Producing the School Workforce Census

SIMS

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Introduction

The School Workforce Census was introduced in January 2010 for all schools.

The School Workforce Census is a statutory data collection managed by the Department for Education (DfE) that takes place each autumn. You must complete statutory censuses by law unless there’s a good reason not to.

The School Workforce Census Return for 2019 takes place on Thursday 7 November 2019.

The SWC collects staff data for both teachers and support staff who are in regular service (contracts of 28 days or greater) and agency teachers in regular service (with service agreements of 28 days or greater).
Information & Requirements

School Workforce Census Collection

SWF Census 2019 collects details of the following:

- Staff details
- Contract details are now collected for the previous academic year and up to census date

**Please note:** Allowances are included **01/09/2018 – 07/11/2019**

- Service Agreements for agency staff – employed for 28 days or more
- Pay details for all categories of staff
- Absence details for teachers and support staff who have a contract with the school and not those who are employed through an agency **01/09/2018 - 31/08/2019 (inclusive)**
- Curriculum subjects that are being taught at the time of the census (Secondary Only)
- Qualifications information for all staff – **Post ‘A’ Level**
- School vacancies information – on Census Day
- Occasional supply teachers – On Census Day
- Third party staff counts

Why does The Department for Education want this information?

School Workforce Census is the department’s main source of data on:

- Staff salary costs
- Staff turnover
- Staff absences

The School Workforce Census data informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce. This data is also used by other government departments, local authorities, and external agencies and educational researchers. **Accuracy of data is crucial.**

Data is collected on the “collect once, use many times” principle and most of the data collected should be data that a well-prepared school uses themselves or be justified with a clear business case.

Privacy Notices

Data kept on school staff (in any medium, including SIMS Personnel data) must be managed in accordance with the Data Protection 2018.

The local authority and schools are asked to ensure that all staff they employ, for whom data is recorded, are 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 and the DfE. Failure to send out a Privacy Notice to staff means you will not be covered under the Education Act 2005.

Please note: the new General Data Protection Regulation (GDPR) has applied since 25 May 2018 and schools should ensure they are aware of the new requirements regarding Data Protection.

Steps to Producing the School Workforce Census
The School Workforce Census deals with sensitive information and the security of this information must be maintained at all times. Schools should be mindful of the level of access staff have to this information.

These guidance notes will assist your school to complete the School Workforce Census – Census Day is Thursday 7 November 2019

Local Authority Maintained Schools
Local Authority Maintained Schools will need to submit their SWF Census returns via COLLECT, where they will be checked by the Local Authority before being submitted to the DfE. Schools are responsible for annotating any errors or queries that are generated within COLLECT. Please contact The ICT Service Helpline on 0300 300 0000 if you have any queries.

Academies
Academies will need to upload the SWF Census Return files direct to the DfE using COLLECT. The school will be responsible for annotating any errors or queries that are generated within COLLECT. If assistance is required, please contact The ICT Service Helpline on 0300 300 0000.

The COLLECT familiarisation blade for the SWF Census is now available for uploading dummy returns, but will close on 1 November 2019 in preparation for Census Day.

The live blade will be available from 7.30am on Census Day - Thursday 7 November 2019.

System Manager Permissions
SIMS Personnel Officer and Returns Manager permissions are required to produce the School Workforce Census.

Staff Data Collection forms and Updated Qualifications
It is recommended that schools send out Staff Data Collection forms to ALL staff and request confirmation of all qualifications.

School Staff included in the School Workforce Census
The census covers full and part-time teachers, teaching assistants and other support staff that are employed by your school.

- Teachers include those who are employed directly by your school and agency/service agreement teachers working within a post that would normally be filled by a teacher employed by your school.
Teaching assistants include those support staff based in the classroom for learning and pupil support; for example, HLTAs, teaching assistants, special needs support staff, nursery officers/assistant, minority ethnic pupils support staff and bilingual assistants.

Other support staff include those support staff that are not classroom based, for example matrons/nurses/medical staff, librarians, IT technicians, technicians, administrative officers/secretaries, bursars and other administration/clerical staff, premises and catering staff.

Staff engaged in the normal running of the school, such as cleaners, should be included regardless of when they work, e.g. before, after or during the normal school day.

Please note: The post of Executive Head teacher should be used for a Head teacher who directly leads two or more schools in a federation or MAT. The school that holds the contract for the Executive Head teacher will be expected to return the information on the Executive Head in the School Workforce Census. The other school(s) in the ‘group’ led by the Executive Head should not be reporting this post.

Every school will be expected to have a SENCO defined in the ‘Role’ field.

**Staff not in the School Workforce Census**

School Workforce level data does **not** need to be returned for the following:

- Temporary staff with service of less than 28 days and who are not expected to complete service of 28 days or more.
- Casual staff without contracts employed on an ad hoc basis.
- PGCE students on teaching practice.
- Governors and voluntary staff.
- School crossing patrol staff.
- Clerk to governors.
Preparing and Creating the School Workforce Census

Producing a Census Return
The ICT Service will run School Workforce Census Workshops during the lead up to Thursday 7 November. Dates for these workshops can be found at www.theictservice.org.uk/training.

The purpose of the School Workforce Census Workshops is to assist schools to complete a Dummy Run of their Workforce Census and to understand how to correct ‘errors’ and to upload the Dummy Return to COLLECT.

The process is similar to running the termly School (Pupil) Census.

The following pages provide a step-by-step guide to producing the School Workforce Census Return. Save your work at any time by clicking the Save button. The information in the School Workforce Census must be saved before the return can be validated.

Preparing SIMS ready for the School Workforce Census

Before beginning the School Workforce Census return, ensure that all current staff are recorded in SIMS and that the information is up-to-date and accurate.

Ensure that:

- new staff have been added and statutory fields completed
- any leavers have been recorded as such
- any duplicated or unwanted staff records have been amended
- part-time details have been checked/updated for all applicable members of staff
- staff absences are up to date – PLEASE ensure that absence dates do not overlap and that the number of Working Days Lost are present for all sickness absences
- qualifications are all recorded correctly
- the latest pay review dates have been edited (teachers only)

Basic staff information and contract information is included in the return for all teachers and support staff with contracts of one month or greater on Census Day. Minimal information is collected regarding occasional staff (staff with service of one month or less).

Before creating a new School Workforce Census return, ensure that all staff and school information is present and accurate in SIMS. (Information in SIMS can be cross-checked by referring to the records on EPM or other payroll and HR providers).

It is possible to create more than one test return, i.e. dummy runs. This enables you to check that all data required for the return exists and is up-to-date.
Information can then be added or updated, if necessary, before running the final return. Any unwanted returns can be deleted, provided they have not been authorised.

1. Select **Routines | Statutory Returns | School Workforce Census** – this loads the School Workforce Census validation and reporting files.

2. When the files are loaded, the School Workforce Census Browser is displayed. The Fileset ID is displayed in the browser header. You need to be on the latest Fileset – currently **1305**. Guidance on updating Filesets is available on the Learn Together Hub – click [here](#).

Click on the **School Workforce Census folder browser**

Double click in the Workforce Census folder and then click on the **Make New Folder Button**. Name the folder **Workforce Census 2019** - **Click OK**.

The following screen will appear:

Click **Yes**
Pay Scales and National Insurance Tables

It is important that both the pay scales and National Insurance tables in SIMS are up to date and accurate. There are now so many different scales that schools can use, that unfortunately we are no longer able to provide pay scale files for import. Each school must manually update their scales each time new pay awards are agreed.

Manually updating Pay Scales

Use route Tools | Staff | Pay Related - click on Search

Open the Service Term eg. Teachers

With the relevant pay scale highlighted
Click on new on panel 2. Pay Awards and record the date the award was made

Add the appropriate annual pay for each spinal point for this pay scale
Adding New Single Pay Scale for School Support Staff and Teaching Support Staff

N.B. due to the restructuring of NJC pay scales as of April 2019, it is necessary to adjust the minimum point and carry out more editing than previously.

Open the Service Term area in SIMS using route Tools | Staff | Pay Related.

First open the Service Term for Non-Teaching Staff

Check the Minimum and Maximum points on Section 2. Pay Awards. The Minimum Point should be edited to 1

Click Save

Click New to add a new Pay Scale
With the new Pay Scale Highlighted click to a new Pay Award.

Enter the Award Date of 01/04/19

Complete the table above using the figures provided by your Pay Roll provider or the 2019 NJC Pay Scale listing.

Once the Pay Scales have been edited it will be necessary to add a new pay scale in the contract information for all support staff your school employs.

Repeat this process for Teaching support Service Term
N.B. The DfE have changed the SWC Post Category from Support Staff to Other Support Staff. This category will need to be remapped for all Support Staff Posts

**New SWC Post Category**

This SWC the DfE have introduced two new SWC Post Categories. Most support staff such as Admin Staff, Business Managers and Midday Supervisors are now to be categorised as **Other Support Staff**. A new additional category of **Leadership – Non Teaching** for support staff who are on a leadership pay scale. To make the changes for most support staff it is just necessary to edit the **SWC Post Category** for the relevant Service Terms.

Open the Service Term for **Non-Teaching Staff**.

On Section 4. **Posts** highlight each type of support staff you use in turn and edit the SWC Post from **Support Staff** (which now shows in red) to **Other Support Staff** as shown below
Create a New School Workforce Census Return

As stated earlier, before creating a new School Workforce Census return, it is important to ensure that all staff and school information is accurate.

Similar to the Pupil School Census Statutory Return, SIMS offers you the opportunity to run more than one return. You can create ‘Dummy Returns’ to check for any errors. Unwanted returns can be deleted provided they have not been authorised.

Select: Routines | Statutory Returns | School Workforce Census. This will display the School Workforce Census browser.

Click the New Button

This will enter the description of School Workforce Census 2019. This description can be edited. This facility can be useful when running dummy runs.

Check your system is showing the correct Fileset: this is currently 1305
The Census Date, Absence Start Date, Absence End Date, Continuous Contracts Start Date and Continuous Contracts End Date default to the correct values and cannot be edited.

Click Calculate All Details if relevant for your school

The Calculate All Details button is displayed in certain circumstances only

In Primary schools and Pupil Referral Units, this button is used to calculate pay details

If the Allow editing of Base Pay check box is deselected (via Tools | Statutory Returns Tools | School Workforce Census Settings) the button is not required and is therefore not displayed. See screenshot below.

In Secondary schools this button is used to calculate curriculum details for teachers and teaching assistants. Pay details are also calculated provided that the Allow editing of Base Pay check box has been selected via Tools | Statutory Returns Tools | School Workforce Census Settings.

Click Save

Checking and Editing School Information

The School Information panel of the School Workforce Census Details page displays read-only school details recorded in the School Details page of SIMS (via Focus | School | School Details). The School Information should always be checked.
If any details are missing or incorrect, click the **School Detail** button to display the School Detail dialog.

Add or amend any required information. Click the **Save** button then click the **OK** button to return to the School Workforce Census Details page, where the updated details are displayed.

A patch will be required if a change needs to be made to the school name or DfE number.

**Please note:** Academies that have not changed their name MUST enter the current school name in the Previous School Name field, and then enter the date that the Academy opened in the Date Name Changed field.

The data entered in these fields is used by the School Workforce Census to determine an Academy’s start date and to ensure that data relating to the previous school is not collected (if the Academy opened since the previous School Workforce Census return).

**Information for Academies:**

Academies should ensure that the following information is recorded, if applicable:

The **School Type** and **School Governance**.

Select: **Academies** from the applicable drop-down lists and check:
The school’s Previous Name and Date Name Changed;

The Previous Estab Number and Date Number Changed. This information is used by the School Census. If the DfE number has changed for sponsor-led Academies, historical information is not collected and the date of arrival is reported as the date the DfE number changed;

The Previous URN Number and Date Number Changed. This information is used by the School Workforce Census. For all types of Academies formed in the collection period, the date that the establishment’s URN changed is used to determine when the academy was formed. Historical information is not collected from before the date the URN changed.

Click the Save button then click the OK button to return to the School Workforce Census Details page, where the updated details are displayed.

Once you have completed the check of the school details you are ready to create a Census Return.

All panels must be completed. The following notes will take you through each section at a time.

Panel 3 - Pay Details Panel (All Schools)

This section is more for schools who are not using the County Pay Scales, such as academies and free schools.

Base Pay does not include the annual amount of any additional payments or allowances. In other words, it is the annual salary that will be earned, based on the salary rate at the census date. Base Pay is not collected for staff paid by a daily rate.

The pay details are retrieved from SIMS Personnel and displayed in the Pay Details panel, where the base pay can be edited, if required, e.g. schools may need to edit the pay details because they might not use the National Pay Scales.

To edit the Base Pay, click the applicable cell then enter the required number. Schools that use the County Pay scales should have blank fields.
Panel 4 - Curriculum for Teachers and Teaching Assistants - (Secondary Schools Only)

The Curriculum for Teachers and Teaching Assistants panel will only be 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. The subject codes displayed are the DfE subject codes, not the school’s timetable subject codes.

The data shown in this panel is fully editable by selecting the drop-down option in the Staff Name, General Subject and Year Group Taught columns. Hours taught can be overtyped.

If you correct any data within Nova-T after calculating the return you must click the Recalculate button to update the information. Amendments made here do not feed back to any other areas of SIMS.

Panel 4 Primary / Panel 5 Secondary - Vacancies on Census Day (All schools)

There is currently no facility within SIMS to record vacancies; hence this data must be entered manually for the School Workforce Census.

The Vacancies on Census Day panel enables you to add teaching vacancies only.

To create vacancies, Select the New button.

Select a Post Name and associated DfE code for General Subjects from the drop-down list.
Primary schools will select **PRI Primary Curriculum**. Secondary schools will select the appropriate **General Subject** from the drop-down list together with the associated **DfE Subject Code**.

Select Temporarily Filled either **Yes** or **No**. (Temporarily filled vacancies are those that are covered by a teacher on a contract of at least one term and no more than three terms).

Select Advertised either **Yes** or **No**.

Click the **Save** button.

---

Panel 5 Primary / Panel 6 Secondary – Occasional Teachers on Census Day (All Schools)

Occasional teachers are those teachers who are in school on census day, but are not deemed to be in regular service, i.e. their contract or service agreement is for less than 28 days. This includes third party teaching staff.

Such staff are recorded under one of the following categories:

- Number of Occasional Teachers With QTS.
- Number of Occasional Teachers Without QTS.
- Number of Occasional Teachers Where QTS Not Known.

The count of Occasional Teachers in each category should be amended manually and the total will be calculated.

Select the **Save** button to save the return.
Panel 6 Primary / Panel 7 Secondary – Agency/Third Party support staff (All Schools)

The Agency / Third Party Support Staff Count panel provides the opportunity to record the numbers of staff who work at the school but are not employed by the school via a contract or employed by the LA. They may be provided by a third-party organisation to fulfil particular roles in the school, e.g. cleaners, catering staff, etc. Third Party Support Staff Count CANNOT contain any teaching staff. If you have any Third Party teaching staff they MUST be counted in the previous panel – Occasional Teachers on Census Day.

Click the New button to display the Role Chooser dialog.

Highlight the relevant position(s) in the Available Roles column and click the Add button to move them into the Selected Roles column.

Alternatively, click the Add All button to move all the Available Roles into the Selected Roles column. Click the Remove All button to clear the Selected Roles column and make your selections again.

Click the Update button when you have selected all the required roles. The Roles are displayed in the Agency/Third Party Support Staff on Census Day panel.

Enter the number of these positions that are filled by third party staff in the Count column.

The Number of Agency / Third Party Support Staff (Total) figure updates automatically as the Count column is completed.

Save

If NO Support staff are present the section should be left blank and a note added to the return when uploading to COLLECT.
Creating and Validating the SWC Return

A School Workforce Census Return must be validated and authorised before it can be uploaded to the DfE COLLECT data collection website or sent to your LA, depending on the instructions you have been given.

Validating the return creates an unauthorised School Workforce Census Return file, which is then validated against a set of DfE rules. Once the validation is complete, a list of errors and queries is displayed.

An error is caused by either missing or inaccurate data, whilst a query highlights data that is unusual or not as expected, e.g. staff member’s age falling outside the expected range.

When the return has been validated, detail reports can be produced as an aid to resolving any issues.

Once all the sections have been completed you are ready to Create and Validate the Census Return.

Select Routines | Statutory Returns | School Workforce Census to display the School Workforce Census Browser.

Search for then double-click the required return to display the School Workforce Census Details page.

Click the Create & Validate button to start the Create and Validate process, which might take some time depending on the number of staff at your school.

![SIMSnet - Historical Allowances](image)

In order for your historical Spot allowances to show correctly you will need to indicate whether they have been entered as an Actual or an Annual amount.

Please go to Tools | Setups | Employment Parameters to make your choice.

If the value for historical spot allowances has not been specified, the Historical Allowances dialog is displayed. For your historical spot allowances to show correctly, you must indicate whether they have been entered as an actual or an annual amount.

Click the OK button to close the Historical Allowances dialog.

Select Tools | Setups | Employment Parameters to display the Employment Parameters page.

In the Historical Spot Allowance Type panel, select either the Actual or Annual button.
Example:

Actual – for example, if you wanted to report a Spot Allowance of £100 it is calculated as follows:

Actual allowance x pay factor, e.g. £100 x 1 = £100

Annual – for example, if you wanted to report a Spot Allowance of £100 it is calculated as follows:

$$((\text{Annual allowance} \times \text{pay factor})/12) \times \text{applicable months}, \text{ e.g. } £1200 \times 1 ÷ 12 \times 1 = £100$$

Click the Save button.

Return to the School Workforce Census Details page and then click the Create & Validate button again.

The Validation Process commences. Please be patient, this can take a few minutes depending upon the number of staff in the school.

Once the Validation process is complete it will generate and display in the Validation Errors Summary panel any failures (F) and queries (Q).

The Type column indicates whether the error is a failure (F) or a query (Q).
1. The **Error Number** and **Error Message** columns display the actual error or query encountered.
2. The individual Data Item indicates the specific record containing the error.
3. The Solution column shows which page or panel to open to fix the failure or query. If the failure or query is preceded by a hash (#) symbol, click the row to access the specified destination.

- **F = Failure** these will show in Red and **must** be resolved before authorising and sending the return
- **Q = Queries** these will show in Black, all attempts to resolve the query should be taken; however, it is possible to authorise the return

To clear the errors from the return, click **Create & Validate** again.

The validation routine will run again and only outstanding errors and queries will appear.

Select **Save** to save the changes to the return.

Resolve as many errors and queries as possible and then revalidate the Census Details.

Continue to resolve failures and revalidate the return as many times as necessary.

All failures **must** be resolved and all queries **must** be investigated.

# Producing School Workforce Census Detail Reports and Summary Report

## Producing Reports

### Detailed Reports

It is strongly recommended that you run each of these reports and check the data for accuracy.

Detail Reports can be used to check the data stored in SIMS, which is used to generate the School Workforce Census Return. The reports can be produced as soon as the return has been validated.

Each detail report header displays the **Security Message** that was defined in the **School Workforce Census** browser, the **Report Criteria** and the **Total number of staff** in the report.

### To Run a Detail Report

From the School Workforce Census Return Details panel, select the Detail Report down-arrow and select the required report from the drop-down menu, e.g. Workforce Member Basic Details.
The required report will be displayed in your Internet browser.

It can be exported to Excel; right click in the report and select Export to Excel.

To Print a Detail Report

Select File | Print or select the Print button to display the Print dialog.

In the Print dialog, the paper selection, number of copies and print quality can be edited before selecting the Print button.

Highlight the report you require. An example detailed list of each of the Workforce Census Reports can be found at the back of this manual in Appendix 1.

Summary Report

The Summary report enables the accuracy and completeness of the return to be assessed by the school staff involved in preparing the return. It can also be used to assist the Head Teacher in the checking of data before authorising the return.

Please note: When the return is authorised, the Summary report is automatically generated and displayed in your web browser, e.g. Windows® Internet explorer.

Generating the Summary Report

The Summary report can be run at any time after the return is created and validated.

Click the Summary button located at the top of the School Workforce Census Details page. The report is automatically displayed in your web browser but can be transferred to a spreadsheet, such as Microsoft® Excel, if required.

The Summary Report MUST be checked thoroughly

Please pay particular attention to Panel A. Staff records and contracts/service agreements
The Detailed report “Workforce Member Area Details” can be useful for identifying staff with neither Contracts nor Service Agreements. Any number in this box will need investigating.

There should NOT be staff with neither contracts nor service agreements. Any number in this box will need investigating.

The Detailed report “Workforce Member Area Details” can be useful for identifying staff with neither Contracts nor Service Agreements.

Look for staff with a X in all columns.

It may be that this member of staff is not required by the school workforce census, in which case the tick needs removing from the Basic Details.

Or it may be that contract or service agreement details are missing.

To print the Summary Report, select File | Print or select the Print button to display the Print dialog.

Below is a list of the different sections of the Summary and which detailed reports may help resolve any issues identified:

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary Report Section</th>
<th>Refer to</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Staff Records and Contracts</td>
<td>Workforce Member Contract/Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Agreement Details Report and Workforce Member Area Details Report</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>B</td>
<td>Missing Staff Details</td>
<td>Workforce Member Basic Details Report and Workforce Member Professional Details Report</td>
</tr>
<tr>
<td>C</td>
<td>Missing Contract Data</td>
<td>Workforce Member Contract/Service Agreement Details Report</td>
</tr>
<tr>
<td>D</td>
<td>QT &amp; HLTA status of staff in regular service as at Census date</td>
<td>Workforce Member Professional Details Report</td>
</tr>
<tr>
<td>E</td>
<td>Ethnicity of staff in regular service as at Census date</td>
<td>Workforce Member Details Report</td>
</tr>
<tr>
<td>F</td>
<td>Disability status of staff in regular service as at Census date</td>
<td>Workforce Member Details Report</td>
</tr>
<tr>
<td>G</td>
<td>All current staff in regular service as at Census date</td>
<td>Workforce Member Contract/Service Agreement Details Report and the Workforce Member Area Details Report</td>
</tr>
<tr>
<td>H</td>
<td>Types of contract and agreements open for staff in regular service as at Census date</td>
<td>Workforce Member Contract/Service Agreement Details Report</td>
</tr>
<tr>
<td>I</td>
<td>Summary of Pay Review dates</td>
<td>Workforce Member Contract/Service Agreement Details Report</td>
</tr>
<tr>
<td>J</td>
<td>Summary of Pay Framework</td>
<td>Workforce Member Payment Details</td>
</tr>
<tr>
<td>K</td>
<td>Number of open agreements as at Census date paid at daily rate (Supply)</td>
<td>Workforce Member Payment Details</td>
</tr>
<tr>
<td>L</td>
<td>Current Support Staff in regular service as at Census date</td>
<td>Workforce Member Contract/Service Agreement Details Report and Workforce Member Area Details Report</td>
</tr>
<tr>
<td>M</td>
<td>Number of 3rd party support staff in school on Census Date</td>
<td>Panel 6 or 7 of the SWC return</td>
</tr>
<tr>
<td>N</td>
<td>Sickness absence for previous year</td>
<td>Workforce Member Absence Details</td>
</tr>
<tr>
<td>O</td>
<td>Types of absence (other than sickness)</td>
<td>Workforce Member Absence Details</td>
</tr>
<tr>
<td>P</td>
<td>Number of regular teachers and TAs delivering the curriculum by NC year group</td>
<td>Workforce Member Curriculum Details Report (Secondary Only)</td>
</tr>
<tr>
<td>Q</td>
<td>Number of hours spent by teachers and TAs delivering the curriculum by NC year</td>
<td>Workforce Member Curriculum Details Report (Secondary Only)</td>
</tr>
<tr>
<td>R</td>
<td>Vacancies on Census Date</td>
<td>Panel 4/5 of the Census Return</td>
</tr>
<tr>
<td>S</td>
<td>Number of occasional teachers on Census Date</td>
<td>Panel 5/6 of the Census Return</td>
</tr>
</tbody>
</table>

The Summary report is saved automatically in the folder specified in the School Workforce Census Browser.

The report is saved with a filename that is made up of the following data fields separated by underscores ('_'): 

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<LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_<SerialNumber>_<name of the report>_Summary_Report.html
For example: 8732999_SWC_873LL19_001_Summary_Report.html

Authorising the School Workforce Census

Once all the errors have been resolved, the detail reports have been checked and ALL anomalies cleared, and the Head Teacher has approved the return, it is necessary to authorise the return electronically before it can be sent.

Once the return has been authorised, it will no longer be possible to edit ANY of the information

Before authorising the return, you must create and validate the return again on or after Thursday 7 November 2019.

Prior to authorising the return, you should ensure that all the information displayed on the School Workforce Census Details page is correct and does not require further editing.

1. Select Routines | Statutory Returns | School Workforce Census to display the School Workforce Census browser.
2. Click the Search button.
3. Highlight the return that requires authorisation and click the Authorise button at the top of the Schools Workforce Census Details page.

A message recommending that the Summary report and detail reports are run and saved for future reference prior to authorising the return is displayed.

Click Yes
If you choose to continue, the **Head teacher authorisation** dialog is displayed.

**Tick** the acceptance box.

Then select **Continue** to authorise the return.

![Head teacher authorisation dialog](image.png)

This confirms that the Head teacher is satisfied that the Summary and Detail Reports have been checked for accuracy and completeness.

When the **Continue** button is clicked, the Summary Report will automatically generate together with the Authorisation Report confirmation.

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**School Workforce Census Autumn 2019 Authorisation Report**

*School Name:* WATERS EDGE PRIMARY SCHOOL  
*Etabl No:* 12556  
*LEA:* 523

**Authorised Autumn School Workforce Census 2019**  
**SWF_622LL19_021.MML**  
**Report Created:** 6/8/2019 14:45

I, Gillian Grosvener, confirm that the head teacher is satisfied that the Summary  
and/or Detail Reports have been checked and that the Return file is ready for upload to the LA/DIE.

The Authorised Return file is automatically saved in the folder previously created.
An XML file will be created in the folder which you specified in the Browser window. The full file name is also displayed in the browser and will relate to the current year. It will be similar to this example: 8232999_SWF_823LL19_001.XML.

This is the file you will upload to the COLLECT website.

If new files are created, the last digit will increase to differentiate the files.

Sort by Date/Time to locate the correct file.

NOTE: If you authorise a return and subsequently need to make amendments, you will either need to make a copy of the return and work on the copy, or create a new return.

**Creating a Copy of the Return**

If the return needs amending after Authorisation, it can be recreated from a copy of the original one.

Select Routines | Statutory Returns | School Workforce Census to display the School Workforce Census browser.

Select the Search button.

Highlight the required file and select the Copy button.

A message dialog will be displayed.

Click the Yes button to confirm that a copy of the selected return should be created.

The copy will be displayed in the School Workforce Census browser as Copy of <name of selected file>. The description of the copied file can be changed in the School Workforce Census Details panel.

Once all changes have been made you must ‘Create and Validate’ then ‘Authorise’ the new return before re-submitting on to the COLLECT site.
Submitting the Return

Initial Dummy Runs can be submitted to the Familiarisation area of COLLECT. the Familiarisation blade for 2019 will close on 1 November in readiness for the live returns on 7 November.

Login to the Internet and type in the following web address:

https://services.signin.education.gov.uk/

Once you have submitted your return it is recommended that you check the site the following day. Your return in SIMS may be showing error free; but on the COLLECT site errors or queries may appear, as a different set of validation rules is applied.

The School Workforce Census blade on the COLLECT website will only become live on Census Day. All schools will be able to upload their Census returns from 7.30 a.m. on Thursday 7 November.

The URL to upload the completed and authorised census is:

https://services.signin.education.gov.uk/

Select the COLLECT option (not S2S). Ensure the School Workforce Census 2019 Blade is selected.