05

Census Day
Validating/Authorising and making a copy of your return

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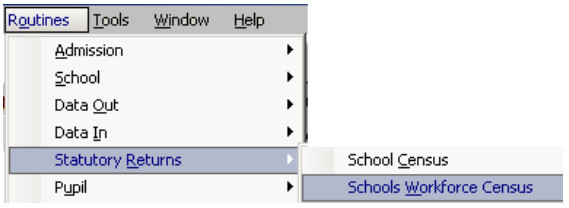
Hopefully, you will have worked through all your Errors and Queries and your School Workforce Census is ready to go. If authorizing this return after the half term holiday, the return will only take into account any data up to the 2nd November the reference date.

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

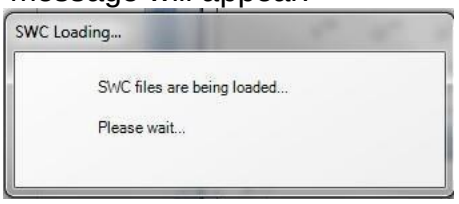
- Vacancies
- Occasional teachers
- Third party staff count.

Step 1 – Open the SWC Return

From the **Routines** menu, select **Statutory Returns/School Workforce Census**



- The following screen message will appear.



- Highlight and open the Census.

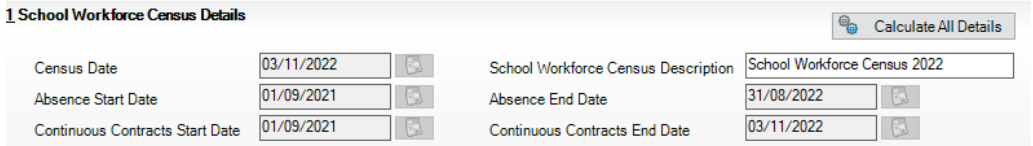
Description	File Name	Census Date	Date Created	Validated	Authorised Date
School Workforce Census 2023	8232999_SWF_823LL23_001.UNA	02/11/2023	23/08/2023	23/08/2023	

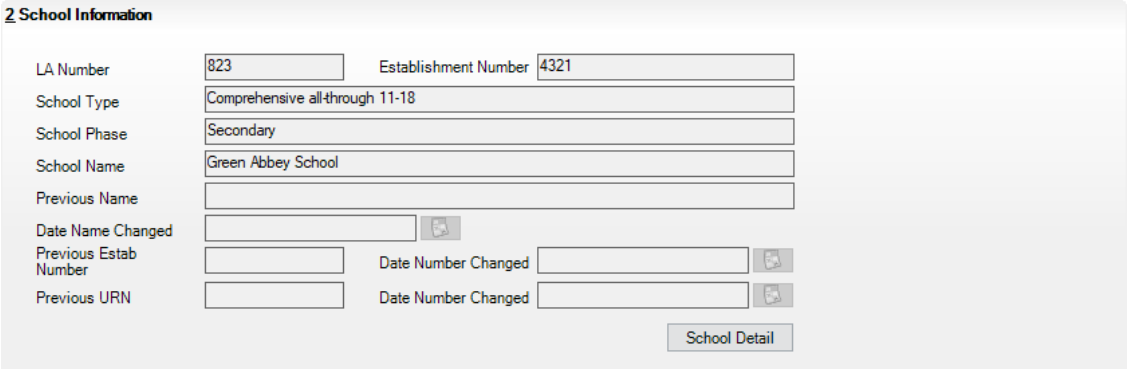
***NB**: Do **NOT** click on the **Calculate All Details** button*
***IMPORTANT -** If the **Calculate All Details** routine is used again, any manual changes that have been made in the calculated panels are overwritten and will need to be re- entered.*

Step 2 – Data to check before Validation

Staff and Pay

Once the file is opened, complete a final check of each panel ensuring they are correct.

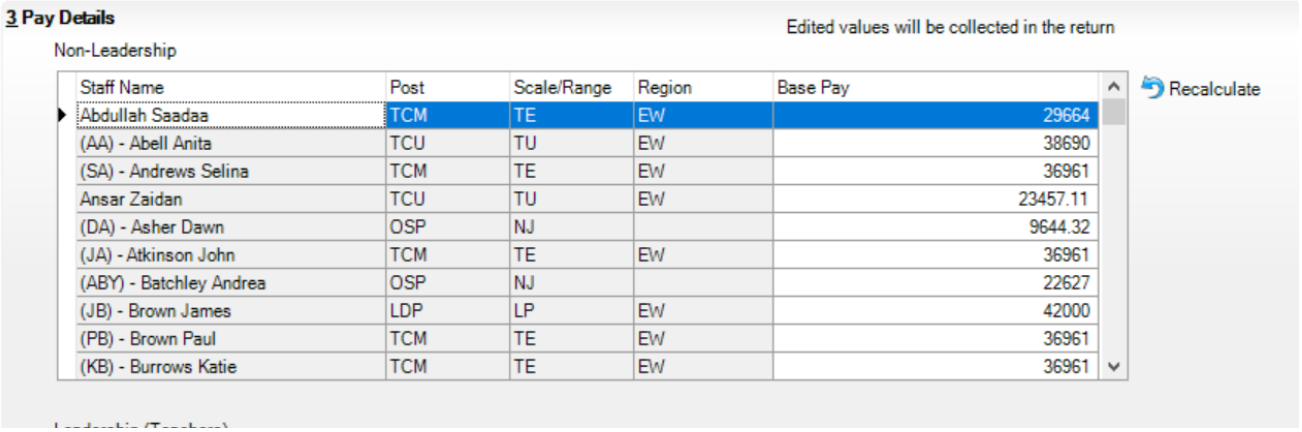




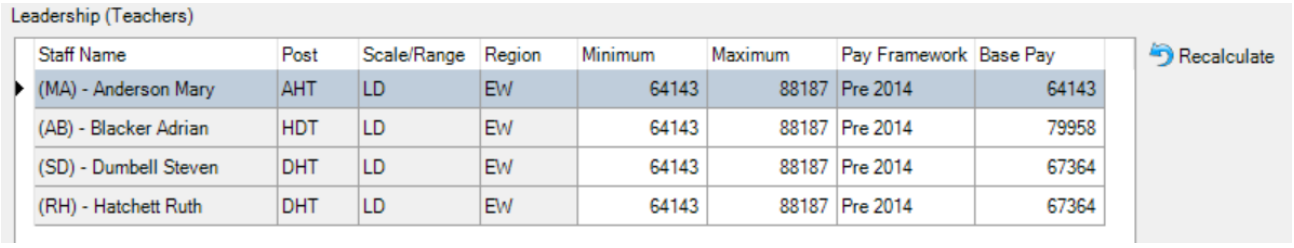
Check that all **current** staff appear in the Pay Details List and that there are no **0** showing under **Base Pay** panel.

(The **Base Pay Details** panel will only be displayed if a tick was entered in the School Workforce Settings folder under

Tools/Statutory Returns Tools / School Workforce Census Settings.



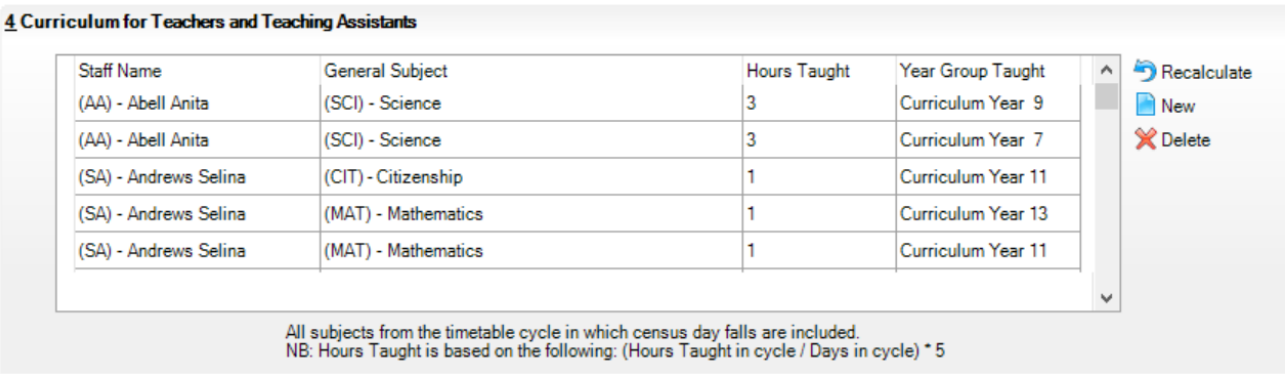
Staff Name	Post	Scale/Range	Region	Base Pay
Abdullah Saadaa	TCM	TE	EW	29664
(AA) - Abell Anita	TCU	TU	EW	38690
(SA) - Andrews Selina	TCM	TE	EW	36961
Ansar Zaidan	TCU	TU	EW	23457.11
(DA) - Asher Dawn	OSP	NJ		9644.32
(JA) - Atkinson John	TCM	TE	EW	36961
(ABY) - Batchley Andrea	OSP	NJ		22627
(JB) - Brown James	LDP	LP	EW	42000
(PB) - Brown Paul	TCM	TE	EW	36961
(KB) - Burrows Katie	TCM	TE	EW	36961



Staff Name	Post	Scale/Range	Region	Minimum	Maximum	Pay Framework	Base Pay
(MA) - Anderson Mary	AHT	LD	EW	64143	88187	Pre 2014	64143
(AB) - Blacker Adrian	HDT	LD	EW	64143	88187	Pre 2014	79958
(SD) - Dumbell Steven	DHT	LD	EW	64143	88187	Pre 2014	67364
(RH) - Hatchett Ruth	DHT	LD	EW	64143	88187	Pre 2014	67364

Panel 4 – Curriculum for Teachers and Teaching Assistants (Secondary Schools Only)

NB: This panel is only populated if the timetable has been transferred from Nova-T into the relevant academic year in SIMS and if the subject codes have been mapped to DfE subjects. See **Book 02-Before you Begin** for more information.

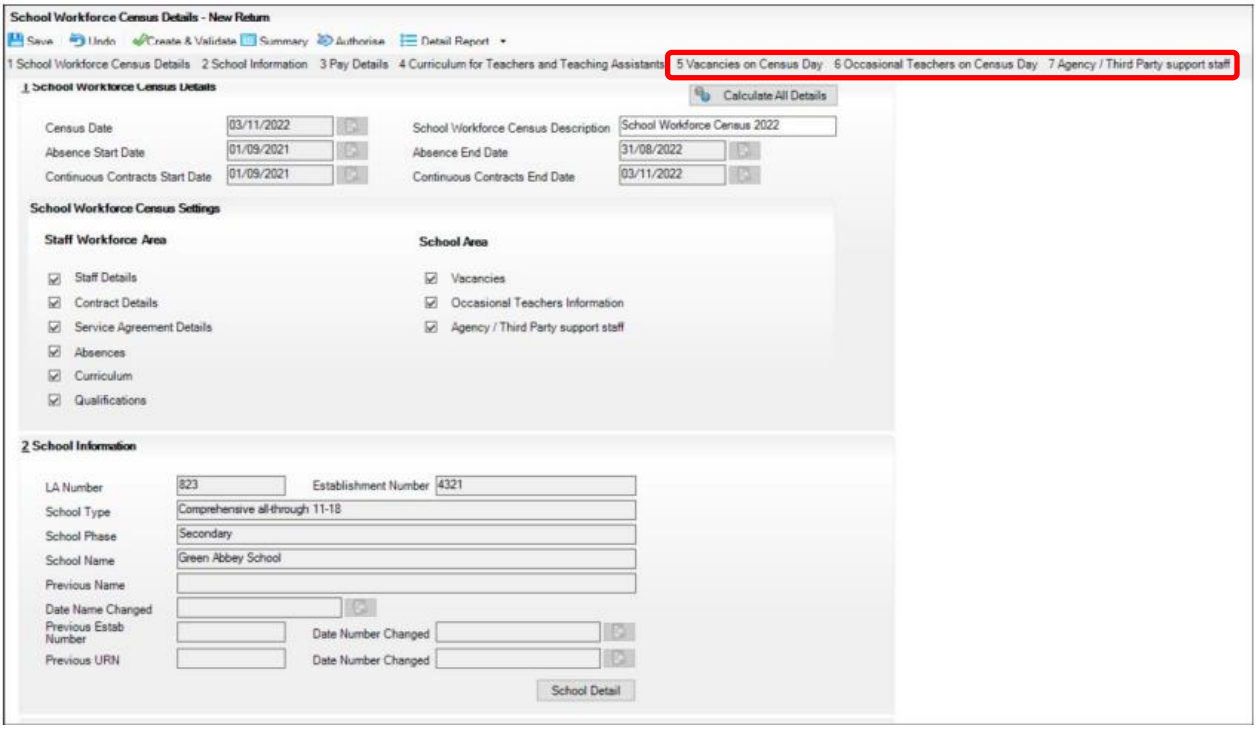


Staff Name	General Subject	Hours Taught	Year Group Taught
(AA) - Abell Anita	(SCI) - Science	3	Curriculum Year 9
(AA) - Abell Anita	(SCI) - Science	3	Curriculum Year 7
(SA) - Andrews Selina	(CIT) - Citizenship	1	Curriculum Year 11
(SA) - Andrews Selina	(MAT) - Mathematics	1	Curriculum Year 13
(SA) - Andrews Selina	(MAT) - Mathematics	1	Curriculum Year 11

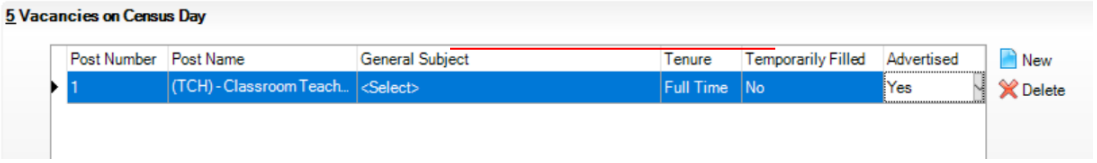
Vacancies\Occasional Teachers\Agency (Third Party) Staff Count

The following data items need to be entered into your return on actual Census Day (2nd November 2023).

Vacancies on Census Day (Panel 5)
Occasional Teachers on Census Day (Panel 6)
Agency/Third Party Staff Count (Panel 7)



Vacancies on Census Day



Vacancies on Census Day - This panel enables schools to add any current job vacancies that exist in the school. This information is not stored in SIMS so must be added manually.

Vacancy information is now required for all teachers and not just qualified teachers;

Information is only required for vacant teacher/senior leadership posts:

- Executive Head, Head Teacher, Deputy Head, Assistant Head,
- Classroom Teacher and Leading Practitioner.

Each qualified/unqualified teacher post (QTS) that is permanent or a contract of one or more terms, that is vacant or temporarily filled on census day must be recorded.

All teacher vacancies from classroom teachers to head teachers should be included. Teacher vacancies should be categorised between Teacher Main scale and Teacher Upper pay scale vacancies.

NB: A vacant or temporarily filled post is defined as one which fulfils one of the following criteria:

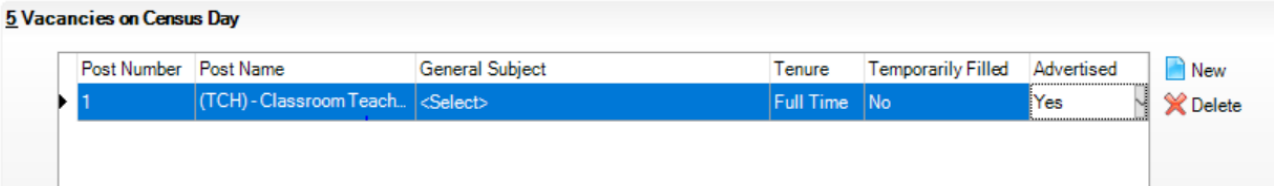
- The vacant post is not covered.
- The post is covered temporarily by other staff within the school.
- The post is covered by a teacher on a contract of less than one term.
- The post is covered by a teacher on a contract of at least one term and no more than an academic year (except if the existing staff member is on long term absence such as sick leave, maternity leave, other paid leave, training or secondment).

The following posts **should** be **included**:

- Posts the school has tried to fill but were not filled on the census day.
- Posts where an appointment has been made but was not in post on the census day.
- Posts for all types of qualified teachers from classroom teachers to head teachers.

Do Not include:

- Posts not becoming vacant until after the Census day (eg where teacher has resigned but is serving notice.)



- Click **New** button to activate the list.

Click in each cell and make the appropriate selection from the drop-down menu as follows:

- **Post Number** - Read only field and increments automatically when additional vacancies are added to the list.
- **Post Name** - Select the description to match the following codes

Post	Post Name
AHT	Assistant Head Teacher
DHT	Deputy Head Teacher
EXH	Executive Head Teacher
HDT	Head Teacher
LDP	Leading Practitioner
TCM	Classroom Teacher, Main Pay Range
TCU	Classroom Teacher, Upper Pay Range

- **General Subject – Secondary schools only**
- **Tenure: =** Full or Part Time post
- **Temporarily Filled**: Yes or No
- **Advertised**: Yes or No

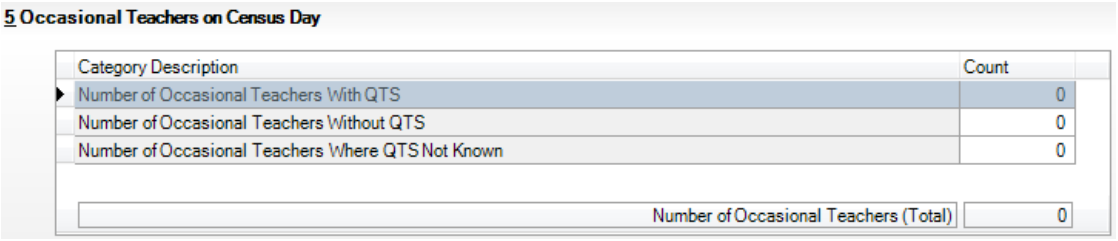
Repeat the process for each vacancy. Click on the **Delete** key if entered incorrectly.

Should a school have no vacancies, then a confirmation **Return Level Note** should be recorded on **COLLECT**.

Occasional Teachers on Census Day

Schools should, if applicable, manually record the number of occasional teachers who are in school **on Census day**. Add numbers to the panel under the appropriate category.

This will include any occasional supply teachers, music teachers, peripatetic teachers, sports teachers, special needs teachers etc. irrespective of who they are employed by.



5 Occasional Teachers on Census Day

Category Description	Count
Number of Occasional Teachers With QTS	0
Number of Occasional Teachers Without QTS	0
Number of Occasional Teachers Where QTS Not Known	0
Number of Occasional Teachers (Total)	0

Definition of Occasional teachers - extract from the DfE Guidance:

Occasional (supply) teachers are teachers that are in school on census day but are not deemed to be in regular service, i.e. they have a contract for;less than one month. Peripatetic teachers will also count as Occasional teachers if they are in school on Census day.

Agency (Third Party) support staff

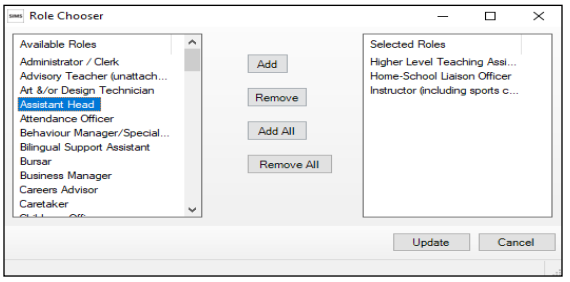
If appropriate, schools are required to provide the number of occasional support staff who are not directly employed by the school/LA on census day.

These members of staff are likely to be employed through an agency/third party company.

For example:

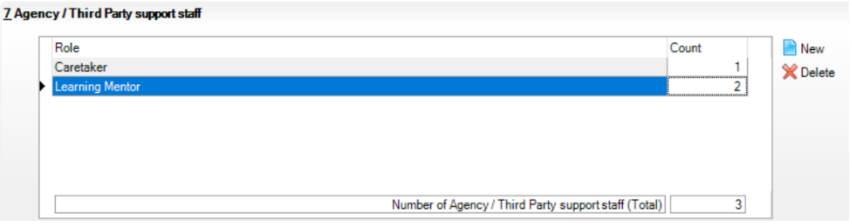
Food services staff working for a catering company or occasional staff who work for an agency.

- Click **New** to display the **Role Chooser** panel
- Highlight the relevant position(s) in the **Available Roles** panel
- Click the **Add** button to move them into the **Selected Roles** panel.



When the required roles have been selected, Click **Update,** the selected **Roles** will now be displayed.

Enter in the **Count** column, the number of third party staff who fill each of the roles.



If there are no Vacancies, please ignore. You may upload your return to COLLECT and add a Return Level Note.

Step – 3 Create & Validate the School Workforce Census

- Click **Create & Validate** button to start the process

If, however, Errors/Queries still exist in the return check out **Appendix 3 –Errors and Validations Resolutions** for guidance on how to resolve them.

IMPORTANT: Once all **Errors and Queries** have been resolved in SIMS, the **Create and Validate** facility **MUST** be run again to pull through any amendments from SIMS into the Census return.

Where possible, please do not upload to COLLECT a Census Return with errors.

These errors will still appear when the file is uploaded to **COLLECT** and will still need to be resolved in SIMS.

If you have any errors/queries that you are unable to eradicate, please log a call in the first instance, stating what error/query is with the Service Desk, either telephone 01926 414100 or email: ictdsservicedesk@warwickshire.gov.uk

Step 4 – Detail Reports/Summary Report

View/ check the Detailed reports available in the CENSUS to check that the data is correct.

Running the **Detail** Reports enables schools to check Personnel data.

For example:

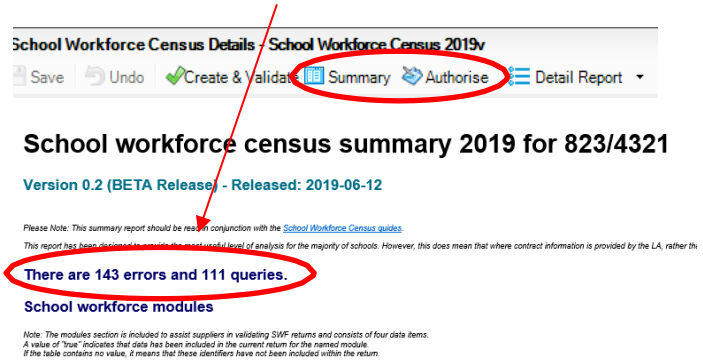
- *Missing Contracts/Service Agreements/Allowances*
- *Absences, Absence end dates if applicable, Working days lost.*

Check the reports lists all applicable personnel

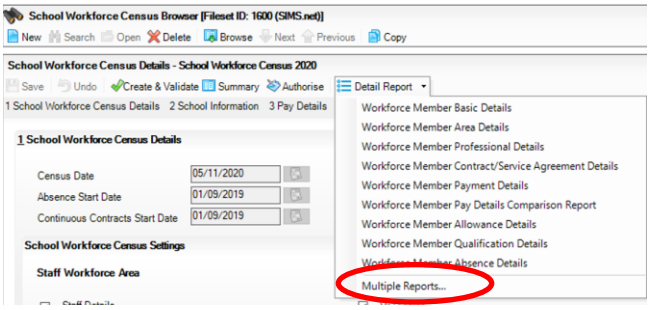
When all data/amendments have been entered into SIMS Personnel, create and validate, run the reports as many times as is required, until they are correct.

When ready create the **Summary Report**. This needs to be given to the Head Teacher for checking, prior to Authorising the return.

The School Workforce Census summary 2023 for the school DfE 937/****, should display 0 errors and 0 queries.



From the Census page, click on the drop-down arrow next to **Detail Report.** Schools can if they wish, select one report at a time or click on **Multiple Reports**.

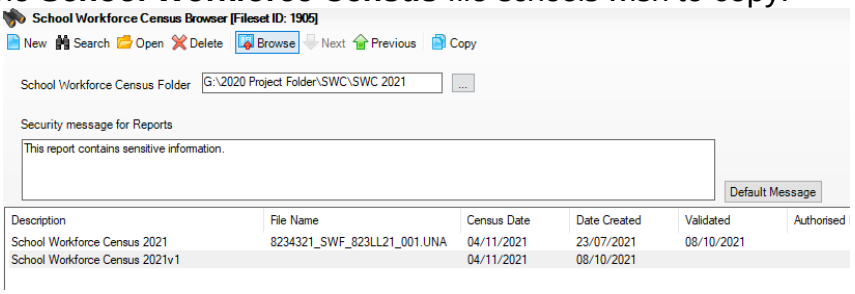


When the reports open, they are automatically saved in the same location as the Census File. The reports are available for printing or can be exported to **Excel** allowing the use of the filter functionality.

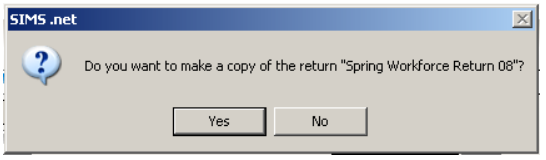
Step 5 - Make a Copy of the File

IMPORTANT – A copy of your School Workforce Census needs to be created BEFORE authorising your Return. Once your return has been authorised, it can no longer be edited. Therefore a copy provides a 'Backup' of your original return, which you can go back to if needed.

Highlight the **School Workforce Census** file schools wish to copy.



- Click **Copy** button to make a copy.
- An information screen will appear
- Click **Yes**.

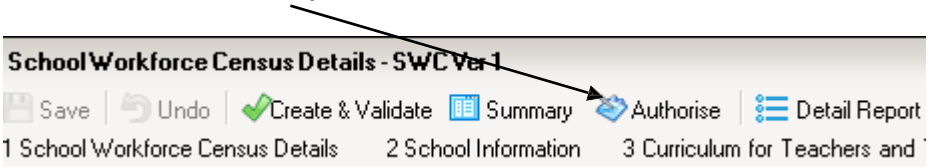


Rename the file from **Copy of School Workforce Census 2023 to School Workforce Census 2023 Version 1.** A copy will appear in the browse panel above the saved return. If for any reason a new Return is required, then this copy may be used.

Step 6 - Authorise Census File

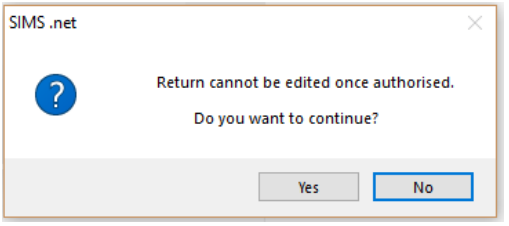
NB: Once the file has been authorised schools will **not** able to edit it, therefore it is essential that all data has been checked and verified and a copy of the Census made before authorising and uploading to **COLLECT.**

- Click **Authorise** to start the process.

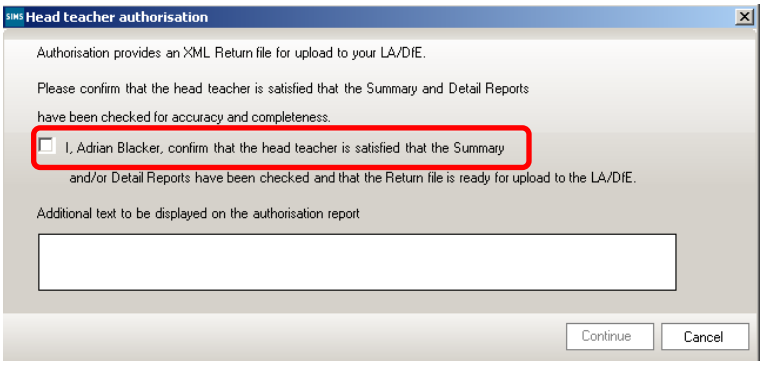


A warning message will recommend that the detailed and summary reports are run to check data is present and correct at the same time reminding schools that once authorised the file cannot be edited.

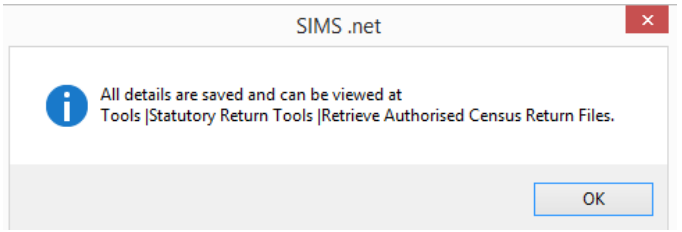
- Click **Yes**.



Enter a tick into the box confirming that the Head Teacher is satisfied that the Summary and/or Detailed Reports have been checked and that the Return file is ready to upload to **COLLECT.**



Sims will then advise that all details have been saved and where they can be retrieved.



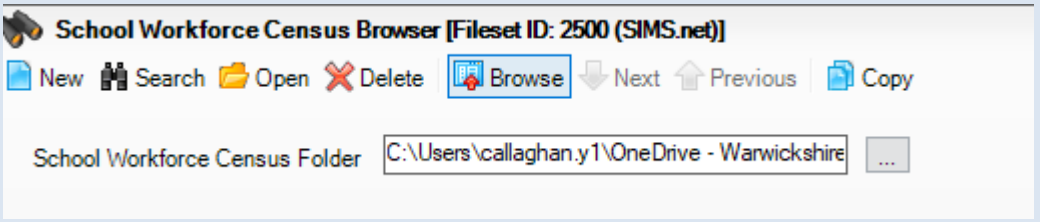
Description	File Name	Census Date	Date Created	Validated	Authorised Date
Copy of School Workforce Census 2021v1		04/11/2021	09/08/2021		
School Workforce Census 2021	8234321_SWF_823LL21_001.XML	04/11/2021	02/08/2021	02/08/2021	09/08/2021
School Workforce Census 2021v1	8234321_SWF_823LL21_002.UNA	04/11/2021	02/08/2021	09/08/2021	

The authorised file will appear in the **School Workforce Census** browse showing the date of authorisation.

The suffix of the file name will change from UNA (unauthorised) to XML ready to upload to the **COLLECT** website.

NB:
The file, together with the Detail Reports have now been saved in the designated location. If unsure, check the path in the **School Workforce Census.** Schools will need to navigate to this location when uploading the file to **COLLECT**.)

You can check the path under the **School Workforce Census Folder,** so that you know where to navigate to upload your return to COLLECT. Most schools' SWC data is saved on the Y Drive / MIS/SWC/ DATA



You are now ready to upload your return to **COLLECT -** **Book 06 Uploading to Collect**