

School Workforce Census (SWF)

LA Support Team Newsletter June 2009

Changes and clarifications to the requirements

Version 6 of the [Guidance Notes](#) was published on 4 June. We thought it might be helpful to highlight the changes and clarifications made in that version in this special newsletter, which you could then share with your schools if you wished to do so.

(a) Changes to the requirements

Absence due to training – dropped from the Spring Census

Feedback from schools and LAs has indicated that the collection of absence due to training is too burdensome at this time. Should they wish to do so, schools and LAs are free to continue to record absence due to training in their systems, but they are not obliged to do so. Please note that any absence due to training data recorded on systems will still be extracted and submitted to the Department as part of the Spring 2010 collection, but it will not be reported on.

Centrally employed staff that visit schools regularly – service agreement records no longer required from schools

Schools no longer need to submit service agreement records for centrally employed staff that provide support to schools, eg peripatetic music teachers, advisory teachers, educational psychologists and educational welfare officers. Information on these staff will be included in the central return provided by LAs. Schools should however submit records for any supply teachers in regular service at the school that have been provided by the LA if the LA is acting like a supply agency.

Headcount of occasional teachers in school on Census Day not in service on Census Day

Occasional Teacher Headcount has been changed to those **in school** on Spring Census day rather than those **in service** on Spring Census day. This is to avoid counting any teachers working in several schools more than once.

New post of “Teaching Assistant”

A new post of “Teaching Assistant” has been added. This should be available in management information systems from around November 2009. This is to help differentiate between Teaching Assistants and Other Support Staff for whom different information is required in the School Workforce Census.

New role identifier of “Other Premises Staff”

A new role identifier code of “Other Premises Staff” has been added. This should be available in management information systems from around November 2009.

New vacancy subject code of “Not Applicable”

A new vacancy subject code of “not applicable” has been added for vacant posts such as head or deputy head that have no subject associated with them.

Payroll Absence Category – not required and won’t be collected in the Spring Census

The Payroll Absence Category was included as a free format item to enable a school system to export the absence category as specified by the school’s payroll provider. The Department has no use for this data and so would be in breach of the Data Protection Act if it collected it. Schools are clearly free to continue to use the field to record data, if their systems allow it, but unfortunately they will not be able to use the School Workforce Census as a mechanism to transfer this data to their LA.

Recording of hours worked per week and FTE hours per week

The change to part-time teachers being paid according to the proportion of the school timetable week which they work is reflected in the advice on what needs to be provided for “hours worked per week” and “FTE hours per week”. Basically, as long these two fields are entered on the same basis – directed hours or school timetable week – there should not be a problem when the two fields are combined to calculate the FTE ratio.

(b) Clarifications of the requirements

Absent on Census Day – only required for Spring Census

The guidance on this hasn’t been particularly clear and so this is just to clarify that Absent on Census Day is only required in the Spring Census. Systems should default to a value of No and this only needs to be checked and edited if necessary for the Spring Census.

Qualifications data – if there is no direct match leave subject code blank

We are aware that the subject code set does not provide matches for all degree subject qualifications, in particular those degrees that were gained some time ago. Schools and LAs are advised to leave blank on their systems the subject code if no match is available. They should still select the appropriate qualification for the qualification code to show the type of qualification that has been gained but just not enter a subject code. The Department is proposing to move to a much smaller set of broad subject areas in the future, with a mapping from the existing code set, which should prove easier for schools and LAs to use.

Staff working outside of the normal school day

Staff working in extended school service provision should be excluded from the School Workforce Census but staff engaged in the normal running of the school, such as cleaners, should be included regardless of when they work, eg before, after or during the normal school day. Previous advice had wrongly been given that those staff working outside of the normal school day should be excluded - apologies for any inconvenience caused by this advice.

Working days lost only required for sickness absence

The Guidance stipulates that working days lost are only required for sickness absence, however, it is clear from data submitted that schools and LAs are recording working days lost for other types of absences on their systems. If schools or LAs wish to do this, then they are clearly free to do so. However, they need to be aware that the data may be extracted from their systems and submitted to the Department as part of the Spring 2010 collection, but it will not be reported on.