**SCHOOL WORKFORCE CENSUS AUTUMN 2023 PREPARATION GUIDE**

**For the attention of the School Workforce Census Co-ordinator**

**PURPOSE**

The purpose of this guide is to assist schools in preparing for the School Workforce Census 2023 collection and to provide advice on how to produce the statutory return.

**KEY DATES**

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| **Thursday 2nd November 2023** | Census Day |
| **Tuesday 7th November 2023** | Deadline for Waltham Forest maintained schools & PRUs to submit a return to the Local Authority via COLLECT. <https://services.signin.education.gov.uk>  |

**PREPARATION**

The preparation checklist below has been produced to help you to identify the most common tasks that need to be carried out before running the School Workforce Census return. The management information system (MIS) tasks relate to schools using Capita SIMS. Other MIS school users will need to contact their MIS Support Provider for equivalent details.

**IMPORTANCE OF THE WORKFORCE CENSUS**

School workforce Census is the DfE’s main source of data on:

* staff pay bills
* staff turnover
* absences

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

**CHANGES FROM AUTUMN 2021 SCHOOL WORKFORCE CENSUS**

* **A new post of School Business Professional (SBP)** has been added. This is expected to include staff with the roles of ‘Bursar’, ‘Business Manager’, ’Finance Officer’, ’Office Manager’, ‘Premises Manager’ or ‘ICT Network Manager’.
* Those with the new post of **SBP will also require destination, leaving reasons and qualifications**.
* **A flag to identify members of the Senior Leadership Team** in schools has been added. This should be set to ‘True’ where the post is one of ‘Head Teacher’, ‘Deputy Head’, ‘Executive Head Teacher’, ‘Assistant Head’ or ‘Leadership – Non-Teacher. The SLT flag should also be set to ‘true’ for School Business Professionals where SBPs are formally recognised members of their schools’ SLT.
* There will be a greater emphasis on the collection of **disability data for teachers** and missing data is likely to be queried.

**GENERAL DATA PROTECTION REGULATION (GDPR)**

Following the introduction of the General Data Protection Regulation (GDPR) in May 2018 the DfE published guidance on producing updated privacy notices to issue to parents and pupils about the collection of data. This guidance is approved by the Information Commissioner’s Office (ICO) and available [here](https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices). **SCHOOL WORKFORCE CENSUS AUTUMN 2022 PREPARATION CHECKLIST**

The following checklist is based on guidance published by Capita SIMS. Users of Management Information Systems other than SIMS should check with their provider for any additional requirements.

| Complete | Task Description |
| --- | --- |
|  | Check with your System Administrator/Manager to ensure that you have the appropriate permissions to run the School Workforce Census and record associated data. |
|  | Upgrade to the SIMS 2022 Summer Release or later as soon as possible to enable dry runs to be carried out. |
|  | Apply the School Workforce Census licence, if not already applied. |
|  | Check with your System Administrator/Manager to ensure that the latest version of the fileset (i.e. revised files for validation and reports) has been imported. |
|  | Import the latest pre-defined report definitions into SIMS. |
|  | Check all personal details of all applicable members of staff to ensure that they are current and accurate. |
|  | Check the professional detail of all applicable members of staff to ensure that they are current and accurate. Ensure that the teacher status has been selected. |
|  | For a Newly Qualified Teacher (NQT), also known as Early Career Teacher (ECT), ensure the applicable induction year is specified. |
|  | Check the employment details of all applicable members of staff to ensure that they are current and accurate. |
|  | Ensure that the Latest Pay Review Date is recorded for all teachers with contracts or service agreements. |
|  | Ensure that duplicate teacher/support staff records are not included in the return. |
|  | Ensure service term definitions are correct and make any required edits. |
|  | Ensure that the correct SWC Post is selected to avoid validation error 4410 from being triggered. |
|  | Map subject codes to DfE subject codes. |
|  | Review school details and ensure that they are current and correct. |
|  | Ensure you have access to the [DFE Sign-In](https://services.signin.education.gov.uk/) to allow you to submit the file. |

**SUBMITTING YOUR SCHOOL'S WORKFORCE CENSUS RETURN**

When the return has been completed and the Summary report has been signed by the Head Teacher the .XML file should be uploaded to the [DfE COLLECT](https://services.signin.education.gov.uk/) data collection website by the end of **Tuesday 7th November 2023**.

**FURTHER INFORMATION**

Further information can be found at:

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| DfE GOV.UK website | School employed staff guide: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1168140/School_workforce_census_guide_2023.pdf>COLLECT guide for schools: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/821208/Collect_guide_for_schools_July-2019.pdf> |
| Management Information System Guidance | [Capita SIMS](https://customer.support-ess.com/csm?id=kb_article_view&sysparm_article=KB0035815&sys_kb_id=bb31f2e21bb471d0408d8557d34bcbf7&spa=1) [Arbor](https://support.arbor-education.com/hc/en-us/sections/115000644333-Workforce-Census)[ScolarPack](https://support.scholarpack.com/hc/en-gb/sections/6079445786781-Workforce-Census) |
| Other Management Information System | Please contact your ICT support provider about any technical/MIS issues relating to running the census. |
| General Data Protection Regulation (GDPR) | [www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices](http://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices) |

**WHO TO CONTACT**

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| **Contact** | **Support area** |
| edu.performance@walthamforest.gov.uk | School Workforce Census data collection and return queries |
| Department for Education (DfE)  | Data collections service request form<https://form.education.gov.uk/service/Data-collections-service-request-form>  |