



**Buckinghamshire
Council**

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Preparing for & Producing the School Workforce Census Return in SIMS

Census 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.

This booklet is designed for use with SIMS software version **7.224** and above

Information correct at time of printing Oct 2025



Preparing for & Producing the School Workforce Census Return in SIMS

Contents

Introduction	1
DfE Guidance Link.....	1
DfE Collect - Deadline Upload and Submission Dates	1
Privacy Notices	1
School Workforce Census 2025 Return Preparation Check List	2
Steps to Producing the School Workforce Census	3
Chapter 1 School Workforce Return Information.....	4
Introduction.....	4
Changes to the 2025 School Workforce Census since Last Year	4
Key Dates for the 2025 School Workforce Census.....	4
Individual and School Level Data Items Collected in the Return	4
Contacts for SWR Support.....	4
Buckinghamshire LA Maintained Schools	4
Non Buckinghamshire Schools	4
Academies	4
Chapter 2 Data and School Types Included in the School Workforce Return.....	5
Introduction.....	5
School Types.....	5
DfE Definition of “Regular Service”	5
School Employed Staff to be Included.....	5
Staff for Whom NO Data is Required	6
Staff Acting Up.....	6
Chapter 3 Preparing SIMS for the School Workforce Return	8
Introduction.....	8
SIMS Permissions Required	8
Importing the Latest Fileset	8
Tidying the School Workforce Census Folder.....	9
Deal with Base Pay Settings	9
Reviewing Service Terms Definitions	10
Support Staff and Teaching Staff Pay Information.....	10
Teachers Latest Pay Review Date.....	11
SWC Post for School Business Professionals	11
Spot Allowances	11
Senior Leadership Team Status	12
Update a Staff Record with Senior Leadership Team Status	12
Chapter 4 Carrying out a Dry Run in SIMS.....	13
Introduction.....	13
Validation Errors Summary Report	13
Detail Reports.....	13
Chapter 5 Preparing School Level Information.....	16
Introduction.....	16
Information for Academies:	16



Chapter 6	Preparing Staff Level Information.....	17
Introduction.....		17
Personal Details.....		17
Basic Details Panel.....		18
Personal Information Panel.....		18
Absences Panel.....		20
Links Between Personnel Details Absences and SIMS Cover (Secondary Schools)		20
Professional Details		21
NQT Status.....		21
Overseas Trained Teachers		22
Qualified Teacher Learning and Skills Status (QTLS)		22
Early Years Teacher Status (EYTS)		22
Qualifications.....		22
Teachers		22
Leadership Non-Teacher & School Business Professionals		22
Other Support Staff		23
SENCO Qualifications		23
Class of Degree		23
Degree Subject Code		23
Employment Details		24
Employment Dates		25
Contract.....		25
Type of Contract.....		25
Salary Records (Teachers and Support Staff)		27
Bucks Pay Service Term		27
Teachers and Leadership Service Terms**		27
Latest Pay Review Date		28
Allowances.....		28
Role.....		29
Casual and Zero Hours Contracts		29
Service Agreements.....		30
Apprentice Staff.....		32
Exclude Staff Records from the Return		32
Chapter 7	Producing the School Workforce Return.....	33
Introduction.....		33
School Information Panel		34
Pay Details Panel		34
Curriculum for Teachers and Teaching Assistants Panel.....		35
Vacancies on Census Day Panel.....		36
Occasional Teachers on Census Day Panel.....		37
Agency / Third Party Support Staff Panel.....		38
Create and Validate the School Workforce Census Return.....		38
Resolving Failures and Queries		39
Producing Detail Reports.....		39
Producing the Summary Report		42
Authorising the School Workforce Return		43
Create a Copy of a Return:		44
Delete an Unauthorised Return		45
Previous Authorised Census Returns		45
Chapter 8	Uploading the School Workforce Census to DfE Collect.....	46



Submitting the Authorised School Workforce Return Census to DfE Collect	46
Upload Information for Local Authority Maintained Schools and Academies	46
Appendix A Importing Filesets.....	47
Introduction.....	47
Appendix B Subject Codes for Primary Schools	48
Introduction.....	48
Appendix C Mapping Subjects to National Codes.....	49
Mapping Subjects to National Codes	49
Secondary Schools and Middle Schools Using Nova	49
Appendix D SWC Mandatory and Optional Fields.....	50
DfE - Data Items Expected for Each Category	50
Appendix E Bucks Pay: Term Time Only Annual Leave Entitlement	55



Introduction

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

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 SIMS.*

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

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

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/>



School Workforce Census 2025 Return

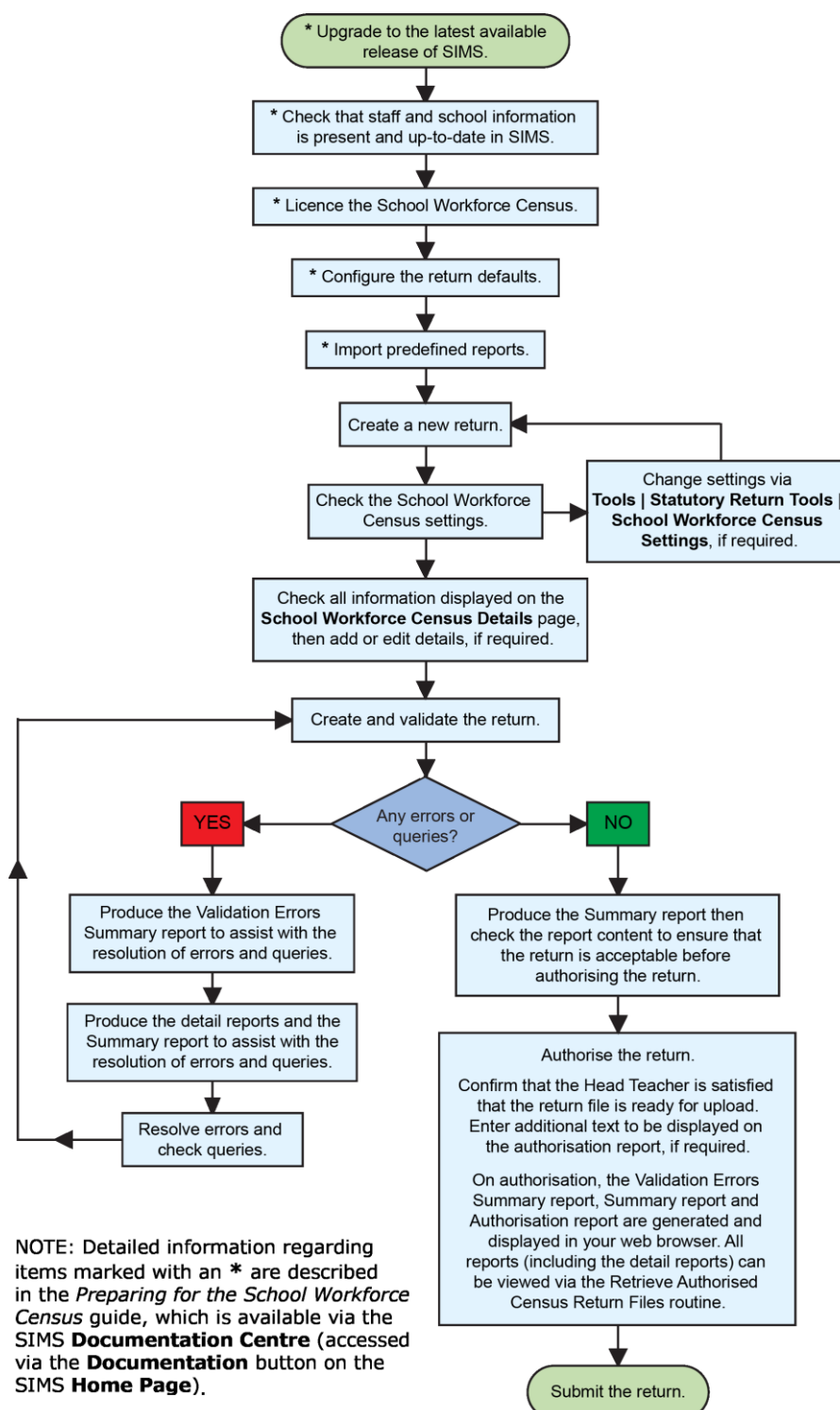
Preparation Check List

Use this check list to record the completion of each preparation task.

Complete	Task Description
☐	Check with your System Administrator/Manager to ensure you have the appropriate permissions to run the School Workforce Census and record associated data.
☐	Check with your System Administrator/Manager to ensure the latest version of the fileset (ie. revised files for validation and reports) has been imported
☐	Ensure the April 2025 Bucks Pay related files has been imported. Ensure all support staff have their pay details updated from 01.04.2025.
☐	Ensure the Teachers 2025 pay details have been updated. Ensure all Teaching / Leadership staff have their pay details updated from 01.09.2025
☐	Ensure the Latest Pay Review Date is recorded for all teachers with contracts or service agreements (see <i>Editing Contract Details</i> and <i>Editing Service Agreement Information</i>).
☐	Check all personal details of all applicable members of staff to ensure they are current and accurate (see <i>Checking/Editing Personal Details</i>).
☐	Check the professional details and qualifications of all applicable members of staff to ensure they are current and accurate (see <i>Checking/Editing Professional Details</i>).
☐	Ensure the teacher status has been selected (see <i>Checking/Editing Professional Details</i>).
☐	Newly Qualified Teachers (NQT), aka Early Career Teacher (ECT), ensure the applicable induction year is specified or updated (see <i>Checking/Editing Professional Details</i>).
☐	Check the employment details of all applicable members of staff to ensure they are current and accurate (see <i>Checking/Editing Employment Details</i>).
☐	Ensure duplicate teacher/support staff records are not included in the return (see <i>Excluding Teacher/Support Staff Records from the Return</i>).
☐	Map subject codes to DfE subject codes (see <i>Mapping Subjects to DfE Subject Codes</i>). Applicable to Secondary and All-Through schools only.
☐	Review school details to ensure they are current and correct (see <i>Checking Establishment Details</i>).

Steps to Producing the School Workforce Census

The process of producing the School Workforce Census can be separated into a number of steps, some of which might need to be repeated to eliminate validation errors and queries.





Chapter 1 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 and Traded Services Team**:

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 SIMS.

MIS Officers are unable to provide any advice regarding which staff should be included in the SWR.



Chapter 2 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 2024 to 31 August 2025. 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 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 includes staff previously listed as 'Leadership – Non Teacher'.

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

'Other Support Staff' comprises of support staff not classroom based, for example matrons/nurses/medical staff, librarians, technicians, bursars and other administration/clerical staff, premises and catering staff.

Refer to the DfE's flow diagram to 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 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.

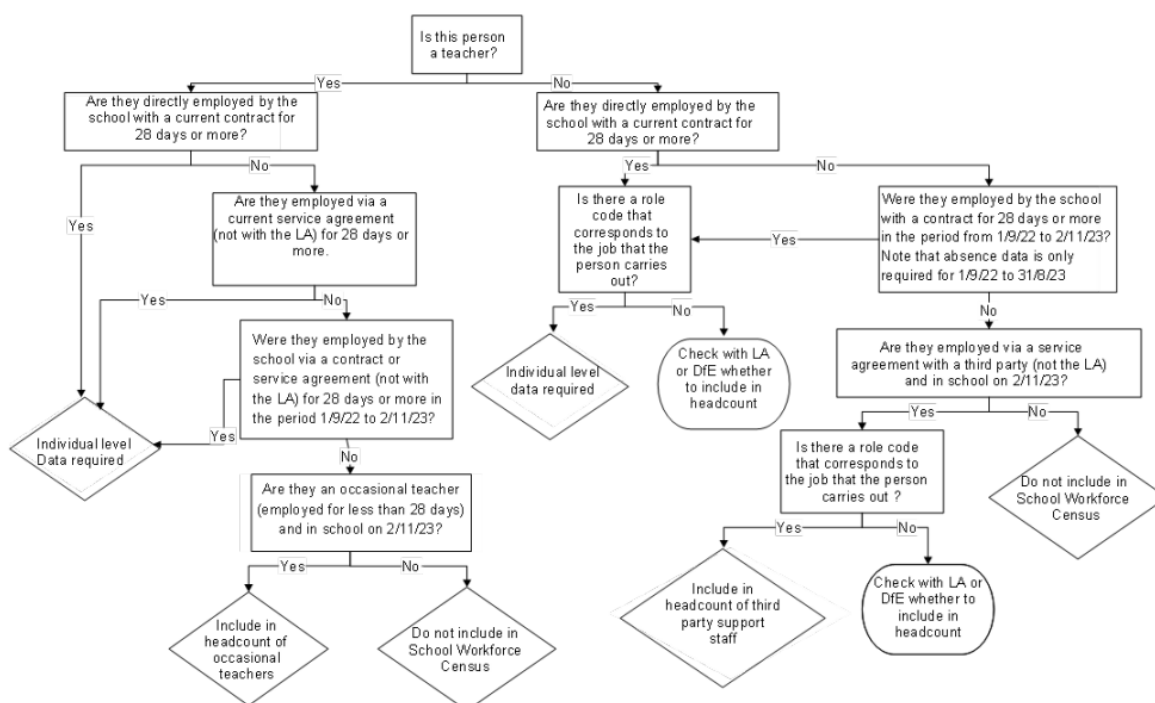
Staff Acting Up

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.

Flow diagram to help schools decide which staff should be included in the School Workforce Census.



Chapter 3 Preparing SIMS for the School Workforce Return

Introduction

This chapter covers all the pre requisites and permissions required to carry out the annual School Workforce Census return in SIMS.

SIMS Permissions Required

Run and Edit the Return

To run and edit the School Workforce Census, you must be a member of both of the following user groups in System Manager:

- Returns Manager
- Personnel Officer

Having these permissions also enables you to correct data related to vacancies, staff and any curriculum information (if applicable) that fails validation.

SIMS Permissions Required to Import a Revised Fileset

The Import Fileset functionality enables updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS) to be imported into SIMS between SIMS releases.

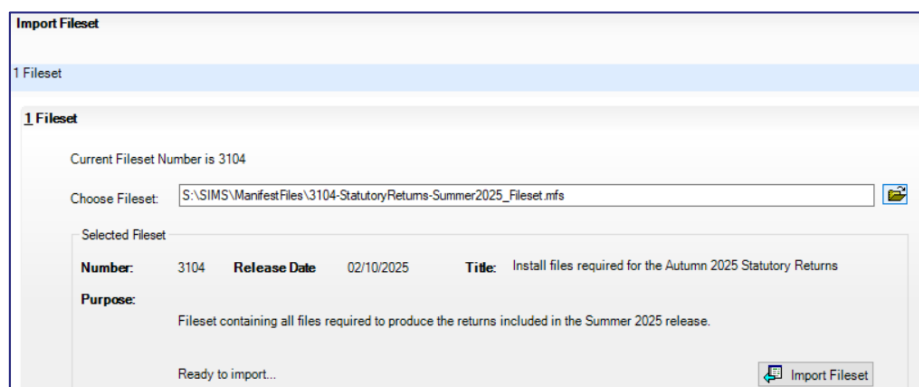
To use the Import Fileset functionality via **Tools | Setups | Import Fileset**, you must be a member of one of the following user groups in System Manager:

- Returns Manager
- System Manager

Importing the Latest Fileset

At the time of printing, the fileset will be at least **3104**. The latest fileset would have been imported for the Autumn School Census. Any further Filesets required for the SWC will be published via a School Bulletin.

Refer to **Appendix A - Importing the Latest Filesets** for further guidance.



Import Fileset

1 Fileset

1 Fileset

Current Fileset Number is 3104

Choose Fileset: S:\SIMS\ManifestFiles\3104-StatutoryReturns-Summer2025_Fileset.mfs

Selected Fileset

Number:	3104	Release Date	02/10/2025	Title:	Install files required for the Autumn 2025 Statutory Returns
Purpose:	Fileset containing all files required to produce the returns included in the Summer 2025 release.				

Ready to import...

Import Fileset

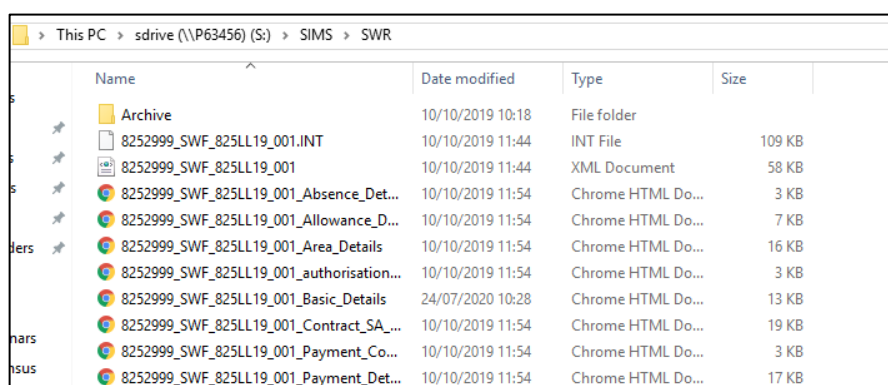
Tidying the School Workforce Census Folder

We encourage all schools to set up a folder named **Archive** within the **School Workforce Census** folder in order to store old census files.

- **On-site Server based Schools - S:\SIMS\SWR (or relevant name folder)**

SIMS Connected Schools – access is via grey 'tray' for uploading or downloading from SIMS Connected. Check School workforce Return for File location

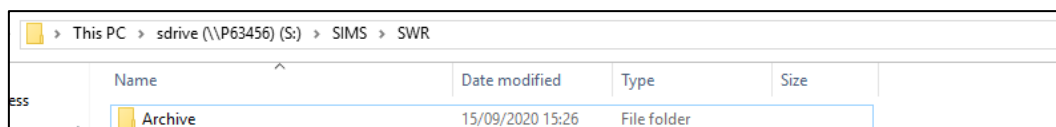
School Workforce Census Folder S:\Restricted Folders\Staff Census



Name	Date modified	Type	Size
Archive	10/10/2019 10:18	File folder	
8252999_SWF_825LL19_001.INT	10/10/2019 11:44	INT File	109 KB
8252999_SWF_825LL19_001	10/10/2019 11:44	XML Document	58 KB
8252999_SWF_825LL19_001_Absence_Det...	10/10/2019 11:54	Chrome HTML Do...	3 KB
8252999_SWF_825LL19_001_Allowance_D...	10/10/2019 11:54	Chrome HTML Do...	7 KB
8252999_SWF_825LL19_001_Area_Details	10/10/2019 11:54	Chrome HTML Do...	16 KB
8252999_SWF_825LL19_001_authorisation...	10/10/2019 11:54	Chrome HTML Do...	3 KB
8252999_SWF_825LL19_001_Basic_Details	24/07/2020 10:28	Chrome HTML Do...	13 KB
8252999_SWF_825LL19_001_Contract_SA...	10/10/2019 11:54	Chrome HTML Do...	19 KB
8252999_SWF_825LL19_001_Payment_Co...	10/10/2019 11:54	Chrome HTML Do...	3 KB
8252999_SWF_825LL19_001_Payment_Det...	10/10/2019 11:54	Chrome HTML Do...	17 KB

1. Move all old Census Files to an archive folder.

The School Census folder will now look like this and there should only be the **Archive** folder in it. This will make it easier to pick up the School Workforce Census 2025 file when it is created.



Name	Date modified	Type	Size
Archive	15/09/2020 15:26	File folder	

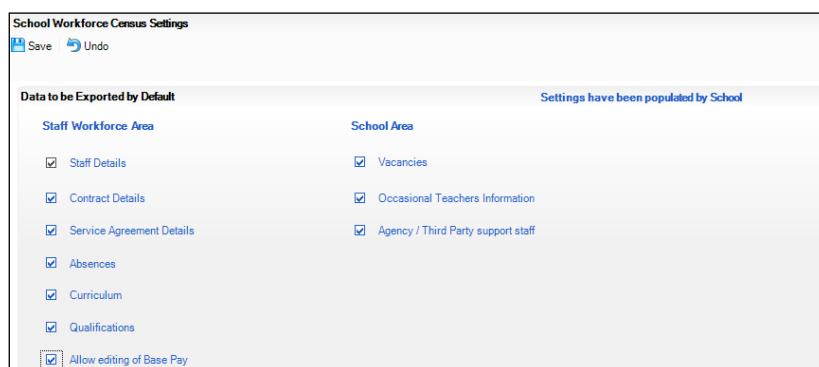
Deal with Base Pay Settings

Tools | Statutory Return Tools | School Workforce Census Settings

The **Allow editing of Base Pay** check box enables you to indicate whether the editing of base pay is required before the pay details are collected for the return.

The **Curriculum** check box is displayed for **Secondary Schools** only. If selected, curriculum details for Teachers and Teaching Assistants is included in the return by default.

If any settings have been changed, click **Save**.



School Workforce Census Settings

Save Undo

Settings have been populated by School

Data to be Exported by Default

Staff Workforce Area ☒ Staff Details ☒ Contract Details ☒ Service Agreement Details ☒ Absences ☒ Curriculum ☒ Qualifications ☒ Allow editing of Base Pay	School Area ☒ Vacancies ☒ Occasional Teachers Information ☒ Agency / Third Party support staff
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Reviewing Service Terms Definitions

A service term helps to define a staff contract. It contains generic information including the number of hours worked per week, weeks worked per year, etc. Some service terms have ranges, or scales, which determine the annual salary or hourly rate payable and allow spinal progression, where an employee's salary increments annually.

Support Staff and Teaching Staff Pay Information

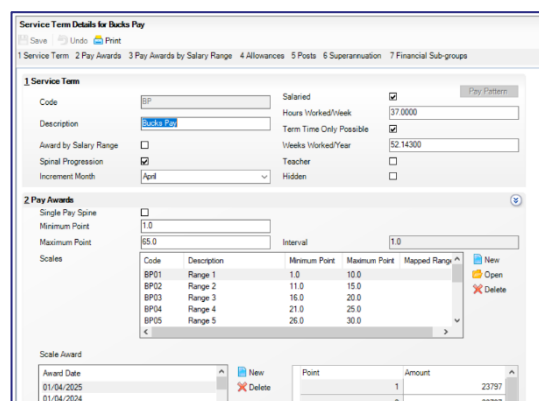
The ICT Schools Team produce **Guidance Notes** and **Pay Related Import Files** for **Buckinghamshire Schools** to import and update the salary scales (Bucks Pay) and salary ranges (Teaching Staff) with the new pay awards.

Bucks Pay – issued in April 2025

Teachers Pay – issued Sept 2025

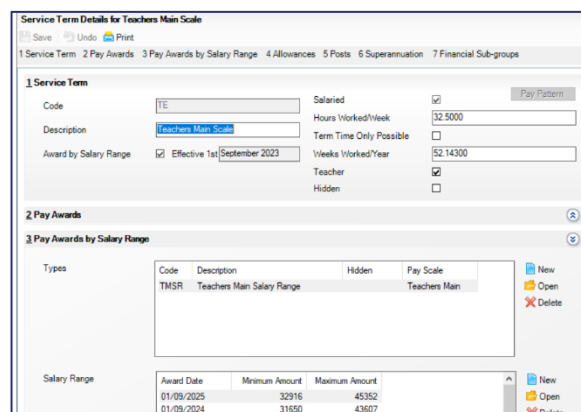
Tools / Staff / Pay Related

1. Open BP – Bucks Pay Service Term to check the latest award date 01/04/2025



2. Open the following Service Terms to check the latest pay award date 01/09/2025

- a. Teacher Main
- b. Teacher Upper
- c. Leadership
- d. Unqualified Teacher



Check all Bucks Pay Contracts have a new Salary record to reflect the 1st April 2025 pay award.

Salary Records	Scale/Range	Start Date	End Date	Point/Salary	Actual Salary	
	Range 6	01/04/2025		35.0		New
	Range 6	01/04/2024	31/03/2025	34.0		Open
	Range 6	01/04/2022	31/03/2024	33.0		Delete
	Range 6	01/04/2021	31/03/2022	32.0		

Check all Teaching Staff Contracts have a salary record to reflect 1st September 2025 pay award

Is an Apprentice

☐

Salary Records

Scale/Range	Start Date	End Date	Point/Salary	Actual Salary
Teachers Main Salary ...	01/09/2025		32916.00	32916.00
Teachers Main Salary ...	01/09/2024	31/08/2025	31650.00	31650.00
Teachers Main Salary ...	01/09/2023	31/08/2024	38810.00	38810.00

New

Open

Delete

Teachers Latest Pay Review Date

The pay review date for teaching staff must be at least **01/09/2024**, otherwise the 2025 School Workforce Census Return will show error 4516.

SWC Post for School Business Professionals

SIMS will default the **SWC Post** to **School Business Professional** where the existing Post is one of:

Leadership Non-Teacher or **Other Support Staff**

and one of the **Roles** for that Post is:

Bursar, Business Manager, Finance Officer, Office Manager, Premises Manager or **ICT Network Manager**.

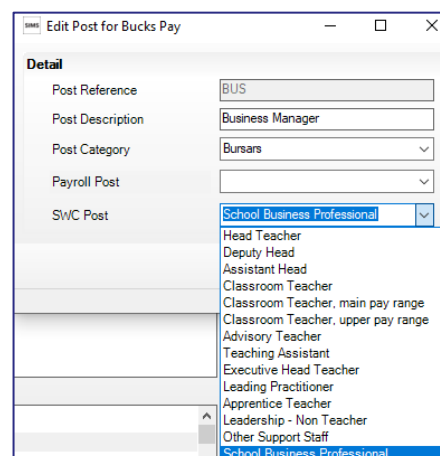
Schools will be able to manually edit the field.

To check

1. **Tools | Staff | Pay Related** and select **Search**.
2. **Open** (for example) **Bucks Pay Panel 5: Posts**

If changes are required

1. Select and **Open** the relevant **Post**.
2. **SWC Post** – select **School Business Professional**.
3. Select **OK** and **Save**.



Service Term Details for Bucks Pay				
Save	Undo	Print		
Service Term	2 Pay Awards	3 Pay Awards by Salary Range	4 Allowances	5 Posts
6 Superannuation 7 Financial Sub-groups				
5 Posts				
Code	Description	Category Description	SWC Post	Payroll Post
ADMC	Admin Assistant	Admin Officers/s...	Other Support Staff	
ATTO	Attendance Offi...	Other education ...	Other Support Staff	
BLN	Bilingual Support...	Minority ethnic p...	Other Support Staff	
BURS	Bursar	Bursars	Leadership - Non Teacher	
BUS	Business Manager	Bursars	School Business Professional	

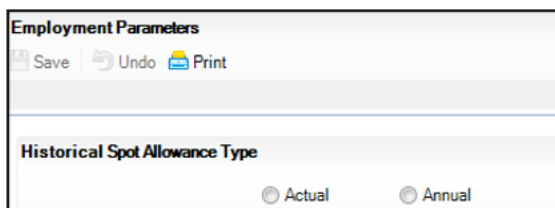
Spot Allowances

Historical spot allowances are calculated as specified in the Historical Spot Allowance Type panel, ie. **Actual** or **Annual**.

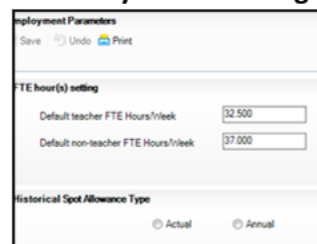
The Employment Parameters would have been set up previously for the Autumn 2024 SWR Census.

To check or change go to: **Tools | Setups | Employment Parameters**

Primary Schools



Secondary Schools using Cover



Historical Spot Allowance Type - Actual

The SWC Return file will report the Additional Payments for any Spot Allowances as the **actual** amounts entered for the Spot Allowances, without taking account of the start and end date.

Historical Spot Allowance Type - Annual

The SWC Return file will report the Additional Payments for any Spot Allowances in the same way as it does for any other Allowances, ie. divide by 12 and multiply by the number of months.

FTE hour(s) setting (Secondary Schools using Cover)

- Default teacher FTE Hours/Week = hours/week as defined in the Teachers Main (TE) Service Term ie. **32.5 hours**
- Default non-teacher FTE Hours/Week = hours/week as defined in Bucks Pay (BP) Service Term ie. **37 hours**

Senior Leadership Team Status

Update a Staff Record with Senior Leadership Team Status

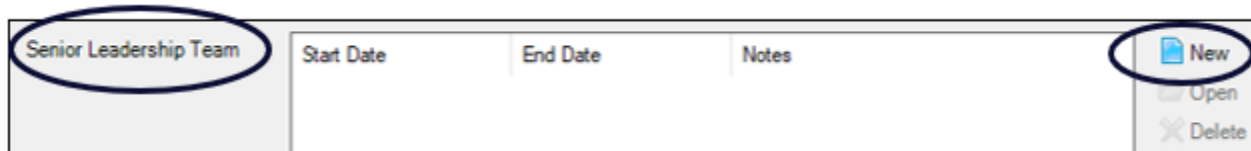
This field identifies staff who are members of the **Senior Leadership Team**.

This should be set to **True** where the **Post** is one of:

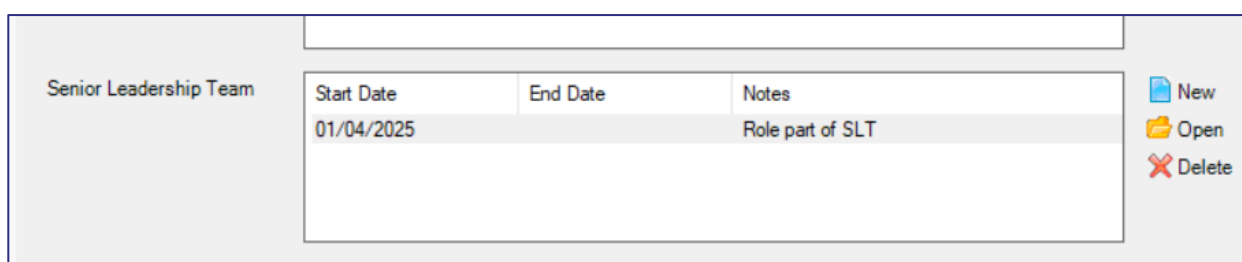
Head Teacher; Deputy Head; Executive Head Teacher; Assistant Head or Leadership – Non Teacher.

The SLT flag should also be set to **True** for **School Business Professionals** where SBP are formally recognised as members of their schools' SLT.

1. **Open** the relevant Staff Record and go to the **Employment Details** panel.
2. In the **Senior Leadership Team** panel, select **New** and add the relevant details.



3. Select **OK** and **Save**.



Chapter 4 Carrying out a Dry Run in SIMS

Introduction

You are strongly advised to carry out a 'dry run' prior to Census Date **Thursday 6th November 2025**.

This process will produce a **Validation Errors Summary** report and **Detail reports** can also be created.

It is advisable to do this as early as possible, even if your data has not yet been fully prepared or checked.

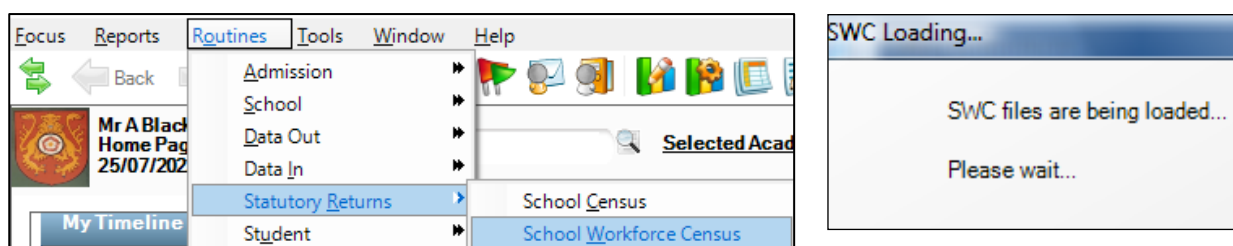
Validation Errors Summary Report

The validation errors report, details the data **errors** and **queries** that need to be checked, corrected and resolved where applicable, before the final return is submitted.

Detail Reports

The reports contained within Detail Reports should be used to identify any errors that may require correcting using the information in Chapter 7: **Producing the School Workforce Census Return in SIMS**.

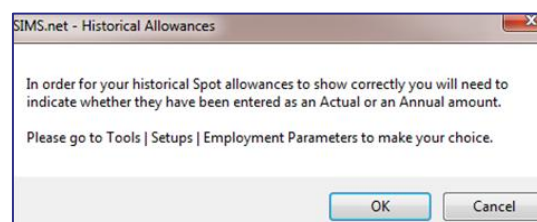
1. **Select Routines | Statutory Returns | School Workforce Census** to load the School Workforce Census validation and reporting files.



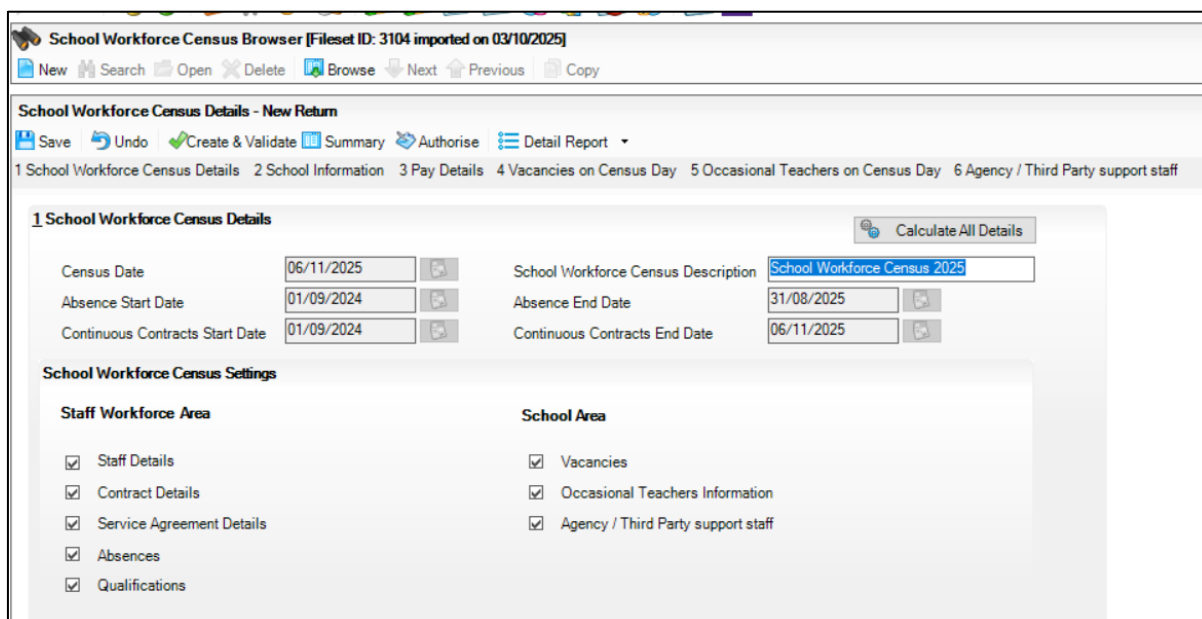
2. Click **New** to create a return. The **Return** screen is displayed and data is populated the first two panels. The other panels requiring either manual data entry or data gathered from within SIMS are listed across the top of the window.



If you receive this message, refer to **page 10**.

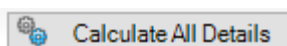


3. The **School Workforce Census Description** displays the default name of **School Workforce Census 2025**.
4. The description can be edited, if required, to reflect **"dry run"**.



NOTE: The **Curriculum** data item is displayed for **Secondary** and **All Through Schools** only to enable curriculum details for Teachers and Teaching Assistants to be included in the return.

5. Click **Calculate All Details**



Calculate All Details Information:

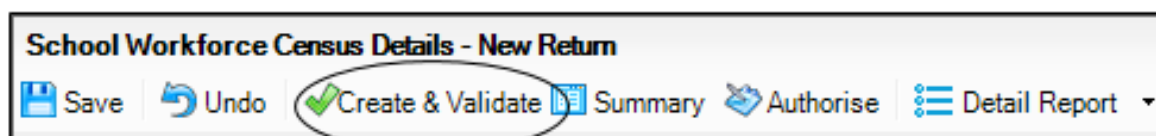
In all non-Secondary schools including PRUs, this is used to calculate pay details.

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

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

Reports contained in the census will be used to check the data held within each census panel. To obtain these report, first, the process of **Creating and Validating** must take place.

1. Click **Create & Validate** to start the process. This may take some time.



The **Validation Error Summary** will be produced and it may contain errors and queries.

Validation Error Summary			
School Workforce Census Return Validated - 205 Validation rules failed (Number of Errors - 205 and Number of Queries - 4)			
Validation Search	ALL	Total of displayed rows - 205	To resolve error - Click in row to navigate to relevant screen
Type	Error Number	Error Message	Solution
F	4100	Gender is missing or invalid	Y (Staff Focus / Person / Staff / Personnel Details and correct Gender)
F	4101	Teacher should have had a pay review since beginning of previous academic year. If they have not please supply a reason in a return level note	Y (Staff Focus / Person / Staff / Employment Details and check contract details contain Pay Review Dates for teachers)
F	4102	Where Last Day of a sickness absence is provided then the number of Working Days Lost must be greater than zero	Y (Staff Focus / Person / Staff / Personnel Details and add Working Days Lost)
F	4103	Gender is missing or invalid	Y (Staff Focus / Person / Staff / Personnel Details and correct Gender)
F	4104	Teacher should have had a pay review since beginning of previous academic year. If they have not please supply a reason in a return level note	Y (Staff Focus / Person / Staff / Employment Details and check contract details contain Pay Review Dates for teachers)
F	4105	Where Last Day of a sickness absence is provided then the number of Working Days Lost must be greater than zero	Y (Staff Focus / Person / Staff / Personnel Details and add Working Days Lost)
F	4106	Where Last Day of a sickness absence is provided then the number of Working Days Lost must be greater than zero	Y (Staff Focus / Person / Staff / Personnel Details and add Working Days Lost)



2. These can be identified by producing the **Detail Reports** and using them to check the data held in SIMS is accurate.
3. Go to the **Detail Report** panel and click on the downward arrow.
4. Select the required report from the menu or select **Multiple Reports**. The reports will be displayed in your Internet Browser.

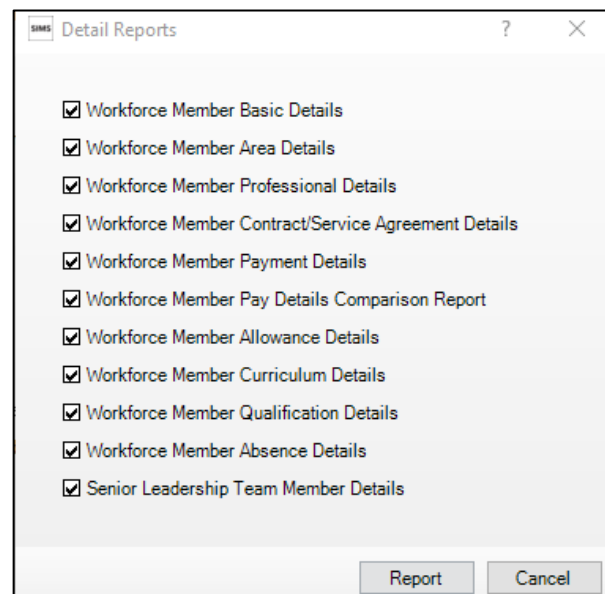
They can be exported to Excel. Right-click in the report and select **Export to Microsoft Excel**.

5. Where possible, resolve as many errors and checks listed in the validation errors summary.
6. The selected report is generated automatically and displayed in your web browser.

7. To run several detail reports, select **Multiple Reports** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog.

By default, all detail reports are selected. If any reports are not required, deselect the associated check box. Click **Report** to generate the selected reports.

The reports are displayed in your web browser, from where the data can be printed or transferred to a spreadsheet, if required.



8. Continue to resolve errors and revalidate the return as many times as necessary before Census day on **6th November 2025**.
9. Any data items that can only be corrected within the Census panels, should be completed using the final return being submitted on Census day or by the deadline.

Chapter 5 Preparing School Level Information

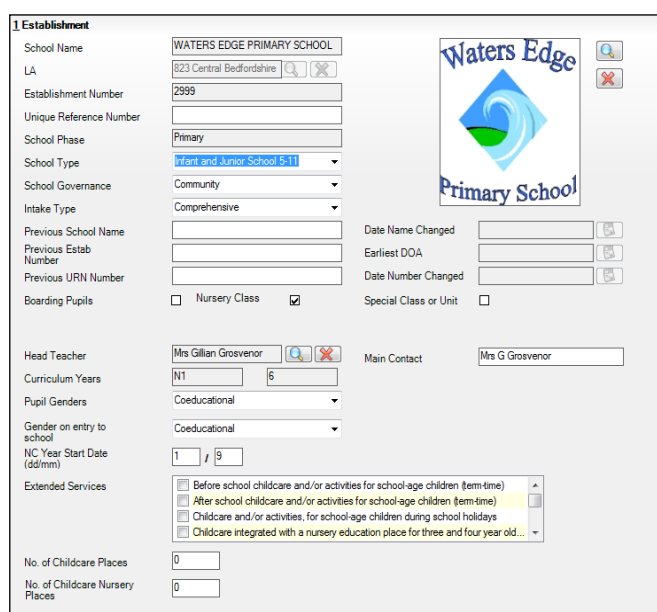
Introduction

The following establishment details are required for the 2025 School Workforce Census Return and therefore need to be checked to ensure they are correct in SIMS. It is not possible to edit these directly in the Return.

- **School Name**
- **School Type**
- **Unique Reference Number**
- **LA number**
- **Establishment Number**
- **School Phase.**

1. Select **Focus | School | School Details** to display the **School Details** page.

2. Check the details displayed in the **Establishment** panel are correct.



3. Ensure the **School Name** and **School Type** have been entered correctly.

Information for Academies:

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

- The **School Type** and **School Governance**
- Select **Academies** from both drop-down lists
- The school's **Previous Name** and **Date Name Changed**.
- The **Previous Estab Number** and **Date Number Changed**.
- The **Previous URN Number** and **Date Number Changed**.

Click **Save** to save any changes, if applicable.

School Telephone and Email Information

The following school contact details are collected for the return and therefore need to be checked to ensure they are up-to-date and correctly recorded in SIMS:

- School **Email** Address
- School **Telephone** Number

Chapter 6 Preparing Staff Level Information

Introduction

This chapter details how to check, correct and edit staff information where necessary. The multiple **Detail Reports** produced from your dry run, should be used to identify the relevant data.

There is currently no **Bulk Edit** option for staff data as there is for pupil/students. It will therefore be necessary to check each member of staff's record for individual data edits.

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

Check:

- New staff have been added.
- Any leavers have been recorded as such.
- Any duplicated or unwanted staff records have been amended.
- Part-time details have been checked/updated for all applicable members of staff.

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

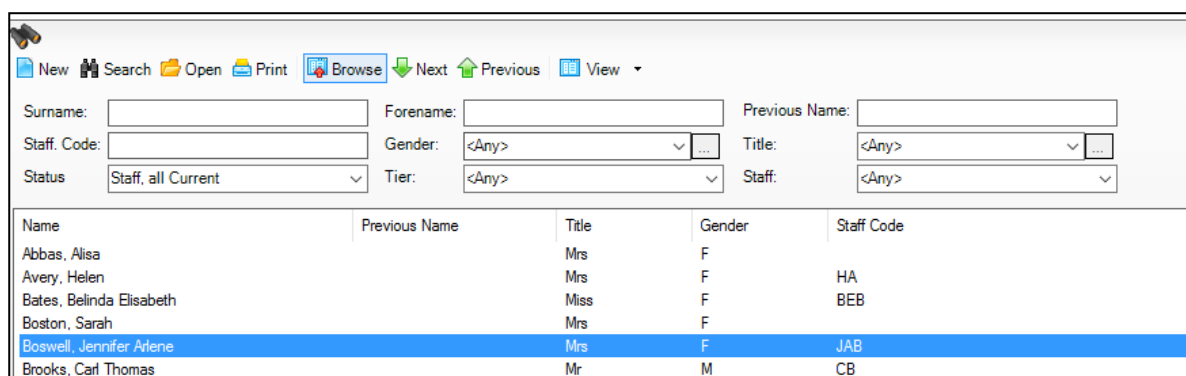
In this section, we are reviewing the SWC data currently held in SIMS and, where necessary, how to edit it. We will also look at the data requirements with regard to Qualifications, Absences and Service Agreements.

Having made changes to Pay Related definitions, the changes made will carry through to individual staff records in the **Employment** panel and for **Contract Details** within that panel.

Individual staff edits will be necessary to ensure the other key SWC fields contain appropriate data otherwise, when the SWC routine is run it can be expected that validation errors will be generated.

Focus | Person | Staff to display the **Employee Details** browser.

Search for and highlight the required person then click **Open** to display the **Employee Details** page.



The screenshot shows the SIMS Employee Details browser interface. At the top, there are navigation buttons: New, Search, Open, Print, Browse, Next, Previous, and View. Below these are search filters for Surname, Forename, Previous Name, Staff Code, Gender, Title, Status, Tier, and Staff. The Status is set to 'Staff, all Current'. Below the filters is a table of staff members with columns for Name, Previous Name, Title, Gender, and Staff Code. The row for 'Boswell, Jennifer Arlene' is highlighted in blue.

Name	Previous Name	Title	Gender	Staff Code
Abbas, Alisa		Mrs	F	
Avery, Helen		Mrs	F	HA
Bates, Belinda Elisabeth		Miss	F	BEB
Boston, Sarah		Mrs	F	
Boswell, Jennifer Arlene		Mrs	F	JAB
Brooks, Carl Thomas		Mr	M	CB

Personal Details

The **Workforce Member Staff Basic Details** report identifies the following:

Legal Forename, Middle Name, Legal Surname, Sex, Previous Legal Surname, Date of Birth, Ethnicity, Disability and National Insurance Number (Panels 1 and 2).

The **Workforce Member Absence Details** report identifies the following:

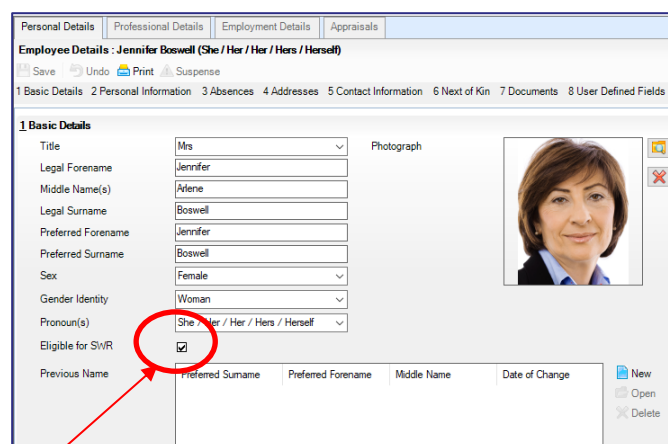
Legal Surname, Legal Forename, NI Number, First Day of Absence, Last Day of Absence, Working Days Lost and Absence Category (Panel 3).

Basic Details Panel

1. Ensure the **Legal Forename** and **Legal Surname** are accurate.

If **Previous Name** is applicable to this member of staff, ensure the details are entered correctly.

1. Click **New** to create a new **Previous Name** record.
2. Alternatively, highlight an existing record then click **Open** adjacent to the **Previous Name** table to display the **Edit Previous Name** dialog. Edit the details, as required.



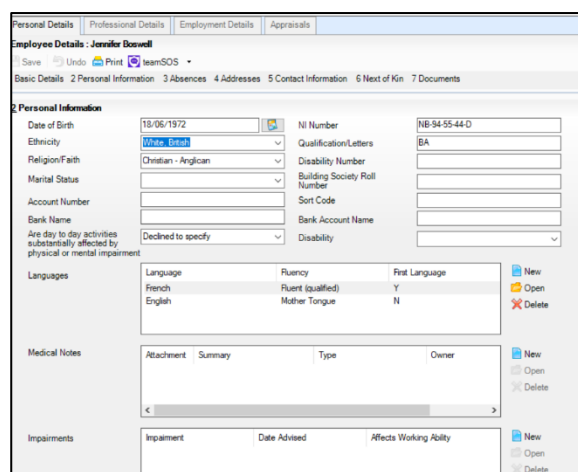
Previous Name	Preferred Surname	Preferred Forename	Middle Name	Date of Change	New	Open	Delete
	Green	Jennifer	Arlene	01/08/2020			

Attention is drawn to the **Eligible for SWR** check box, which will be used to indicate if an individual should be included in the School Workforce Census. This check box is automatically selected when adding a new member of staff. It can be deselected if that person is not to be included in the SWR.

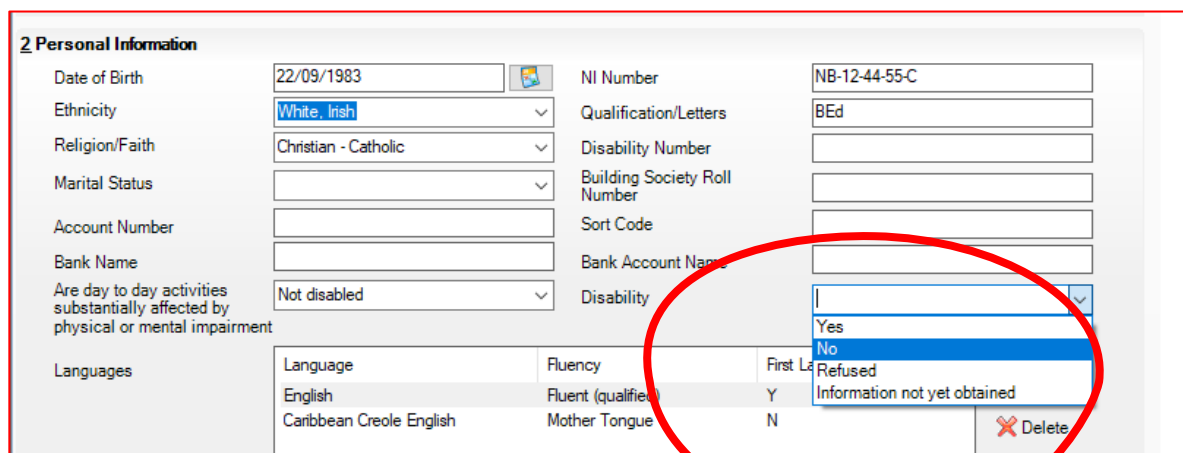
Personal Information Panel

- **Date of Birth** – this is a mandatory field for entering staff details and should be present for all staff
- **NI Number** – must be provided for all staff in regular service. Schools and Academies should make every effort to ensure a NI number can be provided, however, if one is not available, the field should be left blank.
- **Ethnicity** – must always be requested. The data should be supplied by the staff members themselves.

If staff decline to provide ethnic data, an entry of “*refused*” should be recorded.



- **Disability**



2 Personal Information

Date of Birth: 22/09/1983

Ethnicity: White, Irish

Religion/Faith: Christian - Catholic

Marital Status:

Account Number:

Bank Name:

Are day to day activities substantially affected by physical or mental impairment: Not disabled

Disability:

Qualification/Letters: BEd

Disability Number:

Building Society Roll Number:

Sort Code:

Bank Account Name:

Disability:

Yes

No

Refused

Information not yet obtained

Language: English, Caribbean Creole English

Fluency: Fluent (qualified), Mother Tongue

First Language: Y, N

Delete

- **Disability** – the field is labelled as “***Are day to day activities substantially affected by physical or mental impairment***”.

Disability status can change over time and schools should endeavour to keep this information up to date.

Update from DfE Guidance July 2025:

Schools should be recording both ethnicity and disability information for their workforce members within 100 days (3 months) of those workforce members having joined the school.

Ethnicity

Acceptable: Any of the Ethnicity lookups, including 'Did not wish to be recorded', except for 'Not obtained'.

Unacceptable: Blank or 'Not obtained'.

Disability

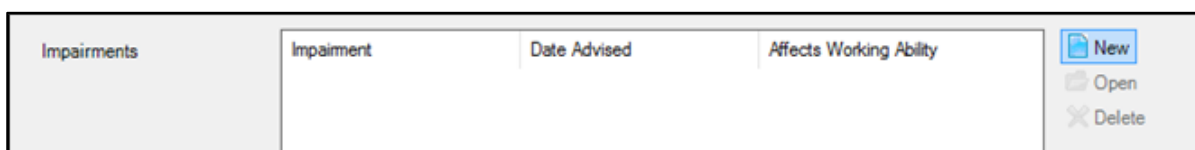
Acceptable: Any of the Disability lookups, including 'Refused', except for 'Information not yet obtained'.

Unacceptable: Blank or 'information not yet obtained'.

The DfE also recognises that schools may not be able to obtain information regarding how staff sees themselves in terms of disability when they are no longer employed at the school and will therefore look into allowing schools to add a note on COLLECT to explain why it has not been possible for the school to collect this disability information for a member of staff that has left.

Record an Impairment for a Disability

1. Click **New** adjacent to the **Impairments** table to create a new record. Alternatively, highlight an existing **Impairment** record then click **Open** to display the **Edit Impairment** dialog.
2. Ensure the **Impairment description** is correct and the correct **Category** is selected.



Impairments	Impairment	Date Advised	Affects Working Ability

New

Open

Delete

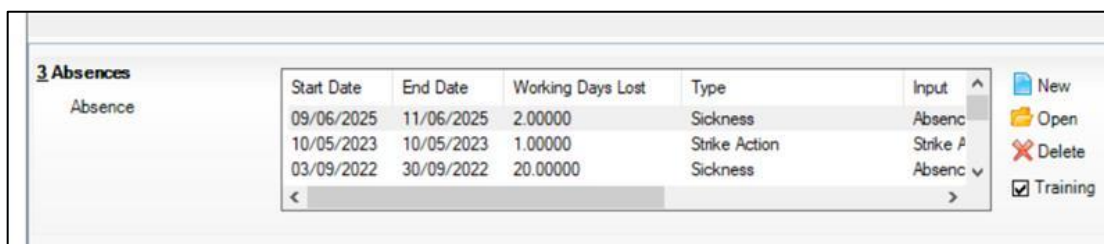
Absences Panel

Staff Absence Information

Collection Dates: 1st September 2024 - 31st August 2025

Absence information is collected for **Teachers, Contracted Teachers** and **Teaching Assistants** employed directly by schools only, including for staff who left during this period.

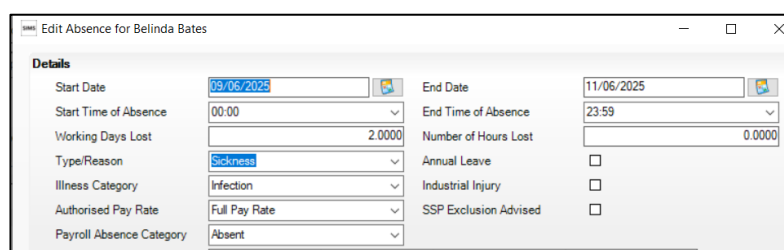
Working Days Lost ONLY collected where the Absence Category is **Sickness** or **Pregnancy**.



Start Date	End Date	Working Days Lost	Type	Input
09/06/2025	11/06/2025	2.00000	Sickness	Absenc
10/05/2023	10/05/2023	1.00000	Strike Action	Strike A
03/09/2022	30/09/2022	20.00000	Sickness	Absenc

Add/Edit Absence Information

1. Select **New** to add a new record and enter details.
2. To **Edit** an absence record, highlight the record and click **Open** to display the **Edit Absence** dialog.
3. Check the **Start Date** and **End Date** of the absence and amend where necessary.
4. Ensure the total number of **Working Days Lost** is entered in the correct format.
5. Ensure the correct **Type/Reason** for the absence is selected from the drop-down list eg. **Sickness**, **Pregnancy Related** etc.
6. Click **OK** and **Save** the staff record.



Details	
Start Date	09/06/2025
End Date	11/06/2025
Start Time of Absence	00:00
End Time of Absence	23:59
Working Days Lost	2.0000
Number of Hours Lost	0.0000
Type/Reason	Sickness
Illness Category	Infection
Annual Leave	☐
Industrial Injury	☐
Authorised Pay Rate	Full Pay Rate
SSP Exclusion Advised	☐
Payroll Absence Category	Absent

Links Between Personnel Details Absences and SIMS Cover (Secondary Schools)

Absences can also be recorded in Cover, the area of SIMS for managing classroom cover. It is possible to record absences in Cover to enable the management of classroom cover. Records created in Cover will be written into the individual's Personnel Absence record in Personnel, removing the need for maintaining records in two areas. Absence records created in Cover will need intervention by the Personnel Officer to complete the absence record.

Training Absences

Absence due to training is not required for the SWR Census (any Absence due to Training data recorded may still be extracted and submitted to the DfE as part of the SWC collection, but it will not be reported on).

Addresses, Contact Information and Next of Kin

SWR does not collect any data from these areas.



Professional Details

The **Workforce Member Professional Details** report includes the following:

Legal Surname, Legal Forename, NI Number, Teacher Number, QT Status, QTS Route, NQT Status, School Arrival Date, QTLS Status, EYT Status and HLTA Status.

The **Workforce Member Qualification Details** report includes the following:

Legal Surname, Legal Forename, NI Number, Qualification, Class of Degree, 1st Subject and 2nd Subject.

Note: It is possible for a Teacher to have all more than one status.

HLTA Status

This indicates if a member of staff has acquired **Higher Level Teaching Assistant (HLTA)** status. If a person has HLTA status but is **not** currently working as an HLTA, the status should still be returned as **True**. HLTA status refers to a person's status rather than if they are currently working as an HLTA.

TA Status

The TA Status check box must be selected if the member of staff is a **Teaching Assistant**, regardless if their contract is not current on census reference day.

QT Status

For Teachers who have achieved **Qualified Teacher Status**.

This is mandatory for all teachers including those working towards QTS.

NQT Status

This field identifies Early Career Teachers in the first or second year of induction.

Providing the **QT Status** check box is selected, it is possible to specify which induction year a NQT is in by selecting from the **NQT Status** drop down list.

- **Year 1 of QT Status Induction**
- **Year 2 of QT Status Induction**
- **Not in Year 1 or 2 of QT Status Induction**

Qualified Teacher Status (QTS) Route



QTS Route is mandatory for all staff who have taken up their **first teaching post** since the previous SWR or who are working towards QTS, though it can be returned for other staff as well.

The QTS Route does not have to be back filled for staff who were employed as teachers and had QTS before the last SWC.

Do not include on the School Workforce Return - School Direct (unsalaried)

Student teachers on teaching practice or who are participating in a **SCITT, is not required for the School Workforce Census** since this is a college rather than classroom based QTS route.

Overseas Trained Teachers

The DfE require this field to be completed for **Overseas Trained Teachers**. The two options are:

- **Overseas Trained Teacher Programme** – for overseas trained teachers who have worked towards, or are training towards, UK QTS.
- **Overseas Trained Teacher, not yet on Programme** – for overseas trained teachers who are not training towards UK QTS.

Qualified Teacher Learning and Skills Status (QTLS)

QTLS is a status awarded through the Society for Education and Training (SET). Staff who have QTLS are recognised as qualified to teach in schools in England, **but this does not mean they have been awarded QTS**, as this is a separate status awarded by the Teaching Regulation Agency. QTLS and QTS must be recorded separately in the census.

Early Years Teacher Status (EYTS)

EYTS is a separate status from QTS and is awarded for to those who have completed the specific training for teaching in Early Years. EYTS and QTS must be recorded separately in the census.

Qualifications

Information is required on the type and subject of qualifications, at Level 4 or higher, held by all **Teachers, Teaching Assistants, School Business Professionals** and **Non-Teaching School Leaders** in regular service.

In addition, certain Level 3 qualifications held by School Business Professionals are requested.

A SBP specific list of qualifications has been added and schools are asked to accurately record these qualifications.

Teachers

- The initial teacher training qualification eg. PGCE, BEd, Certificate in Education.
- For those with QTS (or QTLS or EYTS): Level 4 or above qualifications gained prior to teacher training qualification.
- Those without QTS (or QTLS or EYTS) or those trained overseas, all Level 4 and above qualifications relevant to their engagement as a teacher.
- Any subsequent qualifications gained relevant to their job as a teacher.

Leadership Non-Teacher & School Business Professionals

All relevant qualifications above Level 4 must be recorded.

School Business Professionals Qualifications

- Level 3 - School Administration Foundation Certificate - Z206



- Level 3 - Procurement & Supply Assistant - Z207
- Level 4 - SBP Apprenticeship - Z208
- Level 4 - Diploma SBM - Z209
- Level 4 - Commercial procurement & supply - Z210
- Level 4 - CIPFA Certificate in Public Sector Asset Management for School Business - Z211
- Level 5 - Diploma SBM - Z212
- Level 6 - Chartered Manager Degree Apprenticeship - Z213
- Level 7 - CIPFA Diploma in School Financial and Operational Leadership - Z214
- Level 7 - Senior Leaders Master's Degree Apprenticeship - Z215

Other Support Staff

Qualification information is not required.

SENCO Qualifications

Every SENCO in a mainstream school must have or are completing the Master's level **National Award for Special Educational Needs Co-ordinator (NASENCO)** within 3 years of starting the role.

Qualification Level: Master's Degree
Class of Degree: Master's Degree
First Subject, Qualified: SEN – SENCO – Z201

Other SEN qualifications are:

SEN – Sensory Impairment - Z202
 SEN – Severe Learning Difficulties - Z203
 SEN – Profound and Multiple Learning Difficulties - Z204
 SEN – Other - Z205

Class of Degree

The Class of Degree must be recorded if any teachers have an arrival date in school after **1st August 2013** and their qualifications are recorded as **First Degree** or **Batchelor of Education**.

Degree Subject Code

The code set provided is based on the "Joint Academic Council (JACS) Principal Subjects".

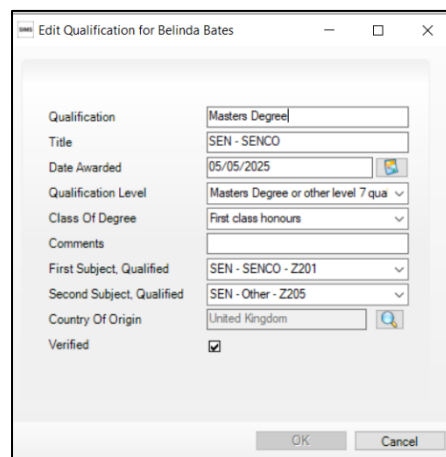
If a qualification does not match one of the JACS codes, the subject code which is closest should be used.

Add/Edit a Qualification

1. Click **New**, adjacent to the **Qualifications** field, to create a new qualification record.

Qualifications					
Qualification	Title	Date Awarded	Level	New	
Batchelor of Edu...	BEd	22/06/2005	Other First Degr...	Open	
Masters Degree	SEN - SENCO	05/05/2025	Masters Degree...	Delete	

2. Ensure the Qualification Level, First Subject Qualified, Second Subject Qualified (where applicable) and Verified are completed.



Employment Details

The **Workforce Member Contract/Service Agreement Details** report identifies the following:

Legal Forename, Legal Surname, NI Number, Contract/Service Agreement Type, Start Date, End Date, Post, Latest Review Date, School Arrival Date, Destination, Reason for Leaving, Origin, Hours per Week, FTE Hours, Weeks per Year, Role.

The **Workforce Member Payment Details** report identifies the following:

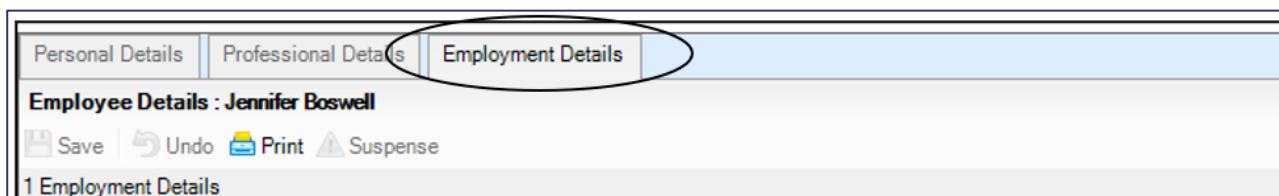
Legal Forename, Legal Surname, NI Number, Contract/Service Agreement Type, Post, Role, Scale/Range and Minimum/Maximum, Framework, Base Pay, Safeguarded Salary, Additional Payment Type, Additional Payment Amount, Daily Rate.#

The **Workforce Member Payment Comparison** report identifies the following:

Legal Forename, Legal Surname, NI Number, Contract/Service Agreement Type, Post, Role, Scale/Range, Base Pay.

The **Workforce Member Allowance** report identifies the following:

Legal Forename, Legal Surname, NI Number, Contract/Service Agreement Type, Post, Role, Additional Payment Type, Start Date, End Date, SWC Additional Payment Amount, Allowance Annual Amount, Allowance Pay Factor, Applicable Months.



Select the **Employment Details** tab to display the **Employment Details** panel.

1 Employment Details

Teaching Staff	☒	Teacher Number	97/73452														
Teacher Category	Qualified Teacher	Qualified Teacher Status	Grad Teacher Program (trained in EI)														
Staff Code	JAB	Employee/Payroll No.															
Employment Dates	<table border="1"> <thead> <tr> <th>Employment Start</th> <th>Leaving Date</th> <th>Cont Service Start</th> <th>LA Start</th> <th>Previous Employer</th> <th>Next</th> </tr> </thead> <tbody> <tr> <td>01/09/2002</td> <td></td> <td>01/09/1997</td> <td>01/09/2000</td> <td>St Andrews Prim...</td> <td></td> </tr> </tbody> </table>	Employment Start	Leaving Date	Cont Service Start	LA Start	Previous Employer	Next	01/09/2002		01/09/1997	01/09/2000	St Andrews Prim...		New Open Delete			
Employment Start	Leaving Date	Cont Service Start	LA Start	Previous Employer	Next												
01/09/2002		01/09/1997	01/09/2000	St Andrews Prim...													

If the staff member is employed primarily in a teaching capacity, select the **Teaching Staff** check box.

- The 7 digit **Teacher Number** should be entered, if available, using the correct format, eg. 12/34567. Mandatory for all members of staff, including non-teachers, if applicable.

The following are not accepted as a Teacher Number:

- Scottish Teacher Numbers
- Northern Irish Teacher Numbers
- Foreign or overseas Teacher Numbers
- Made up numbers such as 0000001, temporary numbers or TBC

- Select the **Teacher Category** from the drop-down list
- Select a **Qualified Teacher Status** from the drop-down list, if appropriate. This is mandatory if a **Teacher Number** is entered.

Employment Dates

Ensure the **Employment Start Date** is accurate and that any Fixed Term contract employees have not had an end date entered in error.

Continuous Service Start Date is the date when an employee started working for any Local Authority.

Local Authority Start Date is the date when an employee started working for Buckinghamshire Council.

These dates can be different to the actual Employment Start Date.

SIMS Edit Employment History for Jennifer Boswell

Details	
Employment Start Date	01/09/2002
Date of Leaving	
Continuous Service Start Date	01/09/1997
Local Authority Start Date	01/09/2000
Previous Employer	St Andrews Primary School
Next Employer	
Notes	
OK Cancel	

Contract

Type of Contract

If a staff member has a contract with a school, one of the following must be selected:

- **Permanent**
- **Fixed Term** – must be used for contracts with an agreed length of time and a fixed end date.
- **Zero Hours/Casual** – must be used for non-permanent contracts eg. Cover without a fixed end date.



Contract	Status	Start Date	Post	Service Term	Point/Salary	
		01/09/2000	Teacher	Teachers Main Scale	35971.00	New Open Delete Clone

Click **New** adjacent to the **Contract** table to create a new record. Alternatively, highlight an existing **Contract** record then click **Open** to display the **Edit Employment History** dialog.

Some fields are populated automatically, including the **SWR Post** and **Service Term Hours/Week**.

1. **Service Term** – unable to amend for an existing contract.
2. **Post Reference** and **Post Reason** - select from the drop-down lists.
3. **Employment Type** - ensure the correct employment type is selected from the drop-down list, eg. permanent, fixed, casual etc.
4. When the first contract is entered for a member of staff, the **Contract Start Date** defaults to the **Employment Start Date**.
5. **Contract End Date** is required for **Fixed Term** contracts only.
6. **Contract/Payroll Number** - enter SAP number or payroll number.
7. **Financial Subgroup** – applicable for **support staff** only.
8. **Hours/Week** – enter the number of hours per week the member of staff works. The actual amounts paid are calculated using the number of hours worked and the pay rates applicable to the employee.
9. **Weeks/Year**** - enter the **total** number of weeks per year the member of staff works **plus** (for support staff on a term time only contract) paid annual leave entitlement**.

Bucks Pay Staff

**** Weeks/Year** recorded on the census must reflect how many weeks the member of staff is **actually paid for, including any paid annual leave entitlement**. Refer to Appendix E Bucks Pay: Term Time Only Annual Leave Entitlement

If a member of staff is on a term-time only contract, they may work for 38 or 39 weeks per year **plus** paid annual leave entitlement.

Any member of staff who has leave entitlement, must have this recorded in the Leave Entitlement field.

10. **Leave Entitlement** – (for support staff only) enter the total paid annual leave entitlement.
11. **Latest Pay Review Date** - ensure the relevant date is entered. It is expected for all teachers not paid by daily rate.
12. **Safeguarded Salary** – tick if applicable (ie. if any element of a teacher's salary is safeguarded).
13. **Origin** - ensure the employee's employment prior to joining the school is selected.
14. **Destination** - ensure an employment leaving destination (if applicable) is selected.
15. **Reason for Leaving** – applicable for closed contracts, ensure the 'reason for leaving' is recorded.

1 Contract Details

Service Term	Teachers Main Scale	Employment Type	Permanent
Post Reference	Teacher	Post Category / SWR Post / Payroll Post	Teacher, Other/ Classroom Teacher, main pay range/
Post Reason		Financial Subgroup	
Contract Start Date	01/09/2002	Contract/Payroll Number	PR345678
Superannuation	Teachers Superannuation Scheme	NI Contracted	In ☐ Out ☒
Increment Date		Leave Entitlement	0.0000
Contract End Date		Contract Termination Reason	
Post Offered Date		Post Accepted Date	
Contract Issued Date		Service Term Hours/Week	32.5000
Service Term Hours/Week	32.5000	Service Term Weeks/Year	52.1430
Hours/Week	32.5000	Weeks/Year	52.1430
FTE	1.0000	Pro Rata	1.0000
Safeguarded Salary	☐	Pay Factor	1.0000
Origin	or central staff) in England or Wales	Latest Pay Review Date	01/09/2025
Destination		Reason for Leaving	
Is an Apprentice	☐		

Salary Records (Teachers and Support Staff)

Ensure correct salary records have been entered within the contract:

Bucks Pay Service Term

Salary Records	Scale/Range	Start Date	End Date	Point/Salary	Actual Salary	
	Range 6	01/04/2025		35.0		
	Range 6	01/04/2024	31/03/2025	34.0		
	Range 6	01/04/2022	31/03/2024	33.0		
	Range 6	01/04/2021	31/03/2022	32.0		

 New
 Open
 Delete

Teachers and Leadership Service Terms**

Is an Apprentice ☐

Salary Records

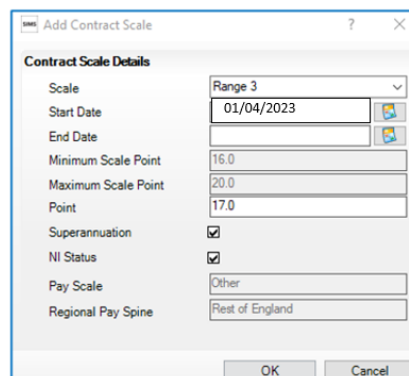
Scale/Range	Start Date	End Date	Point/Salary	Actual Salary
Teachers Main Salary ...	01/09/2025		32916.00	32916.00
Teachers Main Salary ...	01/09/2024	31/08/2025	31650.00	31650.00
Teachers Main Salary ...	01/09/2023	31/08/2024	38810.00	38810.00

 New

 Open

 Delete

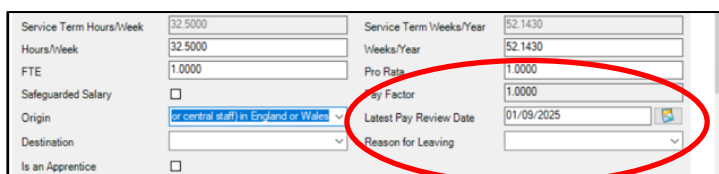
1. Click **New** to create a new Salary Record
2. Enter the **Start Date** and Scale **Point**.
3. Select **OK** and **Save** the record.



Latest Pay Review Date

If the 2025 Teachers pay review has not been agreed, the date previous year's review should be entered.

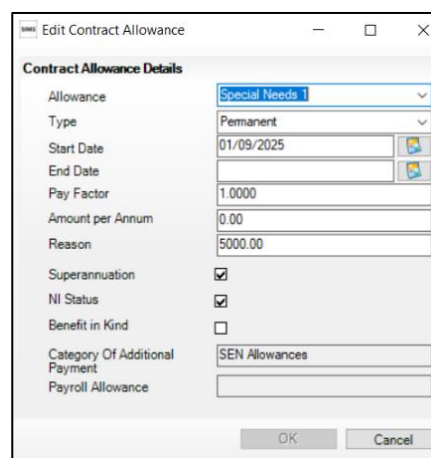
Ensure a latest Pay award date of at least **01/09/2024** for Leadership, Leading Practitioner, Teacher Main Scale, Teacher Upper and Unqualified Teacher has been entered (where applicable).



Allowances

Ensure allowances are updated with 01/09/2025 and relevant amount.

1. Click **New** to create a new Record
2. Enter the **Start Date** 01/09/2025
3. Complete the fields.
4. Select **OK** and **Save** the record.



Allowances	Allowance	Start Date	End Date	Type	
	Special Needs 1	01/09/2023	31/08/2024	Permanent	New Open Delete

Allowances – All Schools

- The SAP system no longer hold end dates for TLR1, TLR2 and SEN allowances; the payments will continue each year at the same rate, until HR are advised otherwise.
- Other Allowances, in SAP, will end on the date submitted by the School.
- All allowances will need to be reviewed and new rates submitted via LVTC, effective 1st September 2025, if applicable.



<u>Allowance Code</u>	<u>Description</u>	<u>Date</u>	<u>Notes:</u>
TLR1	Teaching and Learning Responsibility	01/09/2025	All Schools These allowances will continue to be paid by HR irrespective of any end date entered in SIMS. HR must be informed by email if any of these are to be stopped. SIMS to SAP Schools An allowance must be created with a start date of 01/09/2025 with an end date of 31/08/2026. Do not use Spot Allowances
TLR2	Teaching and Learning Responsibility 2	01/09/2025	
SPN1	Special Needs 1	01/09/2025	

TLR3 payments need to be reported separately from other Teaching and Learning Responsibility (TLR1/TLR2)
Performance payments to seconded teachers should also be reported separately.

Role

SWR fields from this section are **Role**, **Start Date** and **End Date**.

Role	Role	Start Date	End Date	
	SEN Co-ordinator	01/09/2018		New Open Delete
	Classroom Teacher	01/09/2018		

1. Click **New** adjacent to the **Role** table to create a new record, or alternatively, highlight an existing **Role** and click **Open** to display the **Edit Contract Role** dialog.
2. Select the applicable **Role** from the drop-down list.
3. Ensure the **Start Date** for this role is entered in the correct format (dd/mm/yyyy).
4. Click **OK** to return to the **Edit Contract** dialog.

Role: SENCo

Section 27 – Children and Families Act 2014 stipulates, all mainstream schools are expected to have a SEN Co-ordinator and this must be reflected in the SWC return.

The SENCo must be a **Qualified Teacher** with an additional role of SENCo.

Casual and Zero Hours Contracts

The DfE are only collecting information for members of staff who work regular hours for a minimum of 28 days or four weeks continuously. Two example scenarios:

A Midday Supervisor who works for two lunchtimes a week, every week for at least a month, should be included in SWC.

A Supply Teacher who works odd days when someone is off sick, who happens to work for 28 days spread over the course of the academic year, is **not** to be included in the SWC as they are not regular hours.

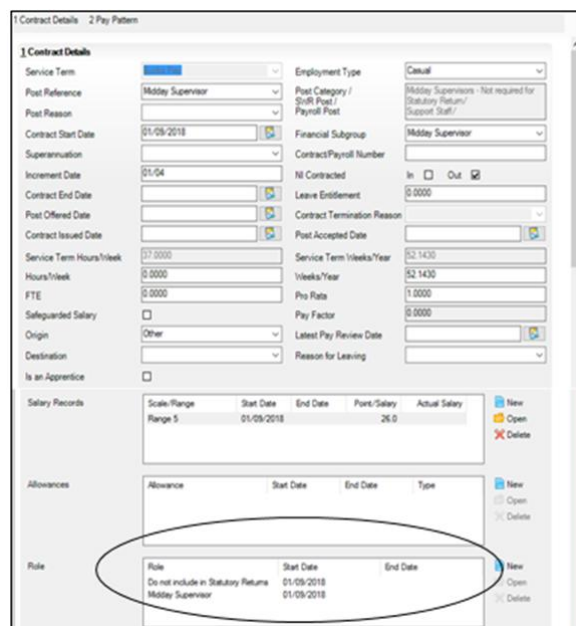
If the member of staff has more than one contract (eg. Admin Assistant who also covers midday supervisor on a zero hours Casual Contract if someone is off sick), the casual contract is prevented from being collected if the role '**Do not include in Statutory Returns**' is selected.

This method can also be used to remove contracts for extended services staff (breakfast and after-school clubs) from the returns as these are also not in scope.

Service Agreements

Service Agreement data is required for the period **1 September 2025 to census reference day**.

The **Service Agreement** section provides the option of recording employment where there is no contract, for example supply teachers or other agency staff.



- Service Agreements (those open on census reference day) must be included if the contract has lasted 28 days
- Service Agreements **not open** on census reference day must be included if they ended in the period from 1 September of the previous year to the day before census reference day (for 2025, census contracts/service agreements ending in the period 1 September 2024 to 6 November 2025).

Types of Service Agreement

If a teacher is engaged by a school under a service agreement, one of the following must be selected:

- **Local Authority**
- **Agency**
- **Other Source**

Note: Service Agreements are not collected for support staff, including teaching assistants.

Secondary Schools using Cover in SIMS:

Where Cover is used, any booked **Supply Staff** will automatically have a Service Agreement set up for them in Personnel, this record will require editing to comply with the SWC if it is for more than 28 days.

Service Agreements of less than 28 days duration can be omitted from the return by selecting a **Role of Do not include in Statutory Returns**.

The data held is similar to that for contracts involving start and end dates, hours/week, roles etc., a check box to indicate daily rate payment for agency/LA supply staff and a **SWR Base Pay** field for those staff not on a daily rate.

The following service agreement details should be checked to ensure the correct values are collected in the return.

Click **New** adjacent to the **Service Agreement** table to create a new record.



Alternatively, highlight an existing service agreement record then click **Open** to display the **Edit Service Agreement** dialog.

1. **Service Start Date**
2. **Service End Date**
3. **QTS Status** enter details (if applicable)
4. **SWC Post** ensure the correct School Workforce Post has been selected from the drop-down list.
5. **Reason** - select from the drop-down list.
6. **Sourced By** – select from the drop-down list.
7. **Service Type** select from the drop-down list. (Required for teachers with service agreements.)
8. **FTE Hours/Week** (if applicable), ensure the full time equivalent has been entered in the field.
9. **Weeks/Year** enter the number of weeks worked per year, as stated in the service agreement, in the field. (Required for all members of staff except agency/service agreement teachers who are on a Daily Rate.)
10. **Agreement Hours/Week.** Enter the number of hours worked per week as stated in the service agreement in the in the field. (Required for all members of staff except agency/service agreement teachers who are on a Daily Rate.)
11. **SWR Base Pay (Annual Salary Equivalent).** For members of staff who are not paid a daily rate, enter the pre-tax annual salary of the staff member in the field.

This is not mandatory if **Pay Range details have been** provided or if the member of staff is an Agency/SA teachers who is on a **Daily Rate**.

12. **Daily Rate.** If the person is on a daily rate of pay, select the check box.
Required for agency/service agreement teachers.
Not required for centrally employed staff, ie. Buckinghamshire Council.

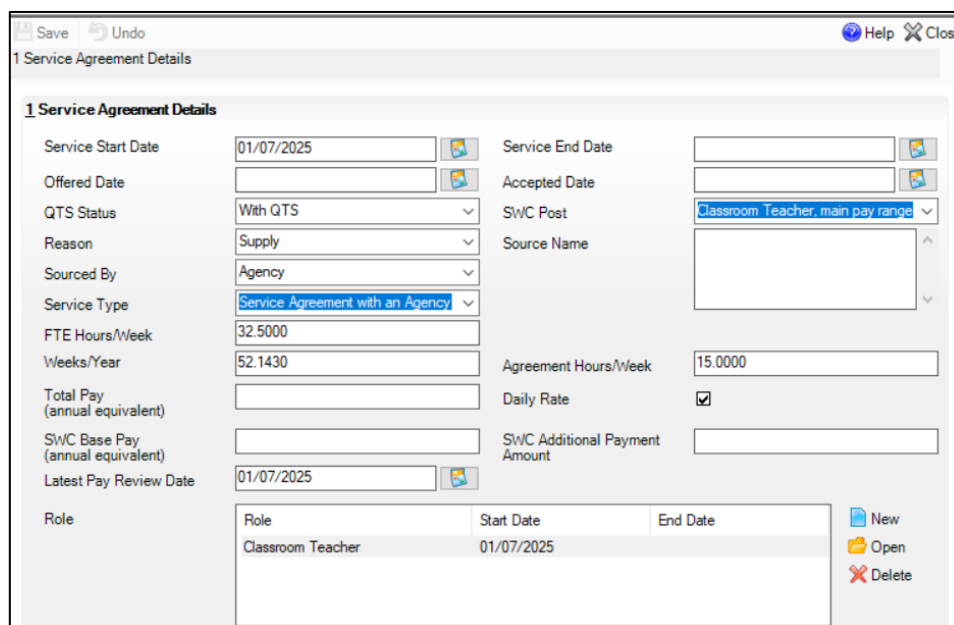
Those providing a service for which there is no charge, should not have the **Daily Rate** checkbox selected eg. Governors, Volunteers etc.

13. **Latest Pay Review Date** - ensure the date is entered in the correct format.

This data is collected in the SWC and applies for all teachers with contracts or service agreements.

14. **Role** - click **New** to add a role or highlight an existing **Role** and click **Open** display the **Edit Service Agreement Role** dialog.

15. Click **Save**.



Apprentice Staff

Do **NOT** include Apprentices on School Workforce Census as they will be paid below the minimum wage and if not paid by the School they are possibly not in scope.

Apprentice staff can be added to the **Agency/Third party Count** on the Census.

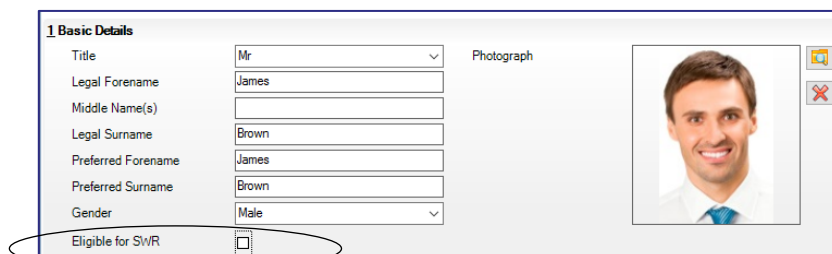
Exclude Staff Records from the Return

If there are Governors, Volunteers or records that are not required to be collected for the return, ensure these records are not included in the School Workforce Census return.

Select **Focus | Person | Staff** to display the **Employee Details** browser.

1. Search for then select the required person to display the **Employee Details** page.
2. Ensure the **Eligible for SWR** check box is deselected.

This removes the member of staff from the return.



Chapter 7 Producing the School Workforce Return

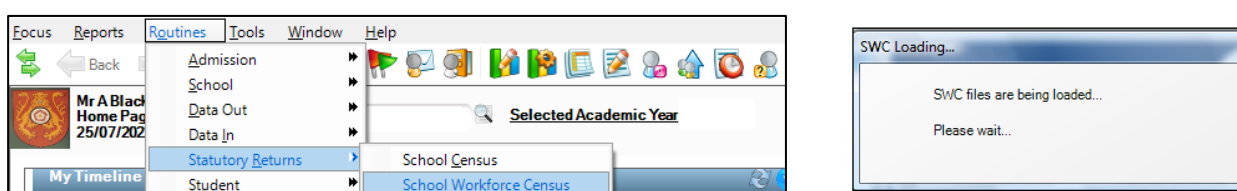
Introduction

Chapter 4 covers **dry runs** and using the information obtained to work through the **Validated Errors Summary** and **Detail Reports**.

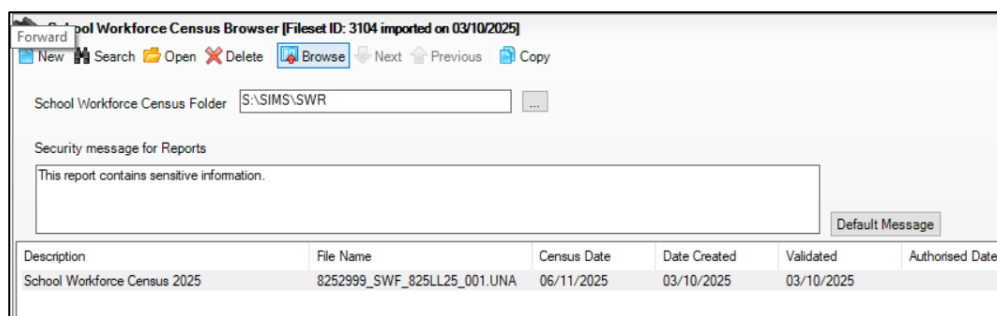
It is possible to pick this file up and **reuse it** for the Return.

Alternatively, a **new** return can be created and run and this can be used for the submission to the DfE.

1. Select **Routines | Statutory Returns | School Workforce Census** to load the School Workforce Census validation and reporting files.

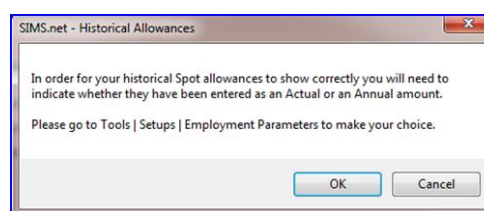


- If you have previously created the Census for a dry run and wish to reuse this file, **highlight** the file and select **Open**.



- Or, click **New** to create a return.

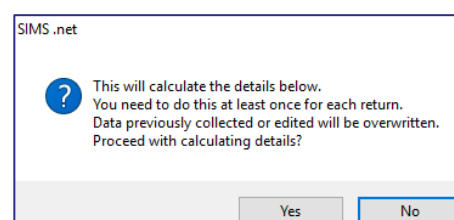
If you receive this message, **refer to Spot Allowances**



2. The **School Workforce Census Description** field displays the default name for this year's return and can be edited, if required.

3. **ONLY** If you are working from a **new** census file, click **Calculate All details**.

The following message will be displayed, select **Yes**.





Calculate All Details:

In all non-Secondary/All-Through schools including Pupil Referral Units, this is used to calculate pay details.

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

In Secondary and All-Through schools this is used to calculate curriculum details for teachers and teaching assistants.

Pay details are also calculated provided the **Allow editing of Base Pay** check box has been selected via **Tools | Statutory Returns Tools | School Workforce Census Settings**.

School Information Panel

Displays **read-only** information previously recorded on the **School Details** page of SIMS.

Refer to **Preparing School Level Information** for further information on checking data.

2 School Information

LA Number	825	Establishment Number	2999
School Type	Infant and Junior School 5-11		
School Phase	Primary		
School Name	TRAINING WE		
Previous Name	WATERS EDGE PRIMARY SCHOOL		
Date Name Changed	08/08/2018		
Previous Estab Number		Date Number Changed	
Previous URN		Date Number Changed	

[School Detail](#)

Pay Details Panel

This panel displays the calculated values of **Base Pay** for each school workforce member of staff.

Base pay is the pre-tax annual salary of a member of staff as at census day. It does not include the annual amount of any additional payments or allowances.

If activated, the panel allows the editing of **Base Pay** for individual staff.

See Deal with Base Pay Settings.

Base Pay is not collected for staff paid by a daily rate.

3 Pay Details

Edited values will be collected in the return

Leadership (Teachers)

Staff Name	Post	Scale/Range	Region	Minimum	Maximum	Pay Framework	Base Pay
(GG) - Grosvenor Gillian	HDT	LD	EW	44305	123057	Pre 2014	65735
(OJ) - Joyner Oliver	DHT	LD	EW	44305	123057	Pre 2014	58135

Recalculate

Other Staff

Staff Name	Post	Scale/Range	Region	Base Pay
Abbas Alisa	OSP	OT		6241.75
(HA) - Avery Helen	TAS	OT		13245.63
(BEB) - Bates Belinda	TCU	TU	EW	38690
Boston Sarah	SBP	OT	EW	39879
(JAB) - Boswell Jennifer	TCM	TE	EW	34000
(CB) - Brooks Carl	OSP	NJ		24491
(CTB) - Brown Charmaine	TCM	TE	EW	32560
(PB) - Brown Pauline	OSP	NJ		21173.59

Recalculate



Incorrect Base Pay

- Check Support Staff and Teachers have a current **Salary Record** recorded.
- Use the **HR and Payroll Costings Report (PN41)** to check the base pay information in **Panel 3: Pay Details** match. This can be done by looking through the **Payment Details report**.
- The editing of Base Pay is required before the pay details are collected for the return.
- **Bucks Pay Staff** on a **term time only contract** may have a difference of a **maximum of £50** comparing the PN41 to base pay. Anything over this should be investigated.

Note: the higher the grade, the larger the discrepancy can be.

Changes to Base Pay may be required if:

- SIMS Personnel is not used to record payroll information and they are recorded through a third party software HR provider

Leadership Pay Framework

The **Pay Framework**, under which the Leadership are paid, is calculated from SIMS Personnel but can be edited, if required. Select from the drop-down list:

- **Pre 2014 framework (for contracts with a start date before 01/09/2014).**
- **2014 framework (for contracts with a start date from 01/09/2014).**

To edit the **Base Pay**, click the applicable cell, then the required amount.

Recalculate

If you have made changes in a personnel contract i.e. change of hours / weeks per year or salary details etc, then Select **Recalculate** to recalculate all pay details in the **Pay Details** panel for either Non-Leadership or Leadership teachers.

Note: If you have made any changes in the Base pay panel, then clicking **Recalculate recalculates all pay details back to reflect information derived from contracts.**

Any information previously saved or edited is lost when performing this routine.

Curriculum for Teachers and Teaching Assistants Panel

For Secondary Schools, Middle Deemed Secondary and All Through Schools and those with a timetable system that interface with SIMS.

School Workforce Census Browser

School Workforce Census Details - New Return

1 School Workforce Census Details 2 School Information 3 Curriculum for Teachers and Teaching Assistants 4 Vacancies on Census Day 5 Occasional Teachers on Census Day 6 Third Party Staff on Census Day

3 Curriculum for Teachers and Teaching Assistants

Staff Name	General Subject	Hours Taught	Year Group Taught
(AA) - Abell Anita	(BIO) - Biology / Botany / Zoology / Ecology	4	Curriculum Year 13
(AA) - Abell Anita	(PSHE) - Personal Social & Health Education (PSHE)	1	Curriculum Year 8
(AA) - Abell Anita	(SCI) - Science	2	Curriculum Year 11
(AA) - Abell Anita	(SCI) - Science	4	Curriculum Year 10
(AA) - Abell Anita	(SCI) - Science	3	Curriculum Year 9

All subjects from the timetable cycle in which census day falls are included.
NB: Hours Taught is based on the following: (Hours Taught in cycle / Days in cycle) * 5

Buttons: Recalculate, New, Delete



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

- Hours taught can be overtyped.
- Lines can also be added or deleted by use of the New and Delete icons on the right of the panel.
- If any data is corrected within Nova-T, after calculating the return, you must click **Recalculate** on this panel to update the information. Any amendments made here, do not feedback to any other areas of SIMS.

Note: If you have made any changes in this panel then clicking **Recalculate** recalculates back to Nova T
Any information previously saved or edited is lost when performing this routine.

NOTE: Secondary Schools, Middle deemed Secondary and All-Through Schools

The Curriculum for Teachers and Teaching Assistants panel will only be populated if the timetable has been transferred from Nova-T into the relevant academic year in SIMS and if the subject codes have been mapped to DfE subjects.

The subject codes displayed are the DfE subject codes, not the school's timetable subject codes.

All-Through schools with a timetable system, should supply this data for **national curriculum Year groups 5 - 14 only**.

Vacancies on Census Day Panel

The **Vacancies on Census Day** panel records any current job vacancies for all teachers (qualified and unqualified) that exist in your school **ON CENSUS DAY**. This information is not stored in SIMS so it must be added manually.

Each QTS (permanent or a contract of one or more terms) that is vacant or temporarily filled on census day must be recorded. A vacant or temporarily filled post is defined as one that fulfils any of the following criteria:

- The vacant post is not covered.
- The post is covered temporarily by other staff within the school.
- The post is covered by a teacher on a contract of less than one term.
- The post is covered by a teacher on a contract of between one and three terms (except if the incumbent is on recognised long-term absence, such as maternity leave).

Local Authority Maintained School

A teacher vacancy is one where the applicant is expected to have either:

- Qualified Teacher Status (QTS, QTLS or EYTS) **or** Overseas Trained Teacher.

Academies

QTS is not required for teaching posts but these schools must return data on teaching post vacancies, which if they occurred in a Local Authority Maintained school, would be filled by teachers with QTS (or QTLS or EYTS) or who were Overseas Trained Teachers.

5 Vacancies on Census Day

Post Number	Post Name	General Subject	Tenure	Temporarily Filled	Advertised	
1	(TCH) - Classroom Teach...	(CHM) - Chemistry	Full Time	Yes	Yes	 
2	<Select>	<Select>				

Description

- (AHT) - Assistant head
- (APP) - Apprentice Teacher
- (DHT) - Deputy head
- (EXH) - Executive Head Te...
- (HDT) - Head teacher
- (LDP) - Leading Practitioner
- (TCH) - Classroom Teacher
- (TCM) - Classroom Teache...
- (TCU) - Classroom Teache...

Click **New** to add a new vacancy.

The **Post Number** is read-only and increments automatically when vacancies are added to the list.

1. Click the **Post Name** cell, then select the required description from the drop-down list, eg. **(TCM) - Classroom Teacher**.
2. Click the **General Subject** cell then select the required description from the drop-down list, eg. **(PRI) - Primary Curriculum**, **(CHM) - Chemistry**, etc. depending on the school phase.
3. Indicate the **Tenure** of the vacancy by clicking the cell and selecting **Full Time** or **Part Time** from the drop-down list.
4. Indicate whether the vacancy has been **Temporarily Filled**, by clicking the cell then selecting **Yes** or **No** from the drop-down list.
5. Indicate whether the post has been **Advertised**, by clicking the cell then selecting **Yes** or **No** from the drop-down list.

NOTE: The record can be saved only if all of the data has been entered.

To delete a vacancy, highlight the record and click **Delete**.

Occasional Teachers on Census Day Panel

5 Occasional Teachers on Census Day

Category Description	Count
Number of Occasional Teachers With QTS	0
Number of Occasional Teachers Without QTS	0
Number of Occasional Teachers Where QTS Not Known	0
Number of Occasional Teachers (Total) 0	

The **Number of Occasional Teachers (Total)** is read-only but updates automatically as the **Count** column is completed.

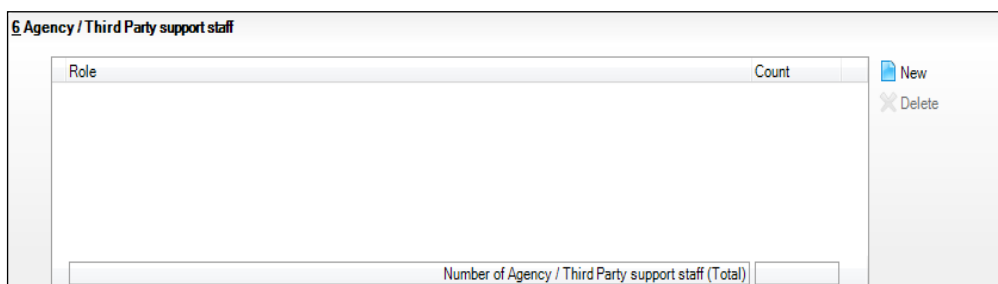
Occasional Teachers are those teachers who are in school on census day but are not deemed to be in regular service ie. their contract or service agreement is for less than one month. These staff are recorded under for of the following categories

- Number of Occasional Teachers with QTS
- Number of Occasional Teachers without QTS
- Number of Occasional Teachers where QTS is not known.

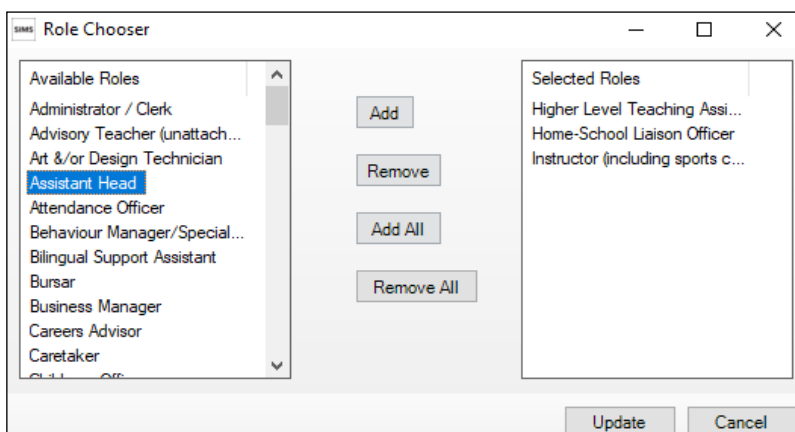
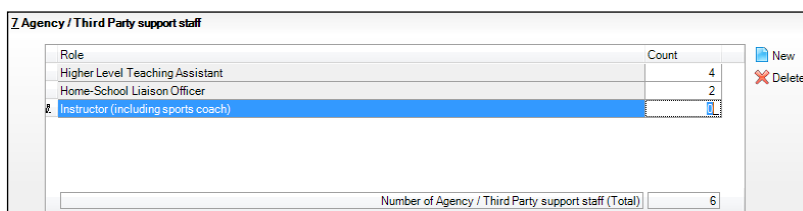
Agency / Third Party Support Staff Panel

Schools are required to provide the number of occasional support staff who are not directly employed by the school/LA on census day. These members of staff are likely to be employed through an agency/third party company, for example food services staff working for a catering company or occasional staff who work for an agency.

The **Agency/Third Party support staff** panel enables you to record the number of positions in your school that are filled by agency/third party support staff on census day.



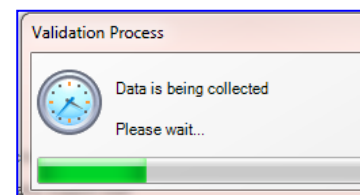
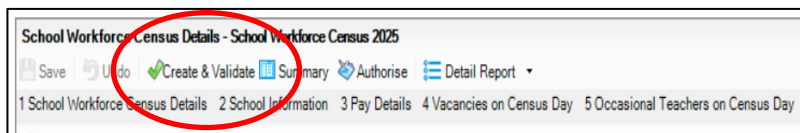
1. Click **New** to display the **Role Chooser** dialog.
2. Highlight the relevant position(s) in the **Available Roles** panel then click **Add** to move them into the **Selected Roles** panel.
3. Alternatively, click **Add All** to move all the **Available Roles** into the **Selected Roles** panel then **Remove** any roles not required.
4. To make your selections again, click **Remove All** to clear the **Selected Roles** panel and repopulate the **Available Roles** panel.
5. When the required roles have been selected, click **Update** to return to the **Agency/Third Party support staff** panel, where the selected **Roles** are displayed.
6. In the **Count** column, enter the number of third party staff who fill each of the roles.

The **Number of Agency/Third Party support staff (Total)** is read-only but updates automatically as the **Count** column is completed.

Create and Validate the School Workforce Census Return

Create & Validate can be used at any time when amending the School Workforce Census to confirm the resolution of data amendments in SIMS.



Resolving Failures and Queries

The **Validation Errors Summary** panel lists the number of errors and queries found. Resolve as many failures and queries as possible, then re-validate the census.

Errors (failures) are red and **must** be corrected before submitting the return.

Queries are black and can be submitted however, you will need to add a Note to the return in Collect confirming the query is correct.

One error often leads to other errors so resolving one error may clear several issues.

Type	Error Number	Error Message	Individual Data Item	Solution
F	4220	Ethnicity is invalid	Teacher Number: 6055916 NI Number: ZN248685D Name: Bla	# Go to Focus Person Staff and correct Ethnicity
F	6220	Subject Code is invalid	Teacher Number: 8622384 NI Number: AP322385B Name: Zeli	# Go to Focus Person Staff and correct Subject Code 1
F	4105	Teacher Number must be seven digits. If 8 digit (Welsh) number	Teacher Number: 91382795 NI Number: YZ919705A Name: Bu	# Go to Focus Person Staff and correct Teacher Number
F	4220	Ethnicity is invalid	Teacher Number: 5988625 NI Number: NB919695D Name: Hat	# Go to Focus Person Staff and correct Ethnicity
F	4105	Teacher Number must be seven digits. If 8 digit (Welsh) number	Teacher Number: 83278654 NI Number: XT324708D Name: Yo	# Go to Focus Person Staff and correct Teacher Number
F	6220	Subject Code is invalid	Teacher Number: 5738025 NI Number: ZP283227D Name: Tuf	# Go to Focus Person Staff and correct Subject Code 1
F	4220	Ethnicity is invalid	Teacher Number: 9670003 NI Number: YX484848A Name: Pat	# Go to Focus Person Staff and correct Ethnicity
F	4220	Ethnicity is invalid	Teacher Number: NI Number: WL300044D Name: Atkinson, Jo	# Go to Focus Person Staff and correct Ethnicity
F	4725	Role of TASS (Teaching Assistant) or HLTA (Higher Level Teach	Teacher Number: NI Number: YY667755A Name: Stephens, R	# Go to Focus Person Staff and correct Post
Q	4100Q	Please check: Qualified Teacher with Teacher Number missing	Teacher Number: NI Number: WL300044D Name: Atkinson, Jo	# Go to Focus Person Staff and add Teacher Number

Column	Description
Type	Displays the type of validation rule. Failure (F displayed in red) indicates an error, which must be corrected. Query (Q displayed in black) indicates that there are unusual data conditions. These should be checked and corrected, if necessary.
Error Number	Displays the error or query number.
Error Message	Displays the text of the error or query message.
Individual Data Item	Displays the specific record containing the error.
Solution	Provides a suggestion on how the error can be corrected or the query checked. Many solutions have a hyperlink (indicated by a #) to the applicable areas of SIMS.

Producing Detail Reports

Detail Reports provide a list of information that relates to the specific sections of the School Workforce Census.

Reports can be run individually or by choosing the **Multiple Reports** option a selection of the reports can be produced at the same time.

Run Reports

- From the **Census Return Details** panel, click the **Detail Report** down-arrow. Select the required report(s) from the drop-down menu or select **Multiple Reports**. The report(s) will be displayed in your Internet browser.

Secondary / All Through Phase

Detail Report ▾

- Workforce Member Basic Details
- Workforce Member Area Details
- Workforce Member Professional Details
- Workforce Member Contract/Service Agreement Details
- Workforce Member Payment Details
- Workforce Member Pay Details Comparison Report
- Workforce Member Allowance Details
- Workforce Member Curriculum Details
- Workforce Member Qualification Details
- Workforce Member Absence Details
- Senior Leadership Team Member Details

Multiple Reports...

Primary Phase

Detail Report ▾

- Workforce Member Basic Details
- Workforce Member Area Details
- Workforce Member Professional Details
- Workforce Member Contract/Service Agreement Details
- Workforce Member Payment Details
- Workforce Member Pay Details Comparison Report
- Workforce Member Allowance Details
- Workforce Member Qualification Details
- Workforce Member Absence Details
- Senior Leadership Team Member Details

Multiple Reports...

School Workforce Census - 2025 (Workforce Member Staff Basic Details)

Security Message : This report contains sensitive information.

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, School Business Professionals, Leadership Non-Teachers, Other Contracted Support Staff (excludes Teaching Assistants/Other Support Staff who only have service agreements)

- **SNAPSHOT DATA** - staff in regular service on census day 06/11/2025
- **HISTORICAL DATA** - staff with regular service who have either or both:
 - contracts/service agreements which started/ended between 01/09/2024 and 05/11/2025
 - absences in the period 01/09/2024 - 31/08/2025
 - sickness absences are only included if working days lost is greater or equal to half a day
 - absences are not collected for other support staff or agency teachers
 - training absences are not collected

Total number of staff = 38

School Name: WATERS EDGE PRIMARY SCHOOL
 Filename: 8252999_SWF_825LL25_001.UNA
 XML Version: Validation - 2025.1.0 - Updated: 2025-07-17
 Fileset Number: 3104
 Report Created: 03/10/2025 11:23:38

Surname	Forename	Middle Name(s)	NI Number	Former Surname	Sex	DOB	Ethnicity	Disability
Abbas	Alisa		WE898416A		F	08-03-1975	Asian or Asian British - Bangladeshi	-
Avery	Helen		MW237516C		F	03-08-1962	Black or Black British - Caribbean	-
Bates	Belinda	Elisabeth	NB124459C		F	22-09-1983	White - Irish	-
Boswell	Jennifer	Arlene	NB945544D		F	18-06-1972	White - British	-
Brooks	Carl	Thomas	MW662626B		M	04-06-1961	White - British	-
Brown	Charmaine	Tanita	NW254733B		F	14-02-1969	Black or Black British - Caribbean	-

School Workforce Census - 2025 (Workforce Member Area Details)

Security Message : This report contains sensitive information.

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, School Business Professionals, Leadership Non-Teachers, Other Contracted Support Staff (excludes Teaching Assistants/Other Support Staff who only have service agreements)

- **SNAPSHOT DATA** - staff in regular service on census day 06/11/2025
- **HISTORICAL DATA** - staff with regular service who have either or both:
 - contracts/service agreements which started/ended between 01/09/2024 and 05/11/2025
 - absences in the period 01/09/2024 - 31/08/2025
 - sickness absences are only included if working days lost is greater or equal to half a day
 - absences are not collected for other support staff or agency teachers
 - training absences are not collected

√ = data is included for this area

X = data not included

- = data not available/ not applicable

Total number of staff = 38

School Name: WATERS EDGE PRIMARY SCHOOL
 Filename: 8252999_SWF_825LL25_001.UNA
 XML Version: Validation - 2025.1.0 - Updated: 2025-07-17
 Fileset Number: 3104
 Report Created: 03/10/2025 11:25:41

Surname	Forename	NI Number	SWC Post	SNAPSHOT DATA ON CENSUS DAY				SWC Post	HISTORICAL DATA		
				Contracts	Pay related	Service Agreements	Qualifications		Contracts	Service Agreements	Absence
Abbas	Alisa	WE898416A	Other Support Staff, Other Support Staff	√	√	X	X	-	X	X	X
Avery	Helen	MW237516C	Other Support Staff	√	√	X	X	-	X	X	X

Workforce Member Professional Details Report

Preparing for & Producing the School Workforce Census Return in SIMS

School Workforce Census - 2025 (Workforce Member Staff Professional Details)

Security Message : This report contains sensitive information.

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, School Business Professionals, Leadership Non-Teachers, Other Contracted Support Staff (excludes Teaching Assistants/Other Support Staff who only have service agreements)

- **SNAPSHOT DATA** - staff in regular service on census day 06/11/2025
- **HISTORICAL DATA** - staff with regular service who have either or both:
 - contracts/service agreements which started/ended between 01/09/2024 and 05/11/2025
 - absences in the period 01/09/2024 - 31/08/2025
 - sickness absences are only included if working days lost is greater or equal to half a day
 - absences are not collected for other support staff or agency teachers
 - training absences are not collected

Total number of staff = 38

School Name: WATERS EDGE PRIMARY SCHOOL
 Filename: 8252999_SWF_825LL25_001.UNA
 XML Version: Validation - 2025.1.0 - Updated: 2025-07-17
 Fileset Number: 3104
 Report Created: 03/10/2025 11:25:41

Surname	Forename	NI Number	Teacher Number	QT Status	QTS Route	NQT Status	School Arrival Date	QTLS Status	EYT Status	HLTA Status
Abbas	Alisa	WE898416A	-	-	-	-	-	-	-	No
Avery	Helen	MW237516C	-	-	-	-	-	-	-	No
Bates	Belinda	NB124455C	9443009	Yes	Registered Teacher Programme	Not in Year 1 or 2 of QT Status Induction	01-09-2009	No	No	No
Boswell	Jennifer	NB945544D	9773452	Yes	Teach First Programme	Not in Year 1 or 2 of QT Status Induction	01-09-2002	No	No	No
Brooks	Carl	MW662626B	-	-	-	-	-	-	-	No
Brown	Charmaine	NW254733B	0098232	Yes	Overseas Trained Teacher Programme	Not in Year 1 or 2 of QT Status Induction	01-09-2000	No	Yes	No

School Workforce Census - 2025 (Workforce Member Contract/Service Agreement Details)

Security Message : This report contains sensitive information.

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, School Business Professionals, Leadership Non-Teachers, Other Contracted Support Staff (excludes Teaching Assistants/Other Support Staff who only have service agreements)

- **SNAPSHOT DATA** - staff in regular service on census day 06/11/2025 with current contracts/service agreements
- **HISTORICAL DATA** - staff with regular service and contracts/service agreements which started/ended between 01/09/2024 and 05/11/2025

Total number of staff = 38

School Name: WATERS EDGE PRIMARY SCHOOL
 Filename: 8252999_SWF_825LL25_001.UNA
 XML Version: Validation - 2025.1.0 - Updated: 2025-07-17
 Fileset Number: 3104
 Report Created: 03/10/2025 11:25:41

Surname	Forename	NI Number	Contract/ Service Agreement Type	Start Date	End Date	Post	Latest Pay Review Date	School Arrival Date	Destination	Reason for Leaving	Origin	Hours Per Week	FTE Hours	Weeks Per Year	Role
Abbas	Alisa	WE898416A	Permanent	08-05-2017	-	Other Support Staff	-	-	-	-	-	4.00	37.00	42	Midday Assistant
Abbas	Alisa	WE898416A	Permanent	08-05-2017	-	Other Support Staff	-	-	-	-	-	5.00	37.00	42	Cleaner
Avery	Helen	MW237516C	Permanent	01-04-2020	-	Other Support Staff	-	-	-	-	-	37.00	37.00	52	Cook
Bates	Belinda	NB124455C	Permanent	01-09-2016	-	Classroom Teacher, upper pay range	01-09-2025	01-09-2009	-	-	Not applicable - change of contract	32.50	32.50	52	Classroom Teacher
Boswell	Jennifer	NB945544D	Permanent	01-09-2002	-	Classroom Teacher, main pay range	10-09-2020	01-09-2002	-	-	Not known	32.50	32.50	52	Classroom Teacher
Brooks	Carl	MW662626B	Permanent	01-09-2015	-	Other Support Staff	-	-	-	-	-	37.00	37.00	52	Caretaker
Brown	Charmaine	NW254733B	Permanent	01-09-2000	-	Classroom Teacher, main pay range	10-09-2020	01-09-2000	-	-	Not known	32.50	32.50	52	SEN Co-ordinator, Classroom Teacher
Brown	Pauline	NW254733D	Permanent	26-10-1992	-	Other Support Staff	-	-	-	-	-	37.00	37.00	48	School Secretary

School Workforce Census - 2025 (Workforce Member Payment Comparison Report)

Security Message : This report contains sensitive information.

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, School Business Professionals, Leadership Non-Teachers, Other Contracted Support Staff (excludes Teaching Assistants/Other Support Staff who only have service agreements)

- **SNAPSHOT DATA** - staff in regular service on census day 06/11/2025 with payment details that have been edited

Total number of staff = 0

School Name: WATERS EDGE PRIMARY SCHOOL
 Filename: 8252999_SWF_825LL25_001.INT
 XML Version: not used
 Fileset Number: 3104
 Report Created: 03/10/2025 11:25:41

Surname	Forename	NI Number	Contract/Service Agreement Type	Post	Role	Scale/Range	Reported in SWC BasePay	Personnel 7 BasePay
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NOTE: This report is available only if the *Allow editing of Base Pay* option is selected (via *Tools | Statutory Returns Tools | School Workforce Census Settings*).

School Workforce Census - 2025 (Workforce Member Allowance Details)

Security Message : This report contains sensitive information.

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, School Business Professionals, Leadership Non-Teachers (excludes Teaching Assistants who only have service agreements)

- **SNAPSHOT DATA** - staff in regular service on census day 06/11/2025 with allowances
- Permanent and temporary allowances - SWC Additional Payment Amount is derived from ((Annual allowance x pay factor)/12) x applicable months
- Spot allowances - The SWC Additional Payment Amount is actual amount
- Historical spot allowances (recorded before the Spring 2016 release)
 - Actual - If historical spot allowance type is set as Actual then SWC Additional Payment Amount is the actual amount
 - Annual - If historical spot allowance type is set as Annual then SWC Additional Payment Amount is derived from ((Annual allowance x pay factor)/12) x applicable months
- For Agency Teachers not on daily rate SWC Base Pay and SWC Additional Payment Amount are derived directly from the service agreement
- Payment date is assumed to be the 28th of the month

Total number of staff = 4

School Name: WATERS EDGE PRIMARY SCHOOL
 Filename: 8252999_SWF_825LL25_001.INT
 XML Version: not used
 Fileset Number: 3104
 Report Created: 03/10/2025 11:25:41

Surname	Forename	NI Number	Contract/ Service Agreement Type	Post	Role	Additional Payment Type	Start Date	End Date	SWC Additional Payment Amount	Allowance Annual Amount	Allowance Pay Factor	Applicable Months
Bates	Belinda	NB124455C	Permanent	Classroom Teacher, upper pay range	Classroom Teacher	First and second Teaching and Learning Responsibility Payments, aka TLR1 and TLR2	01-09-2025	31-08-2026	2208.33	13250.00	1.0000	2
Bates	Belinda	NB124455C	Permanent	Classroom Teacher, upper pay range	Classroom Teacher	First and second Teaching and Learning Responsibility	01-09-2024	31-08-2025	10416.67	12500.00	1.0000	10

School Workforce Census - 2025 (Senior Leadership Team Member Details)

Security Message : This report contains sensitive information.

Report Criteria: Staff who are in the Senior Leadership Team on Census Day 06/11/2025

Total number of staff = 3

School Name: WATERS EDGE PRIMARY SCHOOL
 Filename: 8252999_SWF_825LL25_001.UNA
 XML Version: Validation - 2025.1.0 - Updated: 2025-07-17
 Fileset Number: 3104
 Report Created: 03/10/2025 11:25:41

Surname	Forename	NI Number	Post	Role
Gascoigne	Marie	MW943622D	Leadership - Non teacher	Learning Manager
Grosvenor	Gillian	NA123456B	Head Teacher	Head Teacher
Joyner	Oliver	YZ359217C	Deputy Head	Deputy Head

School Workforce Census - 2025 (Workforce Member Qualification Details)

Security Message : This report contains sensitive information.

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, School Business Professionals, Leadership Non-Teachers, Other Contracted Support Staff (excludes Teaching Assistants/Other Support Staff who only have service agreements)

- **SNAPSHOT DATA** - staff in regular service on census day 06/11/2025 with qualification information

Total number of staff = 20

School Name: WATERS EDGE PRIMARY SCHOOL
 Filename: 8252999_SWF_825LL25_001.UNA
 XML Version: Validation - 2025.1.0 - Updated: 2025-07-17
 Fileset Number: 3104
 Report Created: 03/10/2025 11:25:41

Surname	Forename	NI Number	Qualification	Class Of Degree	1 st subject	2 nd Subject
Bates	Belinda	NB124455C	Other First Degree or other level 6 qualification	First class honours	English language - Q310	Geological oceanography - F650
Bates	Belinda	NB124455C	Masters Degree or other level 7 qualification	-	SEN - SENCO - Z201	SEN - Other - Z205
Boswell	Jennifer	NB945544D	Other First Degree or other level 6 qualification	Upper second class honours	Teaching English as a Foreign Language (TEFL) - X162	Fine art - W100
Brown	Charmaine	NV254733B	BEQ or other first degree combined with teacher qualifications	Lower second class honours	Others in education - X900	-
Brown	Charmaine	NV254733B	Certificate in Education or equivalent	-	Licence of non-English European Languages - Q120	Academic studies in primary education - X320

School Workforce Census - 2025 (Workforce Member Absence Details)

Security Message : This report contains sensitive information.

Report Criteria: Contracted Teachers, Contracted Teaching Assistants (excludes Teaching Assistants who only have service agreements, Agency Teachers, Other Support Staff, School Business Professionals, Leadership Non-Teachers)

- **HISTORICAL DATA** - staff with regular service and absence in the period 01/09/2024 - 31/08/2025
 - sickness absences are required if working days lost is greater or equal to half a day (this report also includes working days lost = 0 for checking purposes)
 - absences are not collected for other support staff or agency teachers
 - training absences are not collected

Total number of staff = 1

School Name: WATERS EDGE PRIMARY SCHOOL
 Filename: 8252999_SWF_825LL25_001.UNA
 XML Version: Validation - 2025.1.0 - Updated: 2025-07-17
 Fileset Number: 3104
 Report Created: 03/10/2025 11:25:41

Surname	Forename	NI Number	First Day of Absence	Last Day of Absence	Working Days Lost	Absence Category
Bates	Belinda	NB124455C	09-06-2025	11-06-2025	2.0	Sickness

Workforce Member Curriculum Details Report *(applicable to Secondary and All-Through schools only)*

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants (excludes Teaching Assistants who only have service agreements and Other Support Staff).

Snapshot Data – staff in regular service on census day (06/11/2025) with curriculum information.

The following information is displayed in the report:

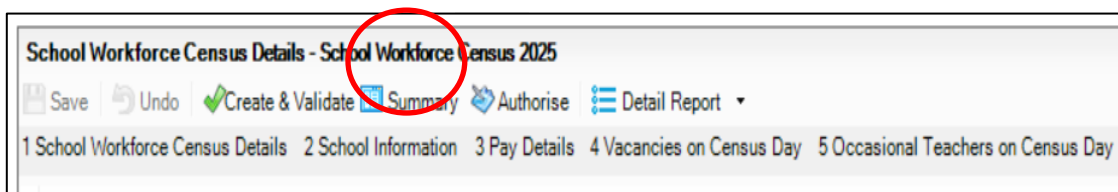
Surname, forename, National Insurance number, subject, hours taught and year group taught.

Producing the Summary Report

The Summary report enables the accuracy and completeness of the return to be assessed. **This report must be signed by the Head Teacher to confirm** they are aware of the data being included in the SWR return and have authorised it to be submitted. Keep this signed copy in a safe place.

To Run the Summary Report

From the **Census Return Details** panel, click the **Summary** icon, the report will be displayed in your Internet browser.



School workforce census summary 2025 for 825/2999

Version details:
Summary - 2025.1.0 - Updated: 2025-07-17

Please Note: This summary report should be read in conjunction with the [School Workforce Census guides](#).

This report has been designed to provide the most useful level of analysis for the majority of schools. However, this does mean that where contract information is provided by the LA, rather than the school, the following tables will not be populated: C, D, E, F, G, H, I, J, K, L, M and Q.

There are 58 errors and 10 queries.

School workforce modules

Note: The modules section is included to assist suppliers in validating SWF returns, and consists of four data items. A value of "true" indicates that data has been included in the current return for the named module. If the table contains no values, it means that these identifiers have not been included within the return.

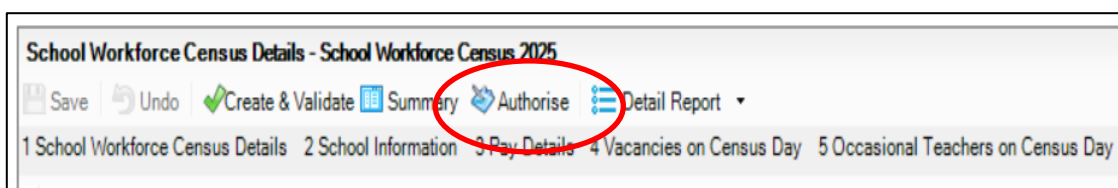
Workforce Module	Value
Contract or service agreement	true
Absences	true
Curriculums	
Qualifications	true

Section 1 - Outline data

Authorising the School Workforce Return

The School Workforce Census must be **authorised** before it can be uploaded to DfE Collect.

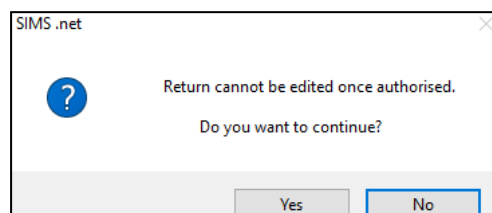
Before authorising the return, you should ensure all the information displayed in the **School Workforce Census Details** page is correct and does not require further editing.



Once a return has been authorised, it will no longer be possible to edit any of the information in the **School Workforce Census Details** page.

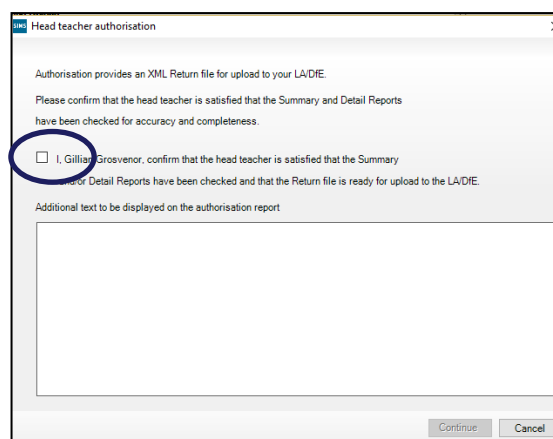
1. Click **Authorise** at the top of the **Schools Workforce Census Details** page.

The following message will appear. Select **Yes**.

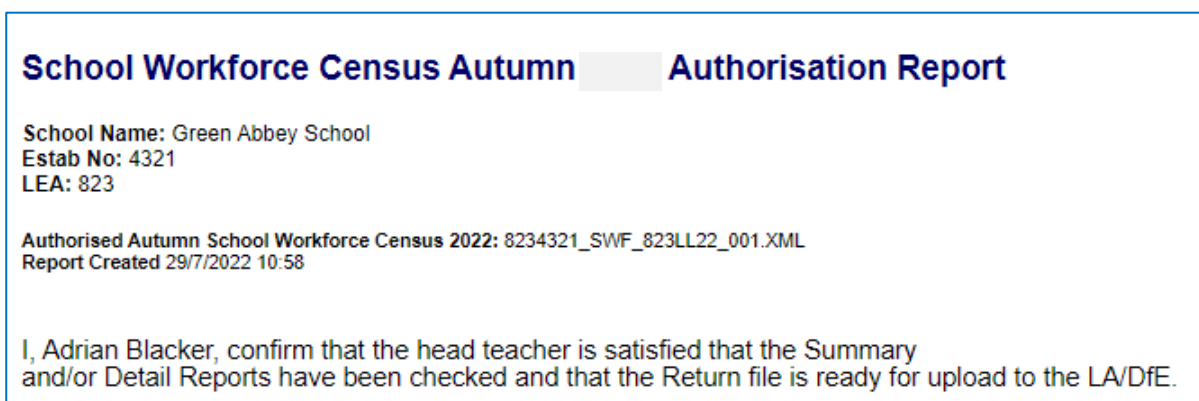


2. **Tick the box to authorise.**

Make any notes in the box below if required.



All detail reports will be generated, plus the following:



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

Create a Copy of a Return:

1. **Select Routines | Statutory Returns | School Workforce Census** to display the **School Workforce Census** browser.
2. Click **Search** and **highlight** the required file and click **Copy**.
3. A message dialog will be displayed. Click **Yes** to confirm a copy of the selected return should be created.
4. A copy will be made and displayed in the **School Workforce Census** browser as **Copy of <name of selected file>**.
5. The **Description** of the copied file can be changed in the **School Workforce Census Details** panel, when you open the return in the **School Workforce Census Details** page.
6. You can then continue to work on this version of the return.



Delete an Unauthorised Return

The delete routine can be used to remove unwanted returns, eg. dry runs. This can be done at any time prior to authorisation. **Note:** An authorised School Census return **cannot** be deleted.

1. **Select Routines | Statutory Returns | School Census** to display the **Census Return** browser.
2. Click **Search** to display a list of returns.
3. Highlight the return you wish to delete then click **Delete**. A message prompts for confirmation the selected return should be deleted. Click **Yes** to delete the selected return.

Previous Authorised Census Returns

Tools | Statutory Returns Tools | Authorised Census Returns

A new routine enables the Returns Manager to report on previous authorised returns so the data for the current return can be compared with that submitted previously.

Chapter 8 Uploading the School Workforce Census to DfE Collect

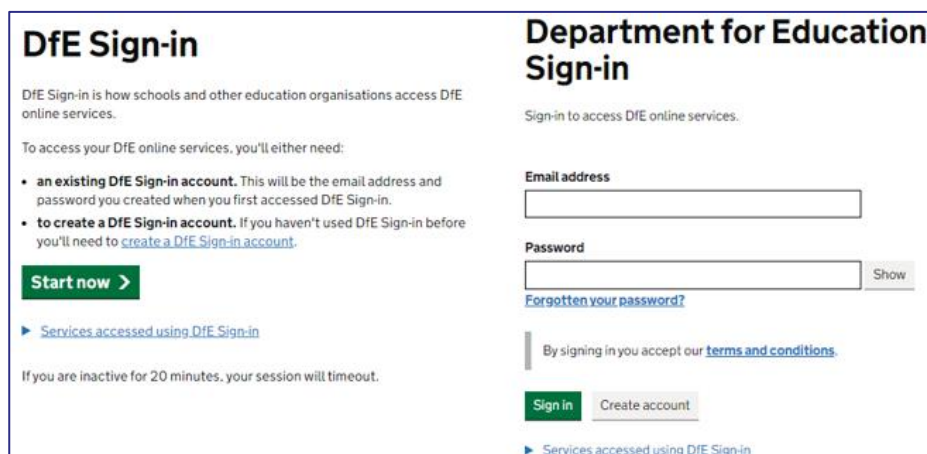
Submitting the Authorised School Workforce Return Census to DfE Collect

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.

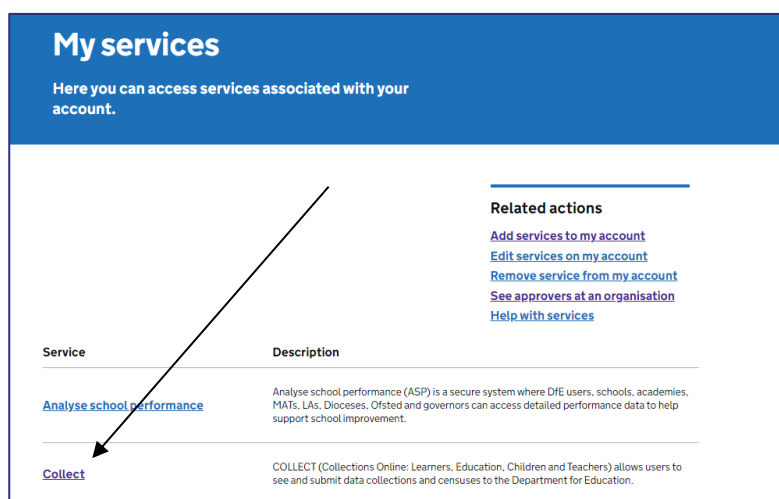
Upload Information for Local Authority Maintained Schools and Academies

- 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 **Collect**



Appendix A Importing Filesets

Introduction

A fileset contains the files used to determine the information to be collected in the return. It also enables updates to the Validation Errors Summary and the Summary report (both derived from files supplied by the Statutory Body) and detail reports (provided by SIMS) to be imported into SIMS between SIMS releases.

It is therefore essential the correct fileset is imported. The correct fileset can be identified by its accompanying number. Filesets are available from:

S:\SIMS\Manifest File

or

SchoolsWeb | ICT Zone | SIMS | SIMS Downloads | School Workforce Census

Note: At the time of printing, the fileset number will be at least 3104.

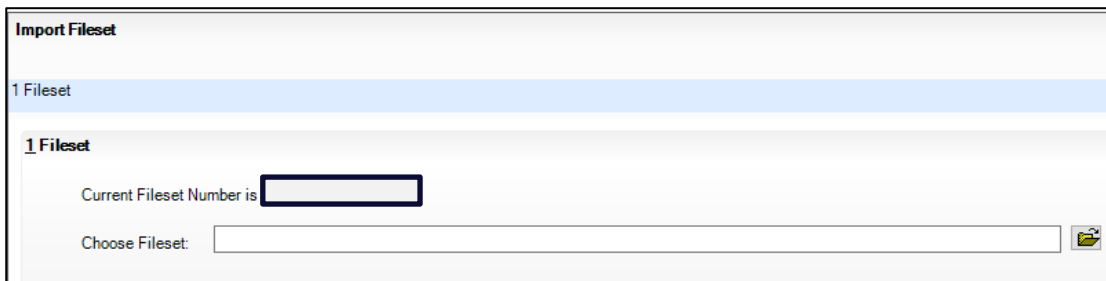
Always import the highest number available.

You will be notified of any further updated filesets via the School Bulletin or email.

1. **Tools | Setups | Import Fileset** to display the Import Fileset page.

Click **Browse** to display the Open dialog. When file has loaded, click on Import Fileset

2. Navigate to the location of the downloaded fileset, highlight and click **Open**.



3. Close SIMS and log-in again to activate the Fileset.



Appendix B Subject Codes for Primary Schools

Introduction

It is necessary to set up a generic subject label to record vacancies in primary schools.

A DfE subject Primary Curriculum exists in the DfE list, so this would appear to be a suitable description for the purposes of recording vacancies.

1. Select **Tools | Setups | Subjects** to display the browse of subjects.
2. Click **Search** to check the subject is not already listed.
3. Click **New** to add a new subject.
4. Enter a **Code** of **Pr** and a **Title** of **Primary Curriculum**.
5. From the **DfE lookup** table select **Primary Curriculum**.
6. A Co-ordinator is also required and can be added by clicking **Browse**, then clicking **Search** to find the most appropriate member of staff.
Primary schools should select the Head Teacher.
7. Click **Save** to complete the process, then click **Close** to close the screen.

It will now be possible to select an appropriate DfE linked subject for any vacancies that are recorded in the SWR.

Appendix C Mapping Subjects to National Codes

Mapping Subjects to National Codes

An element of the School Workforce Census is recording vacancies in the school. This information will be entered manually when the return is created, however, it will use a relationship with the school's list of subjects, usually maintained in Nova for secondary schools, but also present in the SIMS database and accessible by selecting **Tools | Setups | Subjects**.

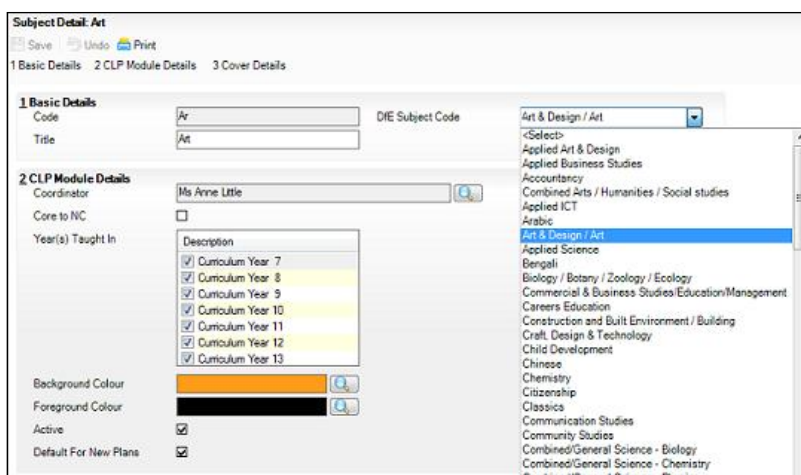
Primary schools will need to have at least one subject created for use when recording vacancies, however, this subject can be a generic subject for example Primary Curriculum.

Middle schools which do not use Nova for timetabling will also need a subject for this purpose.

Secondary schools (including middle deemed secondary) using an integrated timetable software such as Nova, the mapping of subjects is also required for the Curriculum Return.

Secondary Schools and Middle Schools Using Nova

1. Select **Tools | Setups | Subjects** to display the browse of subjects, then click **Search** to populate the list.
2. Select **Art** and observe the details presented. Much of this is not significant for the School Workforce Census, indeed it mostly relates to setup for Curriculum and Lesson Planner.



The significant piece of data is the DfE Subject Code. Select an appropriate entry by clicking the drop-down and scrolling or typing some letters to jump down the list. A coordinator is also required and can be added by clicking **Browse** and clicking **Search** to find the most appropriate member of staff.

NOTE: Changes made here DO NOT affect the data held in Nova.

3. Click **Save** to complete the process.

If the subject does not exist in the DfE list, select the nearest matching subject.

Primary Schools – Subject Codes will have already been previously set up. Please check and if not already set up refer to **Appendix C – Subject Codes for Primary Schools**.

Other Schools - For other types of school (not using a timetabled curriculum), a subject of School Curriculum linked to the DfE code – **Other** (not otherwise specified) will suffice.

If you are unsure, please check with the DfE or ICT Schools Team.

Appendix D SWC Mandatory and Optional Fields

DfE - Data Items Expected for Each Category

- ✓ 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.

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.



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 E 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

