



## School Workforce Census



### Frequently Asked Questions



Can you guarantee the protection of data?

KCC will ensure that Officers dealing with the data are mindful of the DPA and security issues. All the transfer software that KCC uses is secure. The link to transfer the data to the DfE(COLLECT) is also secure. It is the method currently used to transfer the pupil data from the Annual School Census.

Some "sensitive" data is requested, such as, disability and ethnicity, staff do have the right to refuse to give this information although we would encourage them to share this information so that KCC and the DfE can ensure that all policies, procedures etc. are not discriminating any part of the workforce and that we have measures in place to ensure that our workforce is as diverse as possible.

Please note, however, that you should not be requesting information that you will not use, bank details, for example, should **not** be recorded without a good business case for doing so. This information is not required by the School Workforce Census and is, therefore, not be covered by the Privacy Notice covering the SWC data.

	<p>More information about the Fair Processing Notice can be found via this link:  <a href="http://www.kenttrustweb.org.uk/Policy/dpfoi_processing.cfm">http://www.kenttrustweb.org.uk/Policy/dpfoi_processing.cfm</a></p> <p>The SWC is not requesting any data which is not already held and used in schools. Schools will already provide notice of data processing for their employees. The FPN will notify that this data will be collected for the SWC and forwarded to the DfE via the Local Authority and what the DfE will use this data for.</p> <p>For a rationale and business case for the data required for the SWC please follow this link in the next question.</p>
<p>I think the DfE should explain their reasons for asking us to collect the data, especially the sensitive data.</p>	<p>The DfE have published their reasons for collecting this data. There is a link to this on the SWC page of Kent Trust Web.  <a href="http://www.kenttrustweb.org.uk/UserFiles/CW/File/Personnel_TD/Schools_Workforce_Census/SW_Business_cases.doc">http://www.kenttrustweb.org.uk/UserFiles/CW/File/Personnel_TD/Schools_Workforce_Census/SW_Business_cases.doc</a></p> <p>Or you can download the document from the DfE website:  <a href="http://www.teachernet.gov.uk/docbank/index.cfm?id=8700">http://www.teachernet.gov.uk/docbank/index.cfm?id=8700</a></p>
<p>I am concerned about keeping the contract information up to date.</p>	<p>Training is available from EIS which covers the inputting of Contractual Information into P7. Follow this link for more information:  <a href="http://www.eiskent.co.uk/default.cfm?courseid=E287&amp;tcid=9&amp;navid=1">http://www.eiskent.co.uk/default.cfm?courseid=E287&amp;tcid=9&amp;navid=1</a></p> <p>SPS can provide information (an Establishment Print) in hard copy or via the secure Kent Trust Web link.</p> <p>Capita payroll provide data checking reports to all their clients twice a year.</p>
<p>We buy a Premium package from SPS why can't they provide the</p>	<p>All workforce data is owned by the school. SPS may record and manipulate some of this data on behalf of the school, but it is the responsibility of each school to check and return the required data.</p> <p>There is also a difficulty because SPS do not hold all the information required by the SWC, such as absence, vacancies and curriculum data, this must therefore come from the school together with details</p>



information to the DfE?	which would enable the data to be matched, such as personal and contractual details, so there would very little advantage to schools in SPS becoming involved with the actual return of SWC data as this would just put another step into the process.
Do I include PPA time as Absence or is this regarded as normal duties?	<p>For the purpose of the Workforce Census, Absence is defined more broadly than just sickness absence. It includes any activity or circumstance that takes a member of staff away from their normal duties with their usual employer. Hence categories are included, such as maternity/paternity and secondment, which may not normally be referred to as absences in common parlance.</p> <p>PPA Time, however, would be regarded as normal duties and should not, therefore, be recorded as absence – please see the January 2009 Newsletter for further guidance:  <a href="http://www.kenttrustweb.org.uk/UserFiles/CW/File/Personnel_TD/Schools_Workforce_Census/swc_newsletter_0109.pdf">http://www.kenttrustweb.org.uk/UserFiles/CW/File/Personnel_TD/Schools_Workforce_Census/swc_newsletter_0109.pdf</a></p>
Should I record Twilight training sessions for the SWC?	<p>No, the SWC is only concerned with absence (for whatever reason) that takes staff away from their normal duties during the school day.</p> <p>However, Twilight Training should be recorded in Training (under the Professional Panel) as part of Professional Development, but with NO absence.</p>
Should I record training absence in Absence or in the Professional (Training) panel in SIMS P7?	<p>The requirement for absence due to training has been dropped by the DfE but if you wish to record training so you have a CPD record for your staff, Training Absences must be put in Personnel 7 under 3. Professional. This will write to Cover 7 (for Secondary Schools) and will be picked up in the School Workforce Census absence section.</p> <p>There is a Training option in the 4. Absence Panel. It is strongly recommended that this option is NOT used.</p>
When do I need to record Absence from?	Schools need to return a <u>full academic year</u> of absence data and so you should record any absence where the First Day or Last Day of absence falls in the period 1 September to 31 August (inclusive) of the previous academic year. This could include absences on-going in census day
P7 Destination	These codes are set by the DfE. KCC are in discussion with the Department for Children, Schools and



<p>Codes do not include Special Schools – can this be changed?</p>	<p>Families and these concerns have been fed back to them. The DfE have said that they are looking to review some codes.  Destination codes should be added for all new leavers. This information does not have to be backed filled. NB: There is a code NAPPCH for “Not Applicable – Change of Contract” for both Origin and Destination.</p>
<p>I am concerned about what information is needed for the SWC and when it is needed.</p>	<p>Full Preparation and Guidance Notes issued by the DfE will be posted in the SWC page of Kent Trust Web as soon as they are available: <a href="http://www.kenttrustweb.org.uk/Personnel/swc.cfm">http://www.kenttrustweb.org.uk/Personnel/swc.cfm</a>  Further information and tips will be sent out via E-Bulletins and posted on Kent Trust Web as necessary.  The requirements for the Autumn 2011 Census can be found on the Annual Autumn Census page via this link: <a href="http://www.kenttrustweb.org.uk/personnel/swc_autumn_census.cfm">http://www.kenttrustweb.org.uk/personnel/swc_autumn_census.cfm</a>  There are also other documents on the Guidance Notes page.</p>
<p>I am concerned that the Senior Leadership Team do not fully understand the implications of the SWC on time and resources</p>	<p>Presentations and updates have been made at Head Teacher Forums and briefings and information is sent out regularly via E-bulletins.  Information has also been sent to Governors.</p>
<p>We do not use SIMS P7</p>	<p>The LA is <b>strongly</b> advising all schools to use the SIMS Personnel 7 software to ensure that we can give you the best and most suitable support for completing the SWC. If your school chooses not to use SIMS P7 you will be obliged to produce a file containing all the relevant information in an acceptable format and ensure that this can be delivered to the Local Authority on the day of the Census. Full technical specification can be found on the DfE website:  <a href="http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/swf">http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datacollections/swf</a> or Kent Trust Web:  <a href="http://www.kenttrustweb.org.uk/UserFiles/CW/File/Personnel_TD/Schools_Workforce_Census/2011_S">http://www.kenttrustweb.org.uk/UserFiles/CW/File/Personnel_TD/Schools_Workforce_Census/2011_S</a></p>



	<p><a href="#">WC specification.pdf</a></p> <p><b>NB: The SWC is a statutory return and KCC requires all schools to comply with the statute and provide their school data in an acceptable format for onward transmission to the DfE.</b></p>
<p>CRB Checks – What is required for the School Workforce Census</p>	<p>No information on CRB or List 99 checks is required for the SWC. Schools will, however, need to ensure that they have sufficient information recorded to satisfy the requirements of the Single Central Record of Checks. A report from SIMS P7 which, can be downloaded from the EIS website, is acceptable to OFSTED as a Single Central Record of Checks but it does not contain all the information currently available on the KCC spreadsheet. Also you would need to keep information on Governors and Volunteers in SIMS P7 and mark these as ‘not eligible for the SWC’.</p> <p>For more information on CRB Checks and the Single Central Record of Checks please contact the CRB Team (SPS) – Telephone: 01227 598714 or 01732 525238</p>
<p>I am working at a Special School – Do I need to map subjects to codes in order to complete the Vacancy Module?</p>	<p>Special schools should choose the most appropriate subject code, or if the vacancy is not for a specific subject choose ‘Primary Curriculum’. For Head, Deputy and Assistant Head posts subject is not relevant so the code if ‘Not Applicable’ can be used for these vacancies.</p>
<p>Who should I record qualifications for?</p>	<p>The School Workforce requires qualification information for all staff but the SWC is only concerned with qualification data at post A-level, i.e those with degrees, HNC, HND etc. at National Qualification Framework (NQF) level 4.</p> <p>For the November 2011 census new qualification codes have been added and more information on this can be found in <a href="#">Newsletter No. 8</a> .</p> <p>You can distinguish between TAs with and without certificates. Follow this link to some guidance on Kent Trust Web which should help you decide what a relevant certificate is:</p>



	<a href="http://www.kenttrustweb.org.uk/UserFiles/CW/File/Personnel_TD/Schools_Workforce_Census/Advice_on_Levels_of_Qualifications.doc">http://www.kenttrustweb.org.uk/UserFiles/CW/File/Personnel_TD/Schools_Workforce_Census/Advice on Levels of Qualifications.doc</a>
What is the difference between “regular” and “regularly”?	<b>This definition has changed</b> - School workforce (individual) level data is required for teachers and support staff that work for schools if they are in <i>regular service</i> . Staff are said to be in regular service if they have completed service of one month or more with the school or are expected to do so before the end of their contract or service agreement. <b>For the purposes of the School Workforce Census a month is defined as 28 days.</b> Staff who do not work for at least 28 days should not be included in the SWC. If you wish to record them on your system please make sure that they are marked as not eligible for the SWC or the role is showing as Do Not Include ...
Do I have to add a “QT Route” for all my existing teachers?	No, This is only to be returned for staff that are currently in schools en route to achieving QT Status (for example on the GTP Scheme). This does not have to be backfilled for staff that already have QTS.
I have undertaken a dry run of the SWC. I am getting an error “Post is Missing” why?	It is likely that the post has been set up but no SWC Post has been allocated. To check this in SIMS go to Tools   Staff   Pay Related   choose the Service Term and click on the Posts hyperlink (4). Check that a Category Description and SWR Post have been allocated. If this is set to “unassigned” it will cause an error. Please remember to check all Service Terms. <b>NB:</b> You also need to make sure that your Teaching Assistants’ post(s) are changed from “Support Staff” to “Teaching Assistants”.
I am not sure what I need to do about recording vacancies	All that is required is a snapshot on the day of which posts are vacant and if they have been advertised or not. This is added manually to the SWC when it is produced from SIMS.Net. More information is in the Documents on Kent Trust Web Annual Autumn Census page.
I need a good overview of what is required	There is a Quick Reference Guide on Kent Trust Web. This lists all the required data for the SWC: <a href="http://www.kenttrustweb.org.uk/UserFiles/CW/File/Personnel_TD/Schools_Workforce_Census/SWC_QUICK_REFERENCE_SHEET.doc">http://www.kenttrustweb.org.uk/UserFiles/CW/File/Personnel_TD/Schools_Workforce_Census/SWC QUICK REFERENCE SHEET.doc</a>



	See the Annual Autumn Census page on Kent Trust Web for the requirements for the Autumn 2010 Census.
Where do I find the SWR Report?	To run the SWR Report - Select <b>Reports</b>   <b>Run Report</b> to display the <b>Report Browse</b> . In the report navigation tree, select <b>Focus</b>   <b>Staff</b>   <b>SWR Report</b> - there are different SWR reports for the different censuses. There is also a <b>STAFF DETAILS FORM</b> which can be downloaded from the EIS website which can be given to staff to check their details. Also, once you have done a dry run of the census you will be able to access the reports for the census.
Do I need to include an exam invigilator employed on a casual basis by the school – he has no contract with the school but was in on January Census day.	No, individual level data is not required for staff without contracts. They are employed direct by the school and so would not be included in the headcount of 3 <sup>rd</sup> Party support staff.
Do I need to include an exam invigilator employed on a casual basis (i.e. has no contract) for 6 weeks in the Summer Term?	No, they are employed on a casual basis and so are not in regular service. If, however, the school had issued them with a contract for 6 weeks then they would have had to have an individual level return submitted for them.
How should a self-employed or KMS music teacher	The teacher is effectively a third party provider delivering a service to the school and so they should be given a service agreement (with another source). In order to do this, however, you would need to have their DOB and NI number. If you do not have this you would have to include them either as a



<p>commissioned by the school to teach music during the school day for an academic year and paid by invoice be included in the SWC?</p>	<p>Headcount for 3<sup>rd</sup> Party Support Staff or Occasional Teacher – depending on whether they have QTS or not.</p>
<p>I still have staff who are refusing to engage with the SWC</p>	<p>Please</p> <ul style="list-style-type: none"> <li>▪ Advise staff of the statutory nature of the collection</li> <li>▪ Explain that there are a couple of particularly sensitive data items that they can refuse to provide – ethnicity and disability</li> <li>▪ Reassure them about security concerns</li> <li>▪ Explain how the data is going to be used and the benefits it may bring at School, LA and National Level (see 'Rationale and Benefits of SWF' and other documents on <a href="http://www.teachernet.gov.uk/management/ims/datacollections/swfcpilot/legalbusiness/">http://www.teachernet.gov.uk/management/ims/datacollections/swfcpilot/legalbusiness/</a>)</li> <li>▪ Explain that all of the data collected for the SWC is already held on them somewhere in school.</li> </ul> <p><b>NB:</b> the LA and the school can submit data they hold on an individual without their consent, except disability and ethnicity which should then be returned as “refused”.</p>
<p>I can't get my Head/Senior Management Team to engage in the process</p>	<p>Neither Heads nor Governing Bodies can decide not to participate in the SWC as it is a statutory requirement and it is not possible to opt out of it. However, the duty to provide the data is the Governing Body's and therefore if the data are not provided then it is the Governing Body that is legally in breach of the duty.</p> <p>The Head has a statutory duty, however, under the School Teachers' Pay and Conditions Document, to assist the Governing Body in the exercise of their functions, and if the Head is not doing so then this may</p>



	<p>be an employment issue. In most cases the LA is the employer of the Head and therefore, if the head is not doing something they should, then the LA will be able to take its own advice on handling this as an employment issue.</p>
<p>I get confused with the start dates in SIMS – can you clarify?</p>	<p>There are <b>3 key dates</b> which <b>must</b> be entered onto SIMS Personnel.  The <b>Employment Start Date</b> / Date of Arrival in School – this is the date that the person first started with the school and could be 10/20 years ago!  The <b>Contract Start Date</b> – this is the date of the <i>Current</i> contract(s). If a person has been in the school for a number of years it is not necessary to add all previous contracts. The SWC will only pick up the current contract(s).  The <b>Pay Scale Date</b> – this is the date that of the last pay award – so for teachers it would be 1<sup>st</sup> September 2010 and for Kent Scheme staff it would be 1<sup>st</sup> April 2011.  The other dates “Continuous Service Start” and “Local Authority Start” are optional.</p>
<p>How do I deal with Supply/Casual Contracts?</p>	<p>The DfE guidance notes stated that a contract or service agreement needs to be entered for a member of the school workforce for any period of service which is continuous and lasts for one calendar month or more. Occasional service is defined as any service for any period less than one calendar month (defined as 28 days).</p> <p>A Service agreement should only be set up for someone who is contracted to an organisation other than the school (an agency for example) and a contract should be set up for a member of staff where there is a direct contractual arrangement with the school and the employee.</p> <p>Where there are contractual arrangements for more than one month but with no fixed hours set them up, where possible with an average number of hours, or as Zero hours contracts (NB: the Hours per Week box must be completed - type in 0.00 rather than leave it blank. Leaving the field blank will cause an error at the DfE and it will be queried).</p>
<p>Should I record an</p>	<p>We would suggest that if the person has got in for part of the day, or the school was closed then no</p>



absence for staff who could not get to work because of snow? Or Volcanic Ash?	absence should be recorded but if the person did not make it in and the school was open then an absence should be recorded but ultimately is it a decision for the school in the light of their absence policy.  Again this would depend on the school absence policy.
Should I record the extra "KCC" day?	As this is a "one-off" and not a contractual requirement we would advise that this is not recorded.
If someone has a Hospital Appointment which is for more than ½ a day how to I record this?	The DfE have said that it is at the discretion of the school but they would recommend if it was a pre-booked appointment this should be recorded as "Other Authorised Absence". If the person went to hospital for an emergency then this should be recorded as "sickness".
If a member of staff has been on a Sabbatical does this affect their Continuous Service Date?	The period of the break will count towards the calculation of continuous service for statutory purposes e.g. redundancy. However, the period of the break will not count towards the calculation of continuous service for contractual purposes e.g. annual leave and contractual sick pay. On the employee's return to work the pre break and post break service would be added together to give their total continuous service for contractual purposes. Therefore, for the purposes of the SWC we recommend that you should leave the continuous service date as is (i.e. not show it as a break) as long as the period of the sabbatical is shown correctly within SIMS (i.e. with an 'Absence' and with a suspended contract).
How do I record Foreign Language Assistants?	Foreign Language Assistants should be recorded as: <b>SWC Post-</b> Support Staff and <b>Role-</b> Language Support (LANG).
I get confused with the Qualification	The guidance from the DfE has changed, if you can not find a subject code which matches that on the certificate, then it should be matched to the subject which the qualification most closely matches. New



Subject Codes – can you help?	codes have been added for the Autumn 2011 census. More information can be found in either the <a href="#">Technical Specification</a> or <a href="#">Newsletter No.8</a> .
	If you have any questions that are not addressed here please contact Ann Lewis (01622 221721) or e-mail <a href="mailto:ann.lewis@kent.gov.uk">ann.lewis@kent.gov.uk</a> or <a href="mailto:swc@kent.gov.uk">swc@kent.gov.uk</a>

