘yes’ or ‘no’) must be added to the return.
4265Q	Teacher appears to be in second year of induction after more than 4 years in post. Please check	Checked and correct.
4270Q	Teacher appears to be in first year of induction after more than 2 years in post. Please check	Checked and correct.
4357Q	Contract/Service Agreement Start Date more than 30 years ago.	Checked and correct.
4377Q	Contract/Service Agreement end date should be on or prior to Census Reference Date for this type of contract or agreement.	Contract end date has been agreed.

Query Number	Error Message	Minimum notepad entry
4390Q	Destination code has been provided therefore contract End Date should be specified. If it cannot be supplied, please give a reason in a return level note.	Staff member is leaving but end date not yet agreed.
4417Q	If role is HLTA then HLTA Status is expected to be true.	(1) Checked and paid at HLTA but not qualified. (2) Checked, currently working toward HLTA. **Where multiple options are provided, only one should be chosen.**
4425Q	Date of Arrival in School is more than 40 years ago. Please confirm if this is correct.	Checked and correct.
4430Q	Date of Arrival in School has not been supplied. Please confirm if this is correct.	Record not available.
4440Q	Date of Arrival in School should not be later than the start of the contract: If Date of Arrival is later, please supply a reason in a return level note.	Checked and this is correct. Contract started on non-working day.
4470Q	Qualified Status inconsistent with Pay Range type.	Confirmed that pay range and qualified status are correct.
4480Q	The Pay Range supplied is not valid for a support staff or teaching assistant Post.	Checked and correct.
4495Q	Daily Rate should not be used except for agency or service agreement teachers.	Teacher not directly paid by school.

Query Number	Error Message	Minimum notepad entry
4517Q	This return contains no Pay Review Dates, please ensure that this is correct.	**The latest pay review date must be provided even if the review was conducted prior to the current school year** If a new school please add a return level note - New school, pay reviews have not yet taken place.
4521Q	Please supply the Framework under which this leadership teacher is being paid, ie ‘Pre 2014’ framework or ‘2014’ framework.	Academy school - teacher not paid under leadership framework.
4522Q	Teacher is being paid under 'Pre 2014' framework even though they arrived after 31 August 2014: Please supply a reason in a return level note.	This is the agreement with teacher.
4523Q	Please supply the Pay Range Minimum for this leadership teacher.	Academy school - teacher not paid under leadership framework.
4524Q	Please supply the Pay Range Maximum for this leadership teacher.	Academy school - teacher not paid under leadership framework.
4545Q	Staff member appears to be paid less than the minimum wage for apprentices, please supply a reason in a return level note.	**Please supply reason.** Where Base Pay is present then BasePay should be greater than or equal to Hours Per Week multiplied by Weeks Per Year multiplied by 4.81. Please note: The apprentice National Minimum Wage rose from £4.30 to £4.81 in April 2022.
4565Q	Staff member appears to be paid more than the maximum of the local government pay scale, please supply a reason in a return level note.	Checked and correct.

Query Number	Error Message	Minimum notepad entry
4575Q	Staff member appears to be paid more than the maximum of the local government pay scale, please supply a reason in a return level note.	Checked and correct.
4711Q	Staff member with Role of Head Teacher should have post of Head Teacher or Executive Head	**Please supply reason.**
4712Q	Staff member with Role of Deputy Head Teacher should have post of Deputy Head Teacher	**Please supply reason.**
4722Q	Post appears to be inconsistent with Role Identifier.	**Please supply reason.**
4723Q	Post appears to be inconsistent with Role Identifier.	**Please supply reason.**
4725Q	Role of TASS (Teaching Assistant) or HLTA (Higher Level Teaching Assistant) should normally be linked to post of TAS (Teaching Assistant).	Multiple job roles.
4745Q	Member of staff is working more than 48 hours a week. Please confirm if this is true.	Confirmed as Correct
4746Q	The open contract for this member of staff is for less than 0.5 hours per week. If this is a zero hours contract it should be removed from the return. Please confirm if the hours recorded are correct.	**Please supply reason.** **If Adhoc employment – please remove this contract.**

Query Number	Error Message	Minimum notepad entry
4765Q	FTE hours normally expected to be at least 24 and no greater than 40.	(1) MFL Assistant (less than 24) **OR** (2) Midday supervisor (less than 24) **OR** (3) Multiple Job roles (greater than 40) **Where multiple options are provided, only one should be chosen**
4825Q	Additional Payment Amount appears to be high. Please check and confirm value	**Please supply reason.**
4834Q	Additional payment start date is before beginning of previous academic year: please supply a reason in a return level note.	Checked and correct payment is continuing.
4935Q	Last Day of absence is missing for a non-maternity absence – please confirm if absence is ongoing.	Absence ongoing.
4945Q	Last Day of absence is not expected to be after <ReferenceDate>, except in cases of maternity or paternity leave. Please confirm if last day of absence is correct.	Return date has been agreed.
4950Q	More than one absence record without an end date, please confirm if this is correct.	**Please amend these where possible or supply reason,** e.g. these are 2 different absence codes.

Query Number	Error Message	Minimum notepad entry
4960Q	More than one absence record with absence category of sickness or pregnancy related absence covering the same date(s): Please supply a reason in a return level note.	**No minimum notepad entry – please amend these where possible or supply reason.** **Duplication may cause double counting of days sickness or pregnancy in the schools published records.**
6260Q	SENCOs should have a NASENCO qualification unless they had been practicing in that role since before 1 September 2008.	**Please supply a reason. If SENCO is qualified then this must be included in the staff record with qualification subject Z201.** **(1) SENCO is working towards the qualification** **(2) This is a special school.**
6150Q	Normally 'Computer Science' should be taught at KS4, rather than 'ICT'. ICT should only be used for vocational awards, as the ICT GCSE was withdrawn in 2015. Please check that this subject is not actually 'Computer Science'	**Please supply a reason.** If required, please remember to amend both years 10 and 11
6530Q	The same person has a total Full Time Equivalent ratio greater than 1.5.	Multiple job roles.
6540Q	At least one staff record in this school's return should show a role of Head Teacher or Executive Head Teacher.	(1) Executive head shared with (list DfE number of schools). (2) Non teacher head teacher or CEO support staff role. (3) Other reason (please specify) **Where multiple options are provided, only one should be chosen.**

Query Number	Error Message	Minimum notepad entry
6550Q	At least one staff record in this school's return should show a role of SENCO (SEN Co-ordinator) under a current contract.	(1) If SENCO shared across more than one establishment, please provide note recording DfE number of school where SENCO has reported. **OR** (2) Please add the role of SENCO to the appropriate open teacher contract. (Please note, you may need to add an additional role to do this.) **OR** (3) Special schools should add a note to advise they are a special school (and a single post of SENCO is therefore inappropriate).
7120Q	Number of Qualified Occasional Teachers present on Census Reference Date is unexpectedly high (40 or more): Please supply a reason in a return level note.	**Please supply a reason.**
7121Q	Number of Unqualified Occasional Teachers present on Census Reference Date is unexpectedly high (10 or more): Please supply a reason in a return level note.	**Please supply a reason.**
7122Q	Number of Teachers where not known if qualified or not and who are present on Census Reference Date is unexpectedly high (10 or more): Please supply a reason in a return level note.	**Please supply a reason.**

Query Number	Error Message	Minimum notepad entry
7240Q	Please note that this return contains no vacancy records. Please ensure that is correct, in which case a note of confirmation must be provided in COLLECT.	We confirm there are no teacher vacancies in this school **(please use exact wording in order for this query to be auto-OKed).**

Return level queries

Query Number	Error Message	Minimum Notepad entry
ANS1	Please check: the base pay amounts provided for part time teachers appears to be the full time equivalent salary rather than the pre-tax annual salary.	The base pay data provided has been checked and reflects the actual annual salaries in payment. The hours worked per week are also correct.
BASE1Q	Please check: teacher's salary is more than 10% below the bottom of the classroom teacher pay range	All teacher salaries have been checked and are correct
FTE1	The FTE number of Support Staff (incl Teaching Assistants) is greater than the overall Support Staff (incl Teaching Assistants) headcount: Please supply a reason.	The support staff hours worked per week in all open contracts have been checked and are correct.
TMC1Q	Please Check: This return contains (XX) teacher records with more than one open contract with a combined FTE greater than 1.2. A list of these teachers can be found in the report “Teachers with Multiple Contracts”.	We have run the ‘Teachers with Multiple Contracts Report’ and confirm that this/these teacher(s) have multiple open contracts with a FTE greater than 1.2.

Year on year checks

Query Number	Error Message	Minimum Notepad entry
YonY1	The headcount number of teachers (including advisory teachers) is significantly different from last year (this collection x, last collection y: Please supply a reason.	For local authorities: We have run the 'Teacher Headcount Variance Report' and we agree that the teacher figure in service for this year shown has been checked and is correct - **Please supply reason for the change.** For Academies/Free Schools: The headcount number of teachers has been checked and is correct. **Please supply reason for the change.**
YonY2	The headcount number of school support staff (including teaching assistants) is significantly different from last year (this collection x, last collection y: Please supply a reason	The support staff headcount figure provided has been checked and is correct - **Please supply reason for the change**.

Department for Education

© Crown copyright 2022

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/3
email psi@nationalarchives.gsi.gov.uk
write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:

enquiries www.education.gov.uk/contactus
download www.gov.uk/government/publications

Follow us on Twitter: @educationgovuk

Like us on Facebook: facebook.com/educationgovuk