



**Buckinghamshire
Council**

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Arbor School Workforce Census 2025

Census Reference Date
Thursday 6th November 2025

Working in Partnership with



Private Funds Manager
From ISTEK UK LIMITED



Where appropriate for data entry purposes, the graphics used in this document match the training data recommended for use on the course. Where the graphic is an example of what might be expected when using certain areas of the software, the training data may not be an exact match.

Revision History

Version	Change Description	Date
Version 1	Buckinghamshire Council ICT Schools Team edit. Taken from Arbor MIS	Sept 2023 Sept 2023
Version 2	Buckinghamshire Council ICT Schools Team edit. Taken from Arbor MIS	Oct 2025 Oct 2025
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Arbor School Workforce 2025

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Chapter 1 Arbor School Workforce Census 2025

This guidance identifies the most common tasks that need to be carried out before running the 2025 School Workforce Census Return in Arbor.

The census date is **Thursday 6th November 2025**.

DfE Guidance Link

Once released, a full copy of the DfE guidance will be available to download from:

<https://www.gov.uk/government/publications/school-workforce-census-guides>

The School Workforce Census 2025 Return is required to be run by English schools in the maintained sector. These include Community, Foundation, Voluntary Aided and Voluntary Controlled schools, as well as Academies, Free Schools, Pupil Referral Units and Alternative Provision Academies.

The submission of the School Workforce Census Return, including a set of individual staff records, is a statutory requirement on schools and Local Authorities by virtue of regulations made under Sections 113 and 114 of the Education Act 2005. This means:

- They do not need to obtain consent for the provision of information from individual members of the workforce.
- Schools and Local Authorities are protected from any legal challenge they are breaching a duty of confidence to staff members.
- Schools and Local Authorities must complete a return.

DfE Collect - Deadline Upload and Submission Dates

*It is recommended to upload a file on **DfE Collect** as soon as possible after census date, even if it is not complete, to check for additional DfE validation errors and queries not evident in Arbor.*

Local Authority Maintained Schools by Friday 14th November 2025 @ 5.00pm.

All Schools must upload a census onto **Collect by Friday 5th December 2025.**

General Data Protection (GDPR) Regulations and Data Protection Act 2018

Data kept on school staff (in any medium, including within a MIS) are personal data. The data must be managed in accordance with the requirements of The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018).

Privacy Notices

Local Authorities and schools are asked to make sure all staff they employ, for whom data will be submitted in the School Workforce Census, 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, Local Authority, the Department and other organisations.

Local Authorities will also need to bring the Privacy Notices to the attention of staff employed in Voluntary Aided and Foundation Schools.

Academies will need to issue or make available Privacy Notices to their staff.

Privacy Notices are available from **SchoolsWeb**:

<https://schoolsweb.buckinghamshire.gov.uk/school-management-support/privacy-notice-for-pupils-and-staff/>



Permissions

You will need the **School: Data Returns: Administer** permission to be able to access and run the Workforce census.

You'll also need specific permissions to resolve certain errors and queries, depending on the area you're resolving the error for. Some example permissions you might need are:

Staff Profile: All Staff: Basic HR Administration to manage ID documents, update eligibility for staff workforce census.

School: HR Policy which will allow you to edit positions

All Staff: Contract Management to be able to add positions to staff members.

If you don't have the permission, you'll need to ask your admin team to give you permission using [these instructions](#)

Workforce Census Completion Checklist

No.	Before submitting your Census	✓
1.	Generate your Dry Run Census and resolve as many errors as possible , then generate your Census from Census Day.	
2.	Check our Help Centre for support with Common Census Errors	
3.	Work through the Arbor Validations first. Clicking on the query or error will allow you to fill in any missing information. Fixing Arbor Validations removes many DfE validations when you regenerate the Census	
4.	Regenerate the Census after you have entered information completing a batch of queries/errors to remove them from your list.	
5.	Some errors will remain in your Dry Run as these relate to specific on-the-day data that can only be entered on Census Day, so don't worry if you haven't cleared them all!	
6.	On Census Day, make sure you've added your on-the-day information including QTS numbers and vacancies.	
7.	Don't Panic! You can continue working on your census up until the submission deadline - Unless told otherwise by your LA	
8.	Check all errors have been resolved	
9.	Are you able to explain all queries? You will need to provide explanations for any outstanding queries when you upload to COLLECT. You can use the DfE's COLLECT guides for help with what explanations to submit	
10.	Have you viewed the DfE Census Summary Inspection?	
11.	Have you downloaded, printed and checked the Census Summary?	
12.	Have you submitted your census to COLLECT or your LA?	

Chapter 2 School Workforce Return Information

Introduction

The School Workforce Census Return is divided into **2 levels**: **School Workforce** and **School Level**. Each level comprises of modules of data items relating to a single theme or topic.

Changes to the 2025 School Workforce Census since Last Year

- **Sex** has replaced **Gender** in the Data Collection.
- Guidance on information needed on staff with **closed contracts** has been strengthened.

Key Dates for the 2025 School Workforce Census

Census date:	06/11/2025
Absences collected from:	01/09/2024 to 31/08/2025
Continuous Contracts collected from:	01/09/2024 to 06/11/2025

Individual and School Level Data Items Collected in the Return

School Workforce Level:	School Level:
1. Staff details	7. Teacher vacancies
2. Contract details	8. Occasional teachers information
3. Service Agreement Details	9. Agency/third party support staff
4. Absences	
5. Curriculum (<i>Secondary only</i>)	
6. Qualifications	

Contacts for SWR Support

Buckinghamshire LA Maintained Schools

If Buckinghamshire LA Maintained schools are unsure which staff they should include in the School Workforce Return, please email the **Children's & Traded Services**:

Email: schoolcensus@buckinghamshire.gov.uk

Non Buckinghamshire Schools

Please contact your Local Authority.

Academies

Unless supported by your Local Authority, Academies should contact the **DfE Helpdesk**:

<https://form.education.gov.uk/service/Data-collections-service-request-form>

ICT Schools Team

The ICT Schools Team support schools to enter the relevant data into Arbor. MIS Officers are unable to provide any advice regarding which staff should be included in the SWR.



Chapter 3 Data and School Types Included in the School Workforce Return

Introduction

In Autumn 2025, staff employed by the following types of establishments should be included in the School Workforce Census Return.

School Types

- Maintained Nursery Schools
- Primary Schools
- Secondary Schools
- Maintained Special Schools
- Pupil Referral Units
- Academies and Free Schools

The maintained sector covers England only and includes Community, Foundation, Voluntary Aided and Voluntary Controlled Schools.

DfE Definition of “Regular Service”

“Teachers and support staff are included in the census if they are in regular service on census reference day or were in regular service at any point during the period 1 September 2022 to 31 August 2023. This is defined as continuous service of 28 days or more, already undertaken or planned, either under a specific contract or under a service agreement”.

Validation rules check the length of service by subtracting the contract start date from the end date (or census reference date) and incrementing the result by one.

Where the continuous service has not yet reached 28 days, planned service should only be counted where:

- (a) it is indicated by contract end dates that the service will be of 28 days or more, **or**
- (b) the contract type is ‘permanent’ in which case it can be assumed the contract will last 28 days.

School Employed Staff to be Included

The SWR covers full and part-time teachers, teaching assistants and other support staff that are employed by schools, including PRUs. This will include staff employed by MATs who teach in, or work in, schools that are part of the MAT.

Every school is expected to have a Headteacher or Executive Head Teacher.

Every mainstream school is obliged to have a SENCO.

‘Teacher’ comprises:

- Those teachers who are employed directly by a school, whether they have QTS (or QTLS or EYTS) or not, and
- Agency/Service Agreement teachers working within a school in a post that would normally be filled by a teacher employed by the school.



If analysis of supply teachers is published in future any teachers on a fixed term contract of less than 12 months duration will be regarded as supply teachers.

'**Teaching Assistants**' are those support staff based in the classroom for learning and pupil support, for example HLTAs, teaching assistants, special needs support staff, nursery officers/assistants, minority ethnic pupils support staff and bilingual support assistants.

Schools are asked to record **School Business Professional** under a **new post**. This will include people previously listed as 'Leadership – Non-Teacher'.

Members of the **Senior Leadership Team** should have the SLT flag set to true. This will ensure that their leadership role is still recorded.

'**Other support staff**' comprises those support staff that are not classroom based, for example matrons/nurses/medical staff, librarians, technicians, bursars and other administration/clerical staff, premises and catering staff.

The flow diagram in section 4.4 should help schools and local authorities decide which school employed staff must be included in the SWC and the level of data required: individual or headcount. Further details about staff for whom school workforce (individual) and school level (headcount) data are required is below.

Staff for Whom School Workforce Level Data IS Required

School workforce level data (that is, data on individual members of staff) is required for teachers and support staff in regular service that work for schools, including PRUs.

Staff are in **regular service** if they have completed service of 28 days or more with the school, or are expected to do so, before the end of their contract or service agreement.

The following, if they are in regular service, are examples of those for whom school workforce level data must be returned:

- Teachers employed by the school, both with and without QTS, EYTS or QTLS
- Support staff employed directly by the school.
- Teachers working at the school who have been supplied by an agency, a MAT, or a local authority if the Local Authority is acting like a supply agency.
- Staff on paid or unpaid absence, whether long or short term.
- Teachers on the School Direct (salaried) programme and the Teach First programme.

Each contract must have base pay (or daily rate) and hours recorded. Contracts with neither recorded should be regarded as occasional employment and must be recorded in the school level module if the member of staff is present on census day.

Staff for Whom No Data is Required

Data does not need to be returned for the following if they are not in school on the census day:

- Temporary staff with service of less than 28 days who are not expected to complete service of 28 days or more.
- Apprentice staff
- Casual staff without contracts, employed on an ad hoc basis.

Note: If these staff are in school on census day, then **head count data** should be reported for them.

Data does not need to be reported for the following staff, even if they are in school on census day:

- Staff whose contract finished prior to 1st September 2024.
- PGCE students on teaching practice
- Trainee teachers on a School-Centred Initial Teacher Training (SCITT) programme
- Governors and voluntary staff
- Staff for whom there is no role identifier code that equates to the function they carry out, for example, clerk to governors, school crossing patrol staff, school improvement partners.
- Staff working in extended school service provision, for example, breakfast and after school clubs, Sure Start and children's centres.

Note: staff engaged in the normal running of the school, such as cleaners, should be included regardless of when they work, for example, before, after or during the normal school day

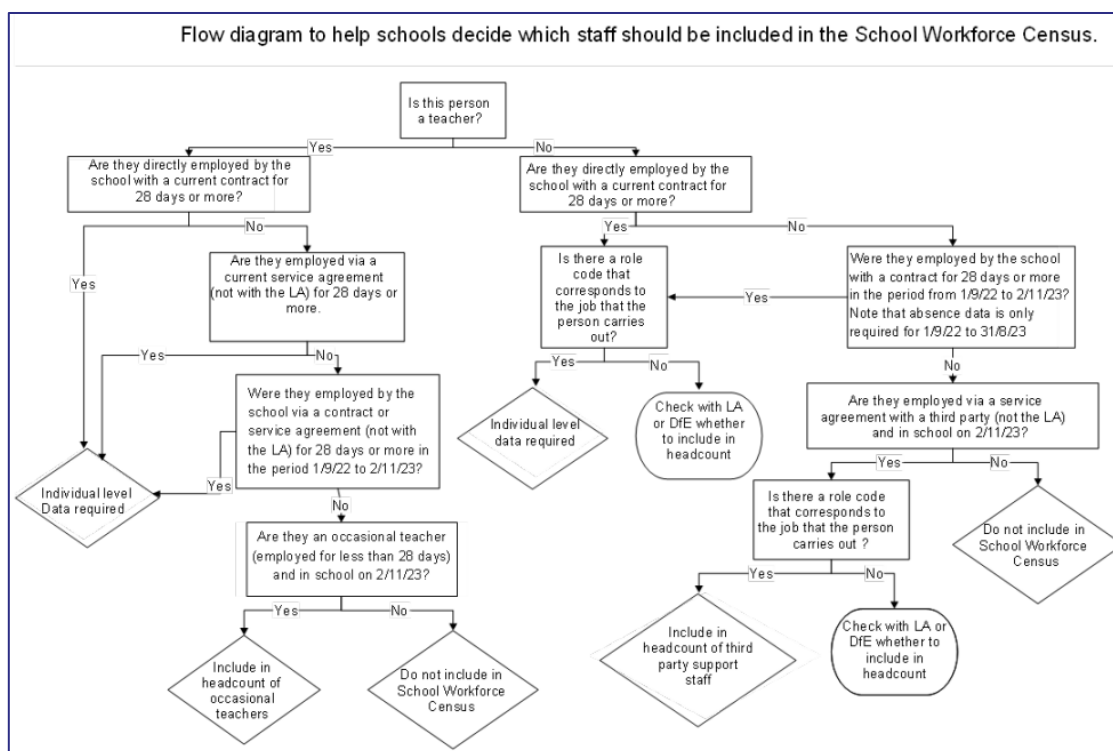
- Staff employed by the Local Authority that provides support to schools for example, peripatetic music teachers, advisory teachers, educational psychologists, educational welfare officers (information on these will be submitted by the LA)
- Staff centrally employed by a Multi Academy Trust and who spend less than half their time working in schools.

Staff Acting Up

If staff are acting up within the same school, for example a Deputy Head to a Head post, then the contract for the substantive post (Deputy Head) should be closed when the acting up starts and re-opened when the acting up role (Head) comes to an end.

However, if providing this information presents too many difficulties, then the department will accept information on the substantive post. Local HR management practices will dictate how such acting up arrangements are recorded on the school's MIS. Acting up should not be treated in the same way as secondment to another school or authority for which two contracts would be returned, one from each establishment, with the absence due to secondment recorded against the substantive post.

DfE Flow Diagram





Chapter 4 Preparing Arbor for the School Workforce Return

Preparing data

No.	Before Generating a Dry Run	✓
1.	Check School Details Check your recorded School Details by selecting School > School Details. Are all fields complete and correct? Ensure that these are filled in (especially important to check if you have recently become an Academy): • LA • Establishment Number • School telephone number and email address • Intake Gender • School phase • School type • Governance type • Intake type • URN	
2.	Check New Staff Details Have all your staff members been entered into Arbor? Is there anybody you know you need to chase for more information?	
3.	Check Past Staff Members Details Have all recently left staff members been recorded on Arbor? If not, go to their Staff Profile > Contracts and click the End of Staff Employment button.	
4.	Check NQT Details Have staff who are in their first or second NQT year had this recorded on their Profile?	
5.	Resolve Duplicate Staff Make sure there are no duplicate staff records in Arbor. You can check this by going to School>Data>Data Quality Dashboard>Suspected Duplicates>Staff .	
6.	Check for Staff Data Gaps Navigate to School>Data>Data Quality Dashboard . • Add and update basic details in the Staff section. • Add in key Census information in the School Workforce Census section.	



7.	Check for HR Data Gaps Go to School>All staff>HR Admin to update HR information – ensure you have: • Allowances and Additional Payments logged for staff • Superannuation schemes logged for staff • Any Checks recorded • Pay Scales added to your Leadership staff • Positions set up and linked to staff contracts for all staff included in the Census • Contract(s) recorded for all staff included in the Census	
8.	Set up your SENCO Most schools are expected to have a SENCo set up with a separate contract. • Have a Post for them set up with the Position Category as Classroom Teacher and Census Business Role as SEN Co-ordinator. • Add a separate contract for them with this Post (split the hours between any contracts). • Add their NASENCO Qualification from the Qualifications & Check section. Top Tip: If your schools doesn't have a SENCO, you'll just need to provide an explanation for these queries to COLLECT when submitting your census.	
9.	Set up your SBP's Record Positions with the Position Category (aka Post) of School Business Professional (SBP). Anyone with this Post will need their Professional Qualifications recording, and a Destination and Leaving reasons when their contracts end.	
10.	Run your Dry Run.	

Eligible for SWR

If you are missing staff off your Workforce Census, please check that they their Staff Profile under **Employment & Financial** panel is 'included in the School Workforce Census, as indicated below.

Employment & Financial		Add
Include in school workforce census	Yes	
Contract	28 Nov 2017 - current	
Continuous service start date	Not set	

Disabilities and Recording an Impairment

For the 2025 Census a new validation rule has been added. Where staff have been employed for more than three months, a query will be raised if their disability status is still listed as 'information not yet obtained'. Staff have an absolute right to not answer this question in which case the answer should be recorded at 'Refused' and no query will be raised.

Extract from DfE relating to recording information about disability and reporting responsibilities:

"It is for schools to decide how best to collect this information and for staff themselves to decide whether they want to declare they have a disability. It will be important to assure and convince staff the information they disclose will be handled sensitively and confidentially".

"All Local Authorities, Schools and Trusts should aim for complete data on disability in the workforce. To achieve complete data, employers need to accurately record a 'yes', 'no' or 'prefer not to say' response from all employees.

Where information as to any disability has not yet been collected, this is recorded as 'NOBT' (information not yet obtained). Where an employee declines to provide disability data, code 'REFU' (refused) is recorded and returned.

Where complete data has not been achieved, Local Authorities, Schools and Trusts are encouraged to consider how they can improve reporting for the next return".

Recording Disability Status; Yes, No, Refused or Information not yet obtained.

Medical & Dietary Requirements		+ Add
Blood group	Not set	▶
Disability status	Information not yet obtained	▶
Impairments	None on record	

Change disability status	
Disability status*	Refused Yes No Refused Information not yet obtained

1. Click on Disability Status
2. Record the Disability; Yes, No, Refused or Information not yet obtained.

Recording an Impairment

Medical & Dietary Requirements		+ Add
Blood group	Not set	▶
Disability status	Information not yet obtained	▶
Impairments	None on record	

What would you like to do?	
Add Item in: Medical & Dietary Requirements	
Add Impairment Add dietary requirement Medical Condition Medical Event	

Add Person Impairment	
Impairment category*	
Impairment name*	
Date advised*	9th Oct 2025
Affects working ability*	☐
Cancel Add Person Impairment	

Manage Staff's HR details

The DfE requires you to report on the pay scales, contract details and school roles. You can check all your staff's HR and Finance is set up correctly in **HR Admin**. Go through each of these pages checking your data.

Additional Payments (TLR 1, TLR2, TLR3, SEN, etc)

TLR 1, TLR2, TLR3, SEN in Arbor as described as **Additional Payments** and are recorded as **Additional Payments** in the **Contracts** section of the staff member's profile, with the right **Additional payment reason**.

Additional Payments ➕ Add		
Hide columns	Search this table	   
Date	Reason for Payment	Amount
01 Sep 2023	First and second Teaching and Learning Responsibility Payments, aka TLR1 and TLR2	£6,000.00
01 Sep 2022	First and second Teaching and Learning Responsibility Payments, aka TLR1 and TLR2	£5,000.00

For payments that can be output as 'Other' payments in your census, you can add allowances.

Check all allowances used by your school **School / All staff / HR Admin Allowances** page and click each allowance to check it has been added to all the right staff member's contracts.

Pay Scales

School / All staff / HR Admin/ Pay Scales

Check all the pay scales in use by your school and ensure they are up to date with the latest salary information.

The DfE **requires** you to report on the pay scales and spinal points.

Bucks Pay 2025 - released in May 2025

Teachers Pay

New teaching staff with an employment start date of 01/09/2025 must have a salary line of the same date.

Leadership	Ongoing	Leadership
Teachers Main	Ongoing	Teachers Main
Teachers Main Scale 25-26	01 Sep 2025 - 31 Aug 2026	Teachers Main
Teachers Upper	Ongoing	Teachers Upper
Unqualified Teacher	Ongoing	Unqualified Teachers

2025 Teachers Pay Awards

The Government has accepted the School Teachers' Review Body's (STRB's) recommendations in full for 2025. School Teachers to receive fully funded 5.5% pay award.

Positions

School / All staff / HR Admin

In Use

Historic

All

Positions

➕ Add

Bulk action

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☐	Position ↑	Current Position Holders	Position Category	Census Business Role
☐	Deputy Head Teacher	1	Deputy Head (DHT)	Deputy Head
☐	HLTA	1	Teaching Assistant (TAS)	Higher Level Teaching Assistant
☐	Head Teacher	1	Head Teacher (HDT)	Head Teacher

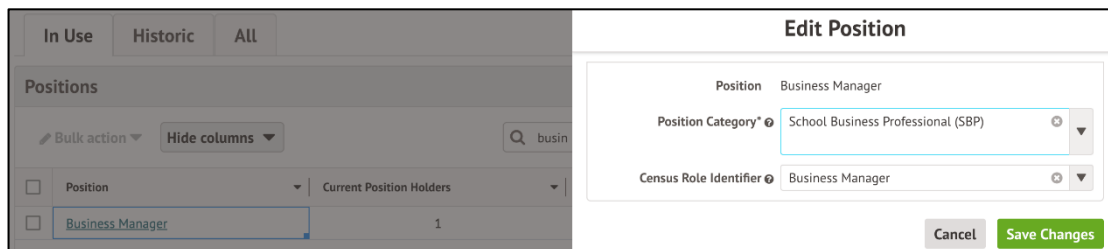
To record contract details for the Census, you'll first need to set up positions. This ensures all your contracted staff are linked to the right Position Category (or Post) and Census Business Role, which are also required in the Census.

SWC Post for School Business Professionals

To set up staff as a School Business Professional, then you will need to make sure that it has been added the position.

Click on the Position to be updated and edit the Position Category:

- Position Category as School Business Professional
- Census Business Role is one of the allowed roles - please see the spreadsheet attached in the article linked above.



- Once the position has been updated, it will update the role in the Staff Profile.
- If this is a new Position for an existing or new member of staff, then don't forget to update their position to the contract on their staff profile following these instructions:

Any Staff who is a School Business Position will need to have their qualifications updated or added:

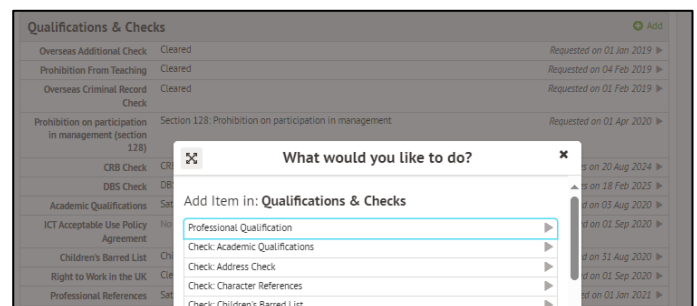
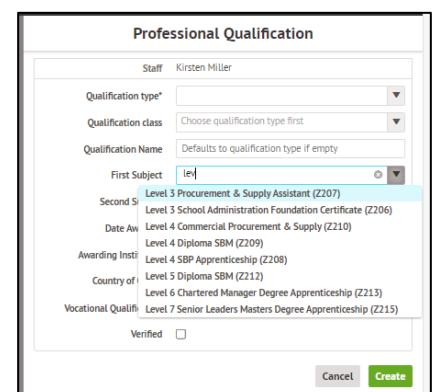
In the Staff profile:

1. Click **+Add** in the **Qualifications & Checks** section of their staff profile.

Click on **Professional Qualifications**.

Add the relevant Qualification details for:

- Z206 – Level 3 School Administration Foundation Certificate
- Z207 – Level 3 Procurement & Supply Assistant
- Z208 – Level 4 Diploma School Business Management (SBM)
- Z209 – Level 4 SBP Apprenticeship
- Z210 – Level 4 Commercial procurement & supply
- Z211 – Level 4 CIPFA Certificate in Public Sector Asset Management for School Business
- Z212 – Level 5 Diploma SBM
- Z213 – Level 6 Chartered Manager Degree Apprenticeship

- Z214 – Level 7 CIPFA Diploma in School Financial and Operational Leadership
- Z215 – Level 7 Senior Leaders Masters Degree Apprenticeship.

2. Click **Create** to add the qualification to their profile.

Contracts

School / All staff / HR Admin

The Workforce Census collects information on staff contracts for full and part-time teachers, teaching assistants and other support staff that are employed by schools. You can check all your contracts from the **Contracts** page.

To record contract details for the Census, you'll first need to set up positions. You can then add a contract to each staff member with the right position to ensure all your contracted staff are linked to the right Position Category and Census Business Role, which are also required in the Census.

You can click into the **Pay Review Dates** tab to add pay review dates in **bulk**.

Academic Year

2022/2023

Contracts Overview

Pay Review Dates

Upcoming Probations

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Search this table

Download

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Staff	Job Title	Contract R...	Position	Employ...	Contract P...	Salary Per...	Base Pay (...)	FTE Salary	Pay Factor	We
Campbell Kieran	Teacher	445145	Teacher	Casual	4th Jul 20...	02 Nov 20...	£0.00	£0.00	1.0000	
Rose Kimberly	Head of H...	705653	Head of H...	Temporary	10th Apr ...	01 Sep 20...	£3,750.00	£3,000.00	1.2500	

Superannuation Schemes

School / All staff / HR Admin

Check all superannuation schemes used by your school are recorded here. Click each scheme to check it has been added to all the right staff member's contracts.

Set up your SENCo.

Superannuation Scheme Overview	
Name	Pension
Code	PE1
Current value	100
Values ➕ Add	
100	01 Oct 2020 - current
Active Staff Contracts	
King Rowena	12 Dec 2017 - ongoing

In September 2009, it became law for every new SENCo in a mainstream school to gain the Masters level National Award for Special Educational Needs Co-ordinator (NASENCO) within 3 years of starting the job.

- Qualification Level: Masters Degree
- Class of Degree: Masters Degree
- First Subject, Qualified: SEN – SENCO – Z201

Staff who have qualifications relevant to teaching SEN pupils will be able to use these subjects to record that fact. The other SEN qualification areas are:

- Z202 SEN – Sensory Impairment
- Z203 SEN – Severe Learning Difficulties
- Z204 SEN – Profound and Multiple Learning Difficulties



- Z205 SEN – Other

SENCO qualifications must also be recorded against the SENCo's staff profile. Follow the guidance on setting up Qualifications for **School Business Professional**.

In Arbor you are required to have a separate SENCo contract to prevent **query 6550Q**

If your school doesn't have a SENCO, you will need to provide an explanation for these queries to COLLECT when submitting your census.

Important Information re the SENCO Qualification:

A new leadership level national professional qualification for SENCOs will replace the existing qualification. The DfE announced this in the SEND and alternative provision improvement plan, published in March 2025.

The national professional qualification will become the mandatory qualification for SENCOs from September 2025. First teaching of the national professional qualification for SENCOs will take place in Autumn 2025. The requirement to complete training within 3 years of appointment will continue to apply.

<https://www.gov.uk/government/publications/mandatory-qualification-for-sencos/transition-to-national-professional-qualification-for-special-educational-needs-co-ordinators>

Data Quality Dashboard

School / Data / Data Quality Dashboard

You'll find three key areas to help you check and prepare your data, which you should work through in this order:

- Merge or delete any duplicate staff profiles in the **Suspected Duplicates** section.
- Add and update basic details in the **Staff** section.
- Add in key Census information in the **School Workforce Census** section. Just click a cell to add the data!

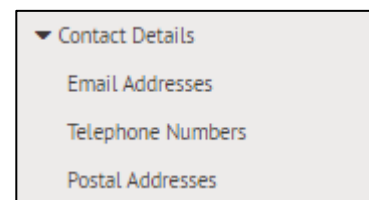
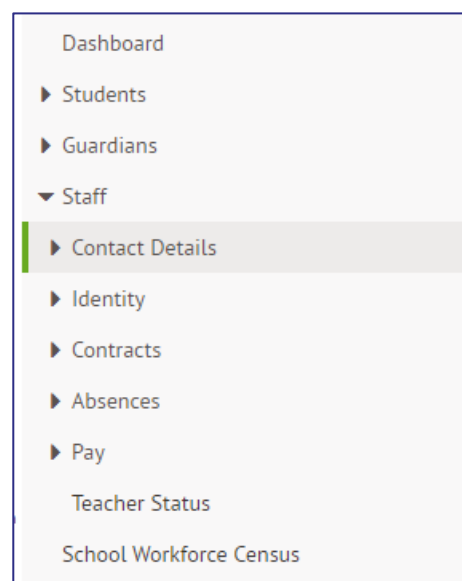
The Staff section

To check that all staff have information entered for key Census fields, expand each section to update information.

1. Click into each to check and update your staff data.

Contact Details

It is also used to check any errors or missing information for Email Addresses, Telephone Numbers or Postal Addresses.



Identity

Click any field to resolve the error by adding in the missing information:

- Date of Birth
- Ethnicity
- National Insurance (NI) Number
- Teacher Number.

Identity

- Date of Birth
- Ethnicity
- NI Number
- Teacher Number

Staff - National Insurance Number - Data Quality

Bulk action
Hide columns
Search

Name	Result Type
Arthur Price	Incomplete
Bethany Edwards	Incomplete
Alice Morgan	Incomplete
Stephanie Reynolds	Incomplete
Candice Morgan	Incomplete

Add National Insurance Number

Staff Arthur Price

Document number*

Issue date Unknown

Expiry date Unknown

Name on document* Arthur Price

Issuing country* United Kingdom

Cancel Add document

Staff - Teacher Number - Data Quality Grid

Bulk action
Hide columns
Search this table
Download

Name	Result Type	Description	Last Changed By
Jason Patel	Incomplete	Teacher number is missing	Sheryl Everett

Add Teacher Number

Staff Jason Patel

Document number*

Issue date Unknown

Expiry date Unknown

Contracts

Click any field to resolve the error by adding in the missing information for

- Dates
- Salaries
- Employment types – Permanent, Fixed Term etc
- Origin
- Working hours
- Leaving reasons
- Staff destinations
- Last pay review date.
 - You can update in bulk via **School/All Staff/HR Admin/Contracts** and click into the **Pay Review Dates** tab.

Staff - Salary - Data Quality Grid

all data correct ☐ Hide columns ☐ Search this table Download

☐	Name	Result Type	Description	Last Changed By
☐	David Cousins (David Cousins)	Incomplete	No salary information recorded for staff contract year	Sheryl Everett

Showing 1 result

Add Salary

FTE Salary

Pay scale

Pay scale grade

Pay scale special point

Custom FTE salary amount £ Leave blank to use the pay scale salary

Pro Rata Calculation

Hours per week 40.00

FTE Hours per week 40.00

Weeks per year 52

FTE Weeks per year 52

→ Pro Rata (Weekly) 1.0000000 (100.0% of weekly FTE)

→ Pro Rata (Annual) 1.0000000 (100.0% of annual FTE)

→ Pay Factor 1.0000000 (100.0% of FTE)

Base Pay Calculation

FTE Salary Unknown Salary

→ Pay Factor 1.0000000 (100.0% of FTE)

→ Base Pay (Pro Rata) Unknown Salary

Effective Period

Effective date Ongoing

End date Ongoing

Subsequent period start date No subsequent period

Subsequent period end date No subsequent period

Staff - Employment Type - Data Quality Grid

Bulk action Search this table Download

☐	Name	Result Type	Description	Last Changed By
☐	Alice Russell	Incomplete	Employment type missing	Sheryl Everett
☐	Jason Patel	Incomplete	Employment type missing	Sheryl Everett

Staff Contract - Origin - Data Quality Grid

Bulk action Search this table Download

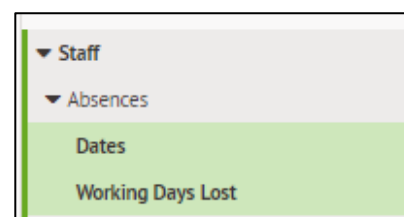
☐	Name	Result Type	Description	Last Changed By
☐	Stacey Chapman	Incomplete	Contract Origin must be provided for teachers who joined after 31 Aug 2009	Sheryl Everett
☐	Sonia Cooper	Incomplete	Contract Origin must be provided for teachers who joined after 31 Aug 2009	Sheryl Everett

Absences

See and update missing data about dates of staff absence and working days lost.

Dates - Errors in this section are rare but can appear due to absences migrating over without a Start Date or Category. Just click the error to add the missing data.

Working Days Lost - This section will flag any issues with the staff absences you've set. For example, to solve the issue shown below, make sure **Working days lost** is set to greater than 0. Then click the **Save Changes** button.



Staff Absences - Working Days Lost - Data Quality Grid

Bulk action Search this table Download

☐	Name	Result Type	Description	Last Changed By
☐	Jason Patel (26 May 2023, 08:00 - 27 May 2023, 18:00)	Incomplete	Number of working days lost due to sickness absence is not set.	Sheryl Everett

Pay

Click any field to resolve the error by adding in the missing information for:

- Pay scales

Staff - Pay Scale - Data Quality Grid

Bulk action
Hide columns
Search

Name	Result Type
Teachers Upper Scale	Warning

Edit Pay Scale

Pay scale name: Teachers Upper Scale
Effective date: 1st Sep 2015
End date:
Minimum salary: £
Maximum salary: £

Cancel Save Changes

Teacher Status

If any of your staff have been given a position with a 'Teaching' Position Category (aka Post) you'll need to set the staff member's Teacher Status.

Teacher Status

Bulk action
Hide columns
Search

Staff	QTS	QTLS
☒ Anderson, Selina	No	No
☐ Beaumont, Jasi	No	No
☒ Bond, James	No	No
☐ Brown, Sienna	No	No
☐ Brown, Sofia	No	No
☐ Brown, Theo	No	No
☐ Butler, Charles	No	No
☐ Butler, Grace	No	No
☐ Campbell, Kieran	No	No
☐ Campbell, Liam	No	No
☐ Campbell, Olivia	No	No
☐ Campbell, Sofia	No	No
☐ Campbell, Tiffany	No	No

Bulk Update Teacher Status

QTS ☒
QTLS ☐
EYTS ☐
QTS route: Unknown
HLTA status ☐

Staff Members

Bulk action
Hide columns
Search this table

Staff	QTS	QTLS	EYTS	QTS route	HLTA
Anderson...	No	No	No		
Bond, Jam...	No	No	No		

Cancel Bulk update

QTS route is only required for newly qualified staff so Arbor will only output QTS route for newly qualified staff in the census files.

The School Workforce Census section

School / Data / Data Quality Dashboard / Select School Workforce Census

Amend any missing data that the census could flag.

Please note, there is no date range filter on this page, so you may see staff here that are no longer at your school.

Name	Result Type	Description	Last Changed By
Shania Redfield	Incomplete	National Insurance Number missing	Arbor Admin
Adrian Parker	Incomplete	Teacher number is missing	Never Changed
Maureen Jacobs	Error	Ethnicity missing	Arbor Admin



Click the row that needs updating. A slide over will appear that will allow you to add or amend data. For a missing teacher number, you would add it in the **Document number** field.

Add Teacher Number

Staff

Dale Butler

Document number*

Issue date

Unknown

Expiry date

Unknown

Name on document*

Dale Butler

Issuing country*

United Kingdom

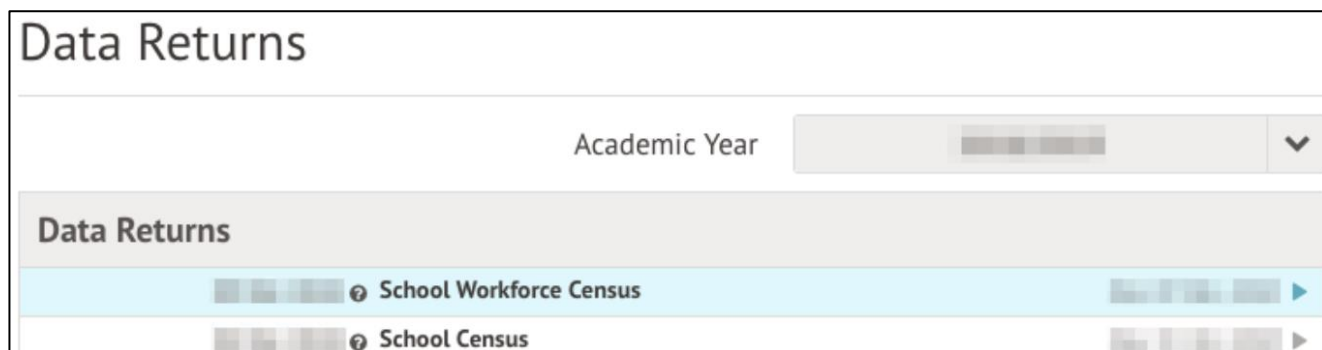
Cancel

Add document

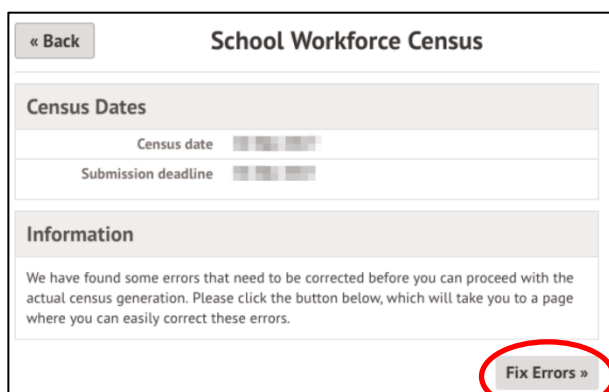
Chapter 5 Producing The School Workforce Census

To navigate to your Census page on Arbor go to **School / Data / Export / Data Returns**.

On this page, there will be a list of the different censuses for the academic year to date. The date on the left-hand side of the page is the official census day and the date in italics to the right-hand side of the screen is the deadline date for submission to the DfE – **Academies ONLY**.



Completing the data check



Before generating the Census, there may be errors to resolve first.

1. Select the workforce census and click **Fix errors** in the slide over.

You'll likely see errors you need to resolve before proceeding.

If there are many errors around missing positions, click the button in the banner to go straight to the **Positions** page and add them in bulk.

To resolve an error, click on each error to add in the required information.



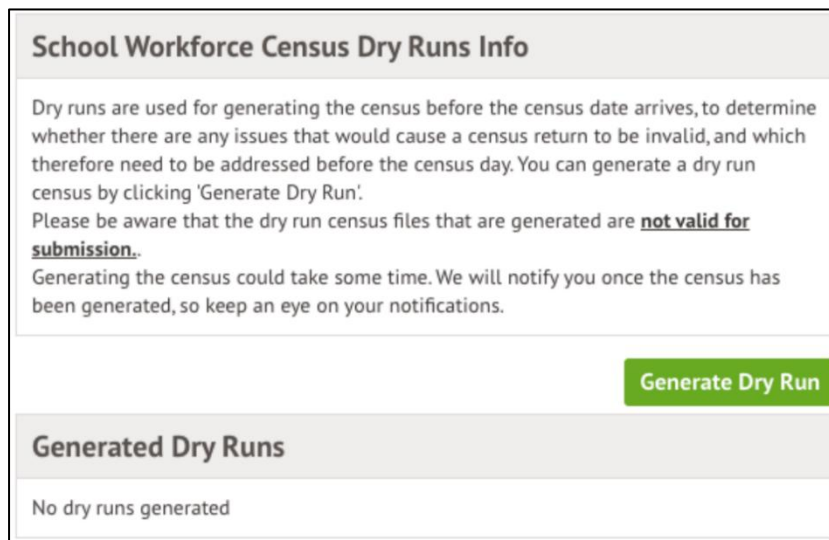
Error ↑	Corrected on	Corrected by
Pay range missing for pay scale TLR (No longer in use)		

Work through all the errors on the page until all the rows show green text, then go back to **School / Data / Export / Data Returns**.

Generating a Dry Run

Once you've completed the Data check, you'll be able to generate a Dry Run.

1. Select the Workforce Census and click the Generate Dry Run button in the slide over.



School Workforce Census Dry Runs Info

Dry runs are used for generating the census before the census date arrives, to determine whether there are any issues that would cause a census return to be invalid, and which therefore need to be addressed before the census day. You can generate a dry run census by clicking 'Generate Dry Run'.

Please be aware that the dry run census files that are generated are **not valid for submission**.

Generating the census could take some time. We will notify you once the census has been generated, so keep an eye on your notifications.

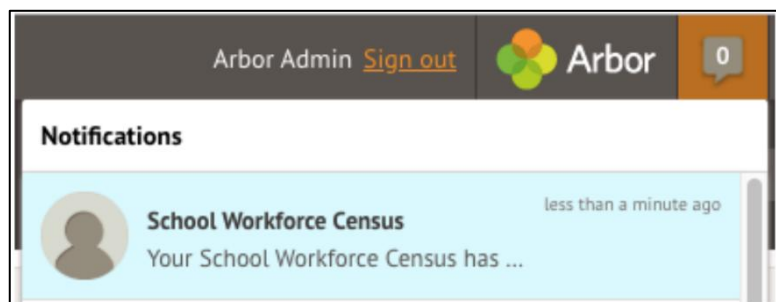
[Generate Dry Run](#)

Generated Dry Runs

No dry runs generated

2. You'll be taken back to the Data Returns page.

Once the Census has been generated, you will get a notification in the speech bubble in the top right-hand corner of your screen letting you know that the Census generation is complete.



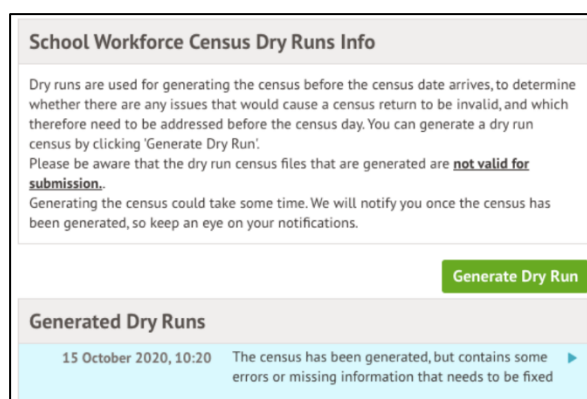
Arbor Admin [Sign out](#)  **Arbor** 0

Notifications

 **School Workforce Census** less than a minute ago

Your School Workforce Census has ...

3. Click the notification or click into the generated dry run to access the census.



School Workforce Census Dry Runs Info

Dry runs are used for generating the census before the census date arrives, to determine whether there are any issues that would cause a census return to be invalid, and which therefore need to be addressed before the census day. You can generate a dry run census by clicking 'Generate Dry Run'.

Please be aware that the dry run census files that are generated are **not valid for submission**.

Generating the census could take some time. We will notify you once the census has been generated, so keep an eye on your notifications.

[Generate Dry Run](#)

Generated Dry Runs

15 October 2020, 10:20 The census has been generated, but contains some errors or missing information that needs to be fixed ▶

You can then work on your errors (see the next section on how to do this). To regenerate your Dry Run after resolving errors, just click the orange button on the right-hand side of your page.



Staff destination missing from Teacher of Art

Leaving reason missing from Teacher of Art

Qualified Teacher with missing Teacher Number.

[Click here](#)

you.

[Regenerate Census](#)

Solving Errors or Queries

Once your Census or Dry Run has been generated, you'll see errors and queries that need to be resolved. The Dry Run allows you to start working on these before census day and prepare all your information in advance of the actual Census.

All errors must be resolved during Dry Run or census, but some queries can be left unresolved if you have a valid reason why this information flagging the query is correct. When submitting your census, an explanation as to why that query exists should also be submitted to COLLECT. You can use the DfE's [COLLECT guides](#) for help with what explanations to submit.

School Workforce Census

Census date	Thu, 03 Nov 2022
Submission deadline	Fri, 02 Dec 2022
Status	The census has been generated, but contains errors or missing information that needs to be fixed
Filename	2070000_SW3_207LL22_005.xml
Generation started	03 October 2022, 09:36
Generation completed	03 October 2022, 09:37
Submitted date	Not marked as submitted

Next Steps

We have identified some missing bits of information, which will need to be addressed before you can submit the census.

To add the missing information, simply click on each individual row in the table.

Some of the information you will be able to add directly from this page, in which case a slide over will open. In some cases you may be taken to a different page in order to correct it.

Please note that the missing information indicated will not disappear from the list as they are corrected. This is because the list is compiled of information that was missing for this particular run. Once you have added the missing information, you must generate a new census.

If you for some reason are getting a message that you still have missing data, but there is nothing available to correct, please contact Arbor so we can look into it for you.

Regenerate Census

Download Census

Arbor Validation: Queries, Errors and Missing Information

[↶](#) [↷](#) Hide columns

[Download](#) [✉](#) [⚙](#) [?](#) [✕](#)

Query/Error Regarding ↑	Arbor Validation: Query/Error
Allen Cameron	Contract Origin must be provided for teachers who joined afte...
Allen Cameron	No salary information recorded for staff contract post Head of...
Balan Himani	National Insurance Number missing
Balan Himani	Employment type missing
Balan Himani	No salary information recorded for staff contract post Teachin...
Beaucorn Jaqi	National Insurance Number missing

NOTE: Work through your errors and queries in batches and then regenerate after resolving a few to minimise time spent waiting for regeneration. Errors will only disappear after you've regenerated your census!

Resolve your Arbor Errors first. This will usually clear one or more DfE errors at the same time.

Arbor Errors

Arbor Validation: Queries, Errors and Missing Information

[↶](#)
[↷](#)

[Download](#)
[✓](#)
[⚙️](#)
[?](#)
[✕](#)

Query/Error Regarding ↑ | Arbor Validation: Query/Error

[Allen Cameron](#)
[Contract Origin must be provided for teachers who joined afte...](#)

When you click on an Arbor error, a slide over will open where you can enter the right information.

Arbor Validation: Queries, Errors and Missing Information

[↶](#)
[↷](#)

[Down](#)

Query/Error Regarding ↑ | Arbor Validation: Query/Error

Balan Himani	National Insurance Number r
Balan Himani	Employment type missing
Balan Himani	No salary information record
Beaucorn Jagi	National Insurance Number r
Beaucorn Jagi	Staff destination missing fro
Brown Owen	National Insurance Number r

Add National Insurance Number

Staff Himani Balan

Document number*

Issue date [📅](#)

Expiry date [📅](#)

Name on document*

Issuing country* [⚙️](#)

[Cancel](#)
[Add document](#)

Once you have resolved as many Arbor errors as you can, start resolving your DfE errors.

DfE Errors

Some DfE errors are clickable, and you'll be taken to a page where you can make amendments to resolve the error such as the Staff profile.

NOTE: Always regenerate your Census before leaving the Census pages to ensure that any work you have done is saved and recorded.

DfE Validation: Queries and Errors

The below are the specific DfE Queries and Errors encountered when we generated the census. You should only begin looking into these once you have worked on the errors in the table above as solving those will most likely lessen the amount of queries. In the end, errors must be resolved, while queries will have to be explained to the DfE.

[↶](#)
[↷](#)

[Download](#)
[✓](#)
[⚙️](#)
[?](#)
[✕](#)

Query/Error Regarding ↑ | DfE Validation: Query/Error

[Allen Cameron](#)
[Query 4100Q: Teacher with Teacher Number missing: Please s...](#)



Generating the Census on or after Census Day

You will be able to generate your Census from the same Census Overview page that you have been using to generate your Dry Runs

School / Data / Export / Data Returns / Select Census.

- A. On the right-hand side of the page, click the orange **Generate Census** button.
OR
- B. Click into an already created Census.

Occasional Teaching Staff Headcount	
QTS Not set	▶
Non-QTS Not set	▶
QTS not known Not set	▶
Third party support staff headcount Add	

[Generate Census](#)
[Download Census](#)
[Download DfE Summary](#)
[DfE Census Summary Inspection »](#)

[« Back](#)

School Workforce Census

Census Dates

Census date

Submission deadline

Information

The below headcounts and vacancies are set for the census day itself. Clicking the SWF Census button below will take you to the page where these can be entered. Once you have done that the census itself is generated from the same page.

Census day headcounts and vacancies

Occasional staff (QTS)	Not set
Occasional staff (non-QTS)	Not set
Occasional staff (QTS not known)	Not set
Non-Teaching Agency / Support Staff Headcount	None recorded
Vacancies	0

[SWF Census »](#)

As well as working through errors and queries, there is some census-specific information you need to input into the census pages itself.

Senior Leadership Team (SLT)

1. Select Senior Leadership Team (SLT) from the left-hand menu. Here you can see a list of all staff included in the workforce census at your school.



By default, whether they are logged as Senior Leadership Team (SLT) depends on their Position Category (aka Post) as of census day. In the output census, anyone with one of these Position Categories will be set as Senior Leadership Team (SLT):

- Head Teacher (HDT)
- Deputy Head (DHT)
- Executive Head Teacher (EXH)
- Assistant Head (AHT)
- Leadership – Non-Teacher (LNT)

When a staff member has more than one position (because they have more than one current contract):

- If one or more of their Positions is classed as Senior Leadership Team, the default will be that they are output as SLT is True.
- If none of their Positions are classed as Senior Leadership Team, the default will be that they are output as SLT is False.

Arbor recommend inputting this section manually. This will not affect the HR information elsewhere in Arbor.

To manually set this

2. Tick all the staff that are SLT
3. Click the Bulk Action button and **select Set SLT to Yes.**

Bulk action ▲		Hide columns ▼	Search this table	📧 ⚙️ ? ✕
Set SLT to Yes				
Set SLT to No				
Set SLT to Default from post				
☒	Morgan Alice	Default from post		
☒	Reynolds Stephanie	Default from post		

4. Repeat this for **Set SLT to No.**

When you have completed selecting the right choices, they should all say **Yes or No.**

Make sure to regenerate your census for the changes to be applied.

☐	Staff	SLT (School Workforce Census only)
☐	Price Artie	No
☐	Morgan Alice	Yes
☐	Reynolds Stephanie	Yes

On the day staffing information

You must add in some additional information on your staffing as it is on Census Day from the Census Overview page.

Please note: Qualified Teacher means a teacher with QTS or QTLS or EYTS



Occasional Teaching Staff Headcount

School Workforce Census, Mon, 14 Oct 2019	
Census date	Mon, 14 Oct 2019
Submission deadline	Fri, 06 Dec 2019
Latest generated status	The census has been generated, but contains some errors or misneeds to be fixed

Occasional Teaching Staff Headcount	
QTS	
Non-QTS	
QTS not known	
Cancel Change	

1. Click into the **Occasional Teaching Staff Headcount** section to add this information. You can add the number of each by clicking any row.
2. Add in the numbers for qualified occasional teachers, unqualified occasional teachers and occasional teachers where it is unknown if they are qualified or not, then click **Change**.

If you have none of these, add 0.

Third Party Support Staff Headcount

Third party support staff headcount		+ Add
Behaviour Manager/Specialist	1	▶
Bilingual Support Assistant	2	▶

1. Check the **Third-Party support staff** noted here is correct.
2. Click **+Add** or edit the number by clicking the role.
3. Add the role and the number of outside staff with this role.
4. Click **Add Headcount**.

Third party support staff headcount	
None recorded for Thu, 05 Nov 2020	

Vacancies on Census Date	
No vacancies on Thu, 05 Nov 2020	

Headcount	
« Back	Role* Headcount*
Cancel Add Headcount	

Vacancies on Census Date

Please note that if this return contains no vacancy records query 7240Q will be generated. If this is correct and you don't have any vacancies, you can still submit the census with this query.

Vacancies on Census Date	
+ Add Add Vacancy	
No vacancies on . . .	

1. If this is not correct, click **+Add** in the Vacancies section.

- You can add as many vacancies as needed by clicking **+Add** or edit the details by clicking the role.

Add New Vacancy

Vacancy post*		▼
Subject*		▼
Tenure*		▼
Temporarily filled*		▼
Advertised*		▼

[Cancel](#) [Add Vacancy](#)

Census Summary Inspection

1. On the Census page click on the bottom green **DfE Census Summary Inspection** button on the right-hand side.

- [Regenerate Census](#)
- [Download Census](#)
- [Download DfE Summary](#)
- [DfE Census Summary Inspection »](#)

School Census, Summer, 2021 (School year ending May 2021)

Census date

Thu, 20 May 2021

Deadline date

Wed, 16 Jun 2021

File name

SCHOOL_CENSUS_DRY_RUN_2021_052021.csv

Generation started

06 May 2021, 11:54

Generation completed

06 May 2021, 11:54

Status

The census has been generated, but there are either errors or queries that need your attention before you can submit. Censuses with queries only can still be submitted, but the queries will have to be responded to on submission.

Table 1: School characteristics ALL schools

Summary for: Arbor Example School

Local authority code: 207

Establishment number: 0000

Telephone number:

Email address: examplearbor@arbor-mail.com

Phase: AT

Type: 22

Governance: CO

Intake type: COMP

Lowest national curriculum year group: N2

Highest national curriculum year group: 13

Table 2: Pupils on roll by age and gender ALL schools

Age as at 31 August

Date of Birth

Full-time

Male

Female

Total

Part-time

Male

Female

Total

All

Total

This will display your Census Summary online, in Arbor.

Click on any orange number will reveal the data behind the figure. This will help you understand how your data has been aggregated and check your numbers.

Check all your data and numbers to ensure the information is accurate.

Please note that it isn't possible to print these lists, but you could screenshot or copy the lists into a document to print.

Age as at 31 August	Date of Birth	Full-time		
		Male	Female	Total
19 or over	31/08/2001 or earlier	0	0	0
18	01/09/2001 - 31/08/2002	0	0	0
17	01/09/2002 - 31/08/2003	12	7	19
16	01/09/2003 - 31/08/2004	10	15	25
15	01/09/2004 - 31/08/2005	26	29	55
14	01/09/2005 - 31/08/2006	32	23	55
13	01/09/2006 - 31/08/2007	19	33	52
12	01/09/2007 - 31/08/2008	23	29	52
11	01/09/2008 - 31/08/2009	25	27	52
10	01/09/2009 - 31/08/2010	24	32	56
9	01/09/2010 - 31/08/2011	20	31	51
8	01/09/2011 - 31/08/2012	26	30	56
7	01/09/2012 - 31/08/2013	26	31	57
6	01/09/2013 - 31/08/2014	0	0	0

« Back

Generated Census Summary Breakdown

Table 2: Pupils on roll by age and gender [ALL schools]

17

Total: 12

Griffiths KieranX207000018158 ▶

Hall LoganD207000018054 ▶

Holmes GordonK207000018689 ▶

King JosephT207000018657 ▶

Lewis HarrisonQ207000018484 ▶

Matthews AaronW207000018497 ▶

Owen KenJ207000018119 ▶

Rogers JoeF207000018640 ▶

Rogers AdamG207000018658 ▶

Ward DanielF207000018530 ▶

White LoganG207000018108 ▶

Williams RossV207000018612 ▶

Total: 12

Census Summary

To view or download click on the green **Download DfE Summary** button on the right-hand side. This will trigger your Census Summary to download from Arbor.

Download Census

Download DfE Summary

DfE Census Summary Inspection »

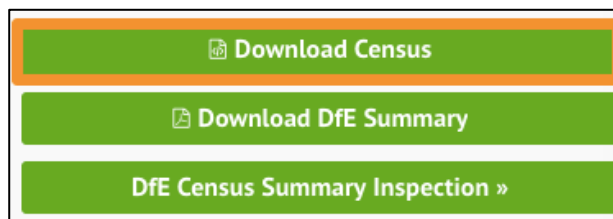
The summary report must be printed and signed by the Head Teacher and filed securely in school for future reference.

Chapter 6 Submitting The School Workforce Census

Downloading the census file

To submit your census, you need to firstly download your completed census out of Arbor.

1. Click on the green **Download Census** button on the right-hand side of your census to download it.
2. When you download the Census, the XML file will automatically save to your computer.
3. Check you **Downloads** folder.



Do not open the file!

Submitting the School Workforce Return Census to DfE Collect

The summary report must be printed and signed by the Head Teacher and filed securely in school for future reference. A copy of the validation error summary should be printed.

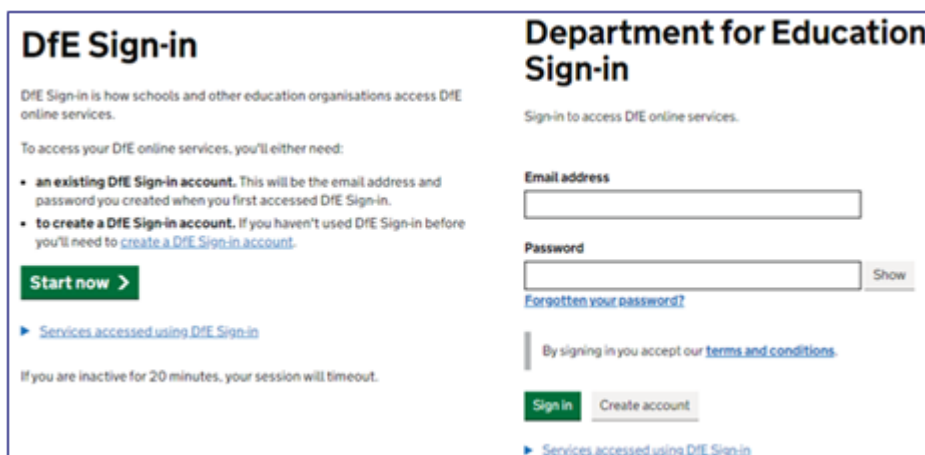
Upload Information for Local Authority Maintained Schools and Academies

The submission of the SWR for both LA Maintained Schools and Academies is via **DfE Collect**.

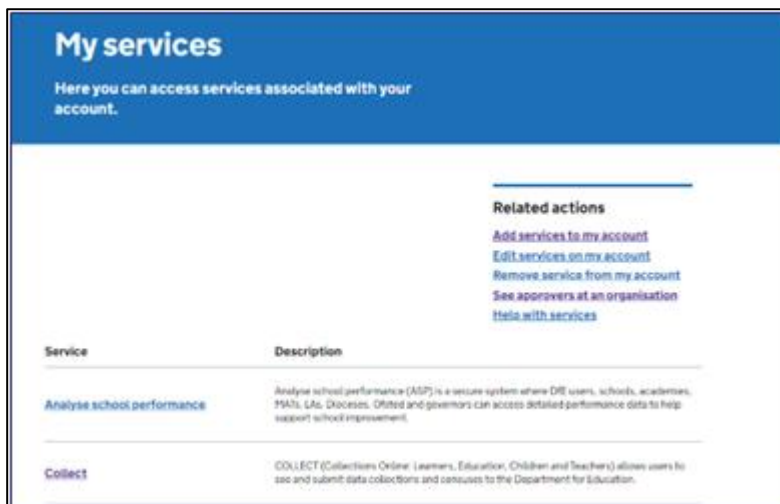
- Contact **Schools Management Support Team** for support uploading the SWR to DfE Collect.
- Refer to previously published guidance issues by SMST for detailed instructions for DfE.
- Refer to SMST guidance for the deadline dates for upload to DfE Collect.

The ICT Schools Team are unable to assist with any upload issues to DfE Collect.

1. Open **DfE Sign-in** <https://services.signin.education.gov.uk/>.
2. Enter your **email address** and **password**, then click **Sign-in**.



3. Click on **Collect**



We recommend you log in to COLLECT in advance of the Census deadline day as the DfE is likely to experience a high volume of requests close to deadline day and you may risk missing the Census deadline.

After The Census has been submitted.

To mark the census as complete in Arbor and remove the banner on the home page follow these steps:

i

Submit your autumn census

Check out our guides and videos to add missing data in bulk, solve your errors and add in on-the-day Meals information if you have reception, year 1 or year 2 students. If you've already cleared your errors, remember to download and submit your census.

[Census Help](#)

School / Data / Export / Data Returns and select the census.

Data Returns

Data Returns	
04 Nov 2021	School Workforce Census
07 Oct 2021	School Census

« Back

School Census, Autumn, 2021

(Thu, 07 Oct 2021)

Census date	Thu, 07 Oct 2021
Deadline date	Wed, 03 Nov 2021
Last generated on	Wed, 06 Oct 2021, 11:42 ▶
Latest generated status	The census has been generated, but there are either errors or queries that need your attention before you can submit. Censuses with queries only can still be submitted, but the queries will have to be responded to on submission. ▶

View and fix errors »

School Census »

1. Click the View and fix errors button.
2. Click the **Submitted date** field.

School Workforce Census, Thu, 06 Nov 2025	
Census date	Thu, 06 Nov 2025
Submission deadline	Fri, 05 Dec 2025
Status	The census has been generated, but contains some errors or missing information that needs to be fixed
Filename	SWF_CENSUS_DRY_RUN_2025_10_09_1504.xml
Generation started	09 October 2025, 15:04
Generation completed	09 October 2025, 15:04
Submitted date	Not marked as submitted ▶

3. Add a date into the slide over, then click **Save**.
4. This will switch off the census reminder banner on your Homepage for the current census.

[<< Back](#)

Edit Submitted Date

If you've uploaded your school census file to the DfE successfully, then you can fill in the date that you submitted it in here. We'll stop showing you the census banner on the homepage if there's a Submitted Date for one of your generated censuses.

Submitted date*



Delete

Cancel

Save

Appendix A SWC Mandatory and Optional Fields

DfE - Data Items Expected for Each Category

1. Staff details data items

Staff Details	Contracted Teachers	Agency/SA teachers	Contracted Teaching Assistants	SBP	Leadership, Non-Teacher	Other contracted support staff	Notes
Teacher Number	✓	✓	✓	✓	✓	✓	Mandatory for non-teachers, if applicable
Family Name	✓	✓	✓	✓	✓	✓	
Given Name	✓	✓	✓	✓	✓	✓	
Former Family Names	✓	#	✓	#	#	#	
NI Number	✓	✓	✓	✓	✓	✓	
Gender	✓	✓	✓	✓	✓	✓	
Date of birth	✓	✓	✓	✓	✓	✓	
Ethnic Code	✓	✓	✓	✓	✓	✓	
Disability	✓	✓	✓	✓	✓	✓	
QTS	✓	✓	✓	#	#	#	Also required for Advisory Teachers
QTLS	✓	✓	✓	#	#	#	Also required for Advisory Teachers
EYTS	✓	✓	✓	#	#	#	Also required for Advisory Teachers
HLTA Status	✓	#	✓	✓	✓	✓	Required for Contracted TAs and contracted Other Support Staff, even if they also are Agency/SA Teachers.

- ✓ indicates this data item is required for this category of staff.
- # indicates optional data items – schools and local authorities may wish to hold on their MIS, but software suppliers should endeavour to filter out from returns where possible. These data items are not required by DfE but will be used if supplied.
- X indicates this data item is not applicable and would not be expected to be held on a MIS, or returned.

QTS Route	√	√	#	#	#	#	Mandatory for all staff who, in the last year, have taken up their first position since qualifying as a teacher. May also be returned for other staff as well.
Newly Qualified Teacher	√	√	X	X	X	X	
Senior Leadership Team	√	√	√	√	√	√	

2. Contract/Service Agreement data items

Contract/Service Agreement	Contracted Teachers	Agency/SA teachers	Contracted Teaching Assistants	SBP	Leadership, Non-Teacher	Other contracted support staff	Notes
Contract/Service Agreement Type	√	√	√	√	√	√	
Start Date	√	√	√	√	√	√	
End Date	√	√	√	√	√	√	
Post	√	√	√	√	√	√	
Date of Arrival in School	√	√	√	#	#	#	Not applicable for centrally employed staff. Only mandatory for teachers and teaching assistants who joined the school from 1/9/2009.
Pay Review Date	√	√	X	X	X	X	Applicable only to teachers
Pay Range	√	√	√	√	√	√	This data item is not mandatory but the department desires it if available.
Pay Framework	√	√	X	X	X	X	Applicable only for Leadership teachers
Pay Range Minimum And Pay Range Maximum	√	√	X	X	X	X	Applicable only for Leadership teachers

Base Pay	√	√	√	√	√	√	Mandatory for open contracts only Not mandatory if "Daily Rate" = 'Y'. NB: Daily rate only applies to agency/SA teachers
Safeguarded Salary	√	X	X	X	X	X	
Daily Rate ³	X	√	X	X	X	X	Required for current Agency/SA Teachers even if they have an expired 'PRM', 'FXT', or 'TMP' Teacher contract. Not required for centrally employed staff
Reason for Leaving	√	#	√	√	#	#	Required for Contracted TAs even if they also are Agency/SA Teachers.
Destination	√	#	√	√	#	#	Required for Contracted TAs even if they also are Agency/SA Teachers.
Origin	√	#	√	#	#	#	Mandatory for contracts starting from 1/9/2009. Required for Contracted TAs even if they also are Agency/SA Teachers.
Role Identifier	√	√	√	√	√	√	
Hours worked per week	√	√	√	√	√	√	
FTE Hours per week	√	√	√	√	√	√	
Weeks per year	√	√	√	√	√	√	Not required if "Daily Rate" = 'Y'. NB: Daily rate only applies to Agency/SA Teachers
Category of Additional Payment	√	√	√	√	√	X	Not required if "Daily Rate" = 'Y'. NB: Daily rate only applies to Agency/SA Teachers
Additional Payment Amount	√	√	√	√	√	X	Not required if "Daily Rate" = 'Y'. NB: Daily rate only applies to Agency/SA Teachers
Pay Start Date	√	√	X	X	X	X	Not required if "Daily Rate" = 'Y'. Only required for Category 'TL3'.
Pay End Date	√	√	X	X	X	X	Not required if "Daily Rate" = 'Y'. Only required for Category 'TL3'.

3. Absence data cells

Absence	Contracted Teachers	Agency/SA teachers	Contracted Teaching Assistants	SBP	Leadership, Non-Teacher	Other contracted support staff	Notes
First Day	√	#	√	#	#	#	Required for Contracted TAs even if they also are Agency/SA Teachers.
Last Day	√	#	√	#	#	#	Required for Contracted TAs even if they also are Agency/SA Teachers.
Working Days Lost	√	#	√	#	#	#	Required for Contracted TAs even if they also are Agency/SA Teachers.
Absence Category	√	#	√	#	#	#	Required for Contracted TAs even if they also are Agency/SA Teachers.

4. Curriculum data cells

Curriculum	Contracted Teachers	Agency/SA teachers	Contracted Teaching Assistants	SBP	Leadership, Non-Teacher	Other contracted support staff	Not required for centrally employed staff
Subject Code	√	√	√	X	X	X	
Hours	√	√	√	X	X	X	
NC Year Group	√	√	√	X	X	X	

5. Qualification data cells

Qualification	Contracted Teachers	Agency/SA teachers	Contracted Teaching Assistants	SBP	Leadership, Non-Teacher	Other contracted support staff	Not required for centrally employed staff
Qualification code	√	√	√	√	√	#	
Class of Degree	√	#	#	#	#	#	Mandatory where 'Date of Arrival' is equal to or greater than 1 August 2013
Subject Code	√	√	√	√	√	#	

Appendix B Bucks Pay: Term Time Only Annual Leave Entitlement

Ranges 1 – 3	UP TO 5 YEARS SERVICE			OVER 5 YEARS SERVICE	
Weeks	Holiday Entitlement	Weeks Paid Per Year		Holiday Entitlements	Weeks Paid Per Year
38	5.0	43.0		5.8	43.8
39	5.1	44.1		6.0	45.0
40	5.2	45.2		6.1	46.1
41	5.4	46.4		6.3	47.3
42	5.5	47.5		6.4	48.4
43	5.6	48.6		6.6	49.6
44	5.8	49.8		6.7	50.7

Ranges 4 – 5	UP TO 5 YEARS SERVICE			OVER 5 YEARS SERVICE	
Weeks	Holiday Entitlement	Weeks Paid Per Year		Holiday Entitlements	Weeks Paid Per Year
38	5.1	43.1		6.0	44.0
39	5.3	44.3		6.1	45.1
40	5.4	45.4		6.3	46.3
41	5.5	46.5		6.4	47.4
42	5.7	47.7		6.6	48.6
43	5.8	48.8		6.8	49.8
44	5.9	49.9		6.9	50.9

Ranges 6 – 12	UP TO 5 YEARS SERVICE			OVER 5 YEARS SERVICE	
Weeks	Holiday Entitlement	Weeks Paid Per Year		Holiday Entitlements	Weeks Paid Per Year
38	5.5	43.5		6.4	44.4
39	5.7	44.7		6.5	45.5
40	5.8	45.8		6.7	46.7
41	6.0	47.0		6.9	47.9
42	6.1	48.1		7.0	49.0
43	6.2	49.2		7.2	50.2
44	6.4	50.4		7.4	51.4

Formula (using the data from Range 1 – 3):

Hours worked (20hrs) x weeks paid per year (43) = 860

860 divided by full time hours (37x52) (1924) x 100 = 44.7

Full time salary (£14,641) x 44.7% = £6544.53

Term time salary based on 38 weeks = £6544.53 paid in 12 equal instalments

Definition - School Term, Inset and/or Additional Days Worked:

38 weeks represents an actual school term.

39 weeks onwards incorporates INSET days plus any other additional days required by the school, eg. for a bursar or caretaker

