



**Buckinghamshire
Council**

ICT SCHOOLS TEAM

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Preparing for & Producing the School Workforce Census Return in Bromcom

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.

Information correct at time of printing Oct 2025
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Introduction

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

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 Bromcom.*

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/>



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 Bromcom.

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.

Chapter 3 Preparing BROMCOM for the School Workforce Return

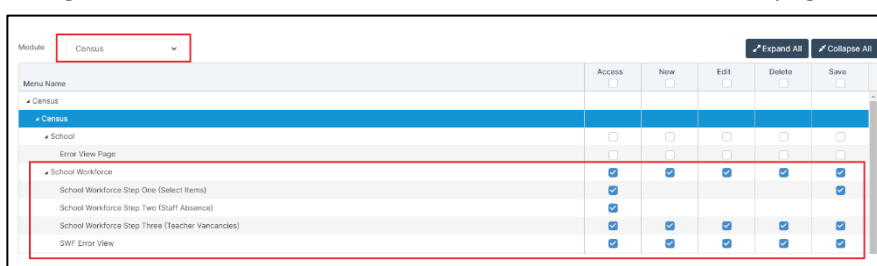
This chapter covers all the pre requisites and permissions required to carry out the annual School Workforce Census return in Bromcom.

BROMCOM Permissions Required

The permissions required to run and troubleshoot the **SWF Census** are found in the **Census Module**:

Config>Setup>Roles and Permissions.

Each tick box on the right determines which functions are visible/available on the page for users with the selected **Role**.



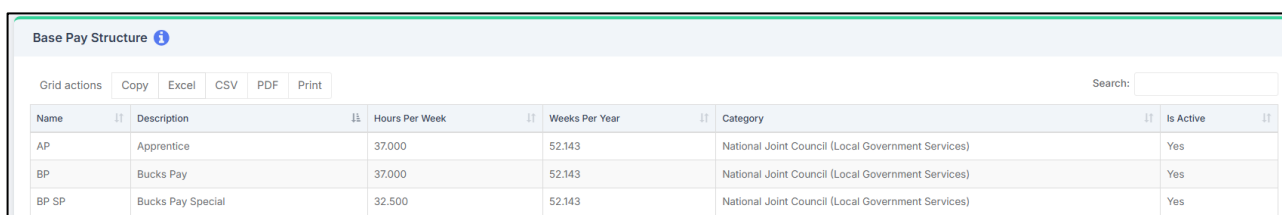
Menu Name	Access	New	Edit	Delete	Save
Census	☐	☐	☐	☐	☐
School	☐	☐	☐	☐	☐
Error View Page	☐	☐	☐	☐	☐
School Workforce	☒	☒	☒	☒	☒
School Workforce Step One (Select Items)	☒	☒	☒	☒	☒
School Workforce Step Two (Staff Absence)	☒	☒	☒	☒	☒
School Workforce Step Three (Teacher Vacancies)	☒	☒	☒	☒	☒
SWF Error View	☒	☒	☒	☒	☒

Reviewing Base Pay Structures

A Base Pay Structure 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 with the new pay awards.



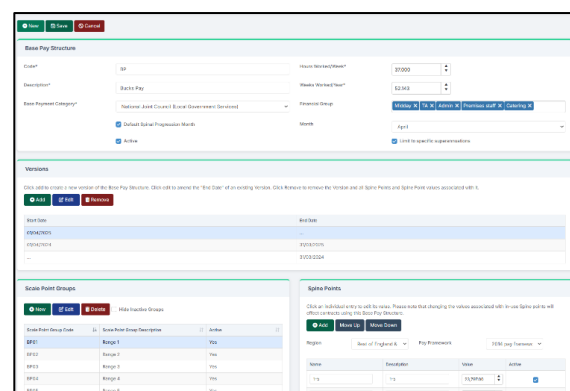
Name	Description	Hours Per Week	Weeks Per Year	Category	Is Active
AP	Apprentice	37,000	52,143	National Joint Council (Local Government Services)	Yes
BP	Bucks Pay	37,000	52,143	National Joint Council (Local Government Services)	Yes
BP SP	Bucks Pay Special	32,500	52,143	National Joint Council (Local Government Services)	Yes

Bucks Pay – issued in April 2025

Teachers Pay – issued Sept 2025

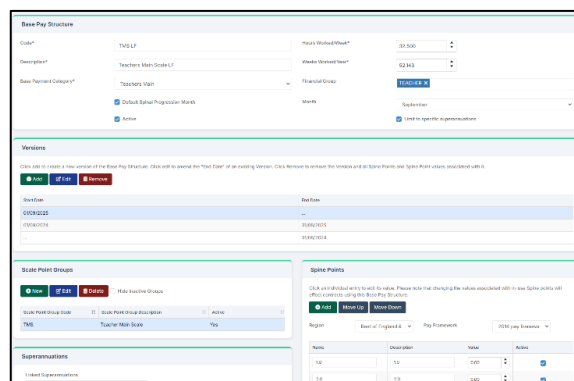
Configuration / Administration Base Pay Structure

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

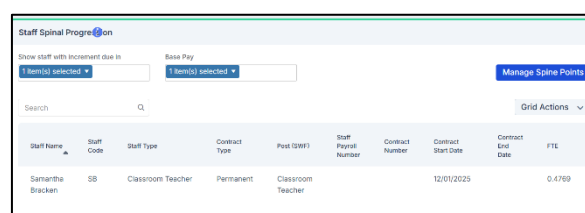


2. Open the following Service Terms to check the latest pay award date 01/09/2025

- Teacher Main
- Teacher Upper
- Leadership
- Unqualified Teacher



- Check all Bucks Pay Contracts have a new Salary record to reflect the 1st April 2025 pay award.
- Check all Teaching Staff Contracts have a salary record to reflect 1st September 2025 pay award
 - Pay Progression can be done in bulk via **Module / Administration / Spinal Point Progressions**



Subject Codes for Primary Schools

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. **See Appendix A for details**

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.

School Business Professionals

Support Staff in the roles of Bursar, Business Manager, Finance Office, ICT Network Manager, Office Manager or Premises Manager must also be correctly identified as **School Business Professionals**.

Senior Leadership Team Status

SLT flag in a Contract identifies staff who are members of the **Senior Leadership Team**.

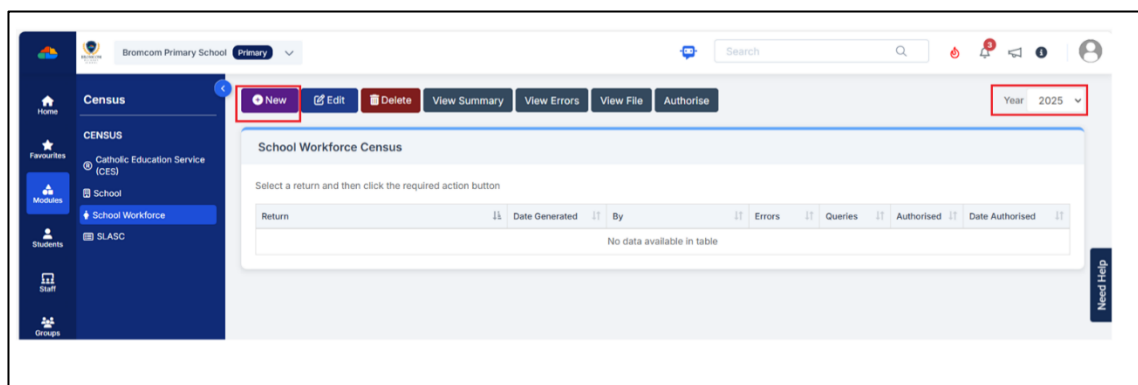
This should be set to **True** where the **Post** is one of:

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

Carrying out a Dry Run

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

The validation errors, details the data **errors** and **queries** that need to be checked, corrected and resolved where applicable,

Continue to resolve errors and revalidate the return as many times as necessary before Census day on **6th November 2025**.

Error/Query	Number	Staff Code	Staff Name	Detail	#	#
Error	4540	SJJ	Jennette, Sara	Teacher Number: 0243197, NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female If staff member is not paid by a Daily Rate then Base Pay must be provided	Q	X
Error	4516	SJJ	Jennette, Sara	Teacher Number: 0243197, NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female 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	Q	✓
Error	4740	SJJ	Jennette, Sara	Teacher Number: 0243197, NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female Hours worked per week is missing	Q	X
Error	4760	SJJ	Jennette, Sara	Teacher Number: 0243197, NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female FTE Hours per week is missing	Q	✓
Error	4780	SJJ	Jennette, Sara	Teacher Number: 0243197, NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female Weeks per year is missing	Q	X
Error	4515	SJJ	Jennette, Sara	Teacher Number: 0243197, NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female No Payment information has been provided	Q	✓
Error	4516	RL	Lewis, Roger	Teacher Number: 9241694, NI Number: . Name: Lewis, Roger. Date of Birth: 1971-07-13, Male 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	Q	X
Error	4540		Willis, Stuart	Teacher Number: 8444720, NI Number: . Name: Smith, Steve. Date of Birth: 1962-12-08, Male If staff member is not paid by a Daily Rate then Base Pay must be provided	Q	X
Error	4740		Willis, Stuart	Teacher Number: 8444720, NI Number: . Name: Smith, Steve. Date of Birth: 1962-12-08, Male Hours worked per week is missing	Q	✓
Error	4760		Willis, Stuart	Teacher Number: 8444720, NI Number: . Name: Smith, Steve. Date of Birth: 1962-12-08, Male FTE Hours per week is missing	Q	X

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.

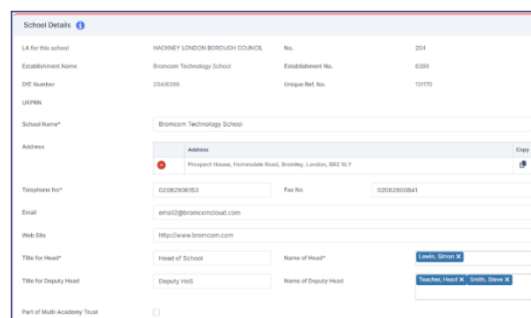
- **Chapter 4** provides details on key data to be checked.
- **Chapter 5** provides step by step on generating and resolving errors.

Chapter 4 Key Data Checks

Checking and Editing School Details

The following establishment details are required for the 2025 School Workforce Census Return and therefore need to be checked to ensure they are correct.

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

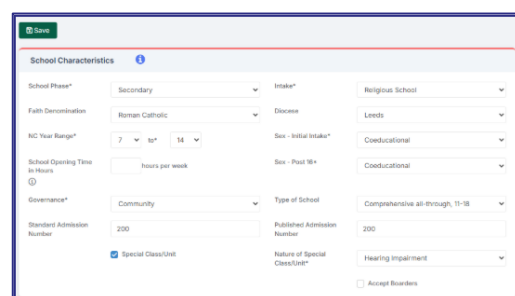


School Core Details

1. **Config / Administration / Core Details**, check, and edit if necessary.

School Characteristics

2. **Config / Administration / Characteristics**, check, and edit if necessary.



Checking and Editing Staff Data

The School Workforce Census collects a range of information for both current staff and leavers. Users can navigate to the Staff List Page to check Data and update in bulk using Quick Action.

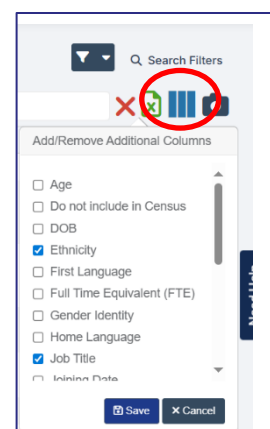
Check:

- 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.

Checking Staff details in bulk

Staff List Page

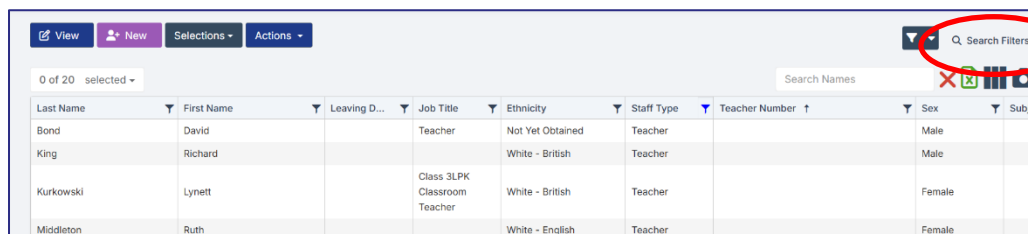
1. Select the **three lines** on the right of the Staff List page to add columns relevant for checking census data.



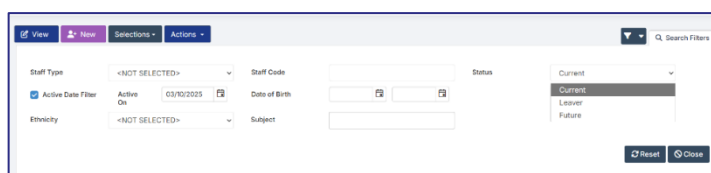
The list can be shuffled or filtered on each column to view any missing data.

The can also be exported to excel using the icon on the right.

1. Click on **Search Filter** to change the criteria to search for Leavers, or other Staff Types



Last Name	First Name	Leaving D...	Job Title	Ethnicity	Staff Type	Teacher Number	Sex	Subj
Bond	David		Teacher	Not Yet Obtained	Teacher		Male	
King	Richard			White - British	Teacher		Male	
Kurkowski	Lynett		Class 3LPK Classroom Teacher	White - British	Teacher		Female	
Middleton	Ruth			White - English	Teacher		Female	



Search Filters

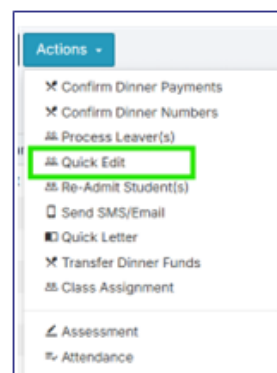
Staff Type: <NOT SELECTED> Staff Code: Status: Current

Active Data Filter: Active On: 03/10/2025 Date of Birth: Ethnicity: <NOT SELECTED> Subject:

Buttons: Reset, Close

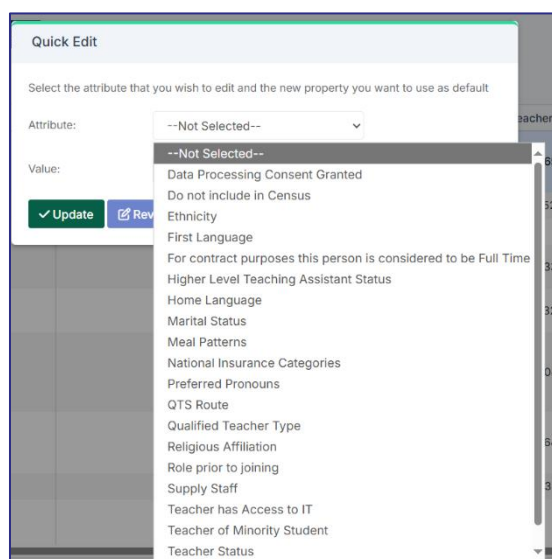
To add data

1. Select the staff for Bulk Updating
2. Click on the **Action Button** at the top and select **Quick Edit**.
3. Select the Quick Edit and chose the attribute for editing:



Actions

- Confirm Dinner Payments
- Confirm Dinner Numbers
- Process Leaver(s)
- Quick Edit**
- Re-Admit Student(s)
- Send SMS/Email
- Quick Letter
- Transfer Dinner Funds
- Class Assignment
- Assessment
- Attendance



Quick Edit

Select the attribute that you wish to edit and the new property you want to use as default

Attribute: --Not Selected--

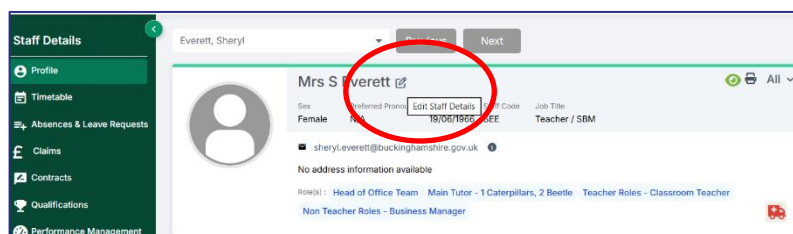
Value: --Not Selected--

Buttons: Update, Rev

- Data Processing Consent Granted
- Do not include in Census
- Ethnicity
- First Language
- For contract purposes this person is considered to be Full Time
- Higher Level Teaching Assistant Status
- Home Language
- Marital Status
- Meal Patterns
- National Insurance Categories
- Preferred Pronouns
- QTS Route
- Qualified Teacher Type
- Religious Affiliation
- Role prior to joining
- Supply Staff
- Teacher has Access to IT
- Teacher of Minority Student
- Teacher Status

Checking & Updating Individual Staff Details

1. Locate a Staff Record from the Staff List or global search bar
2. Navigate to Edit Staff Details



Staff Details

Everett, Sheryl

Buttons: Previous, Next

Mrs S. Everett

Buttons: Edit Staff Details

Sex: Female Preferred Pronoun: 19/06/1988 Job Title: Teacher / SBM

Email: sheryl.everett@buckinghamshire.gov.uk

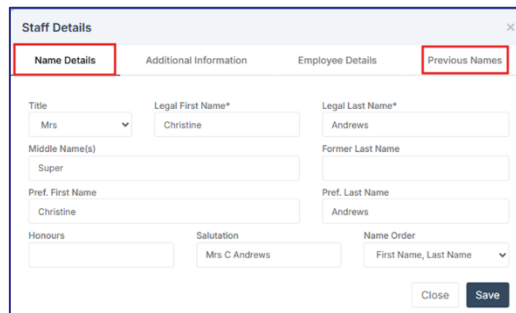
No address information available

Role(s): Head of Office Team Main Tutor - 1 Caterpillars, 2 Beetle Teacher Roles - Classroom Teacher

Non Teacher Roles - Business Manager

Name Details & Previous Names;

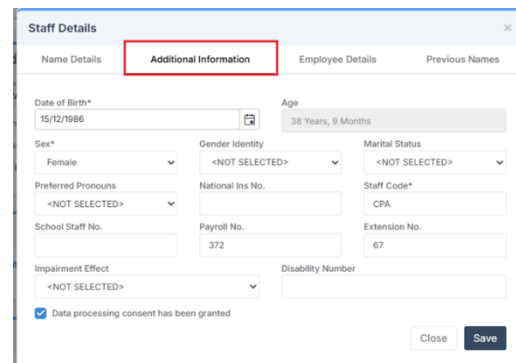
- Update if required and click Save.



Staff Details form - Name Details tab. Fields include: Title (Mrs), Legal First Name* (Christine), Legal Last Name* (Andrews), Middle Name(s) (Super), Former Last Name, Pref. First Name (Christine), Pref. Last Name (Andrews), Honours, Salutation (Mrs C Andrews), Name Order (First Name, Last Name). Buttons: Close, Save.

Additional Information

- Date of Birth / Sex
 - National Insurance Number
- Update if required and click Save

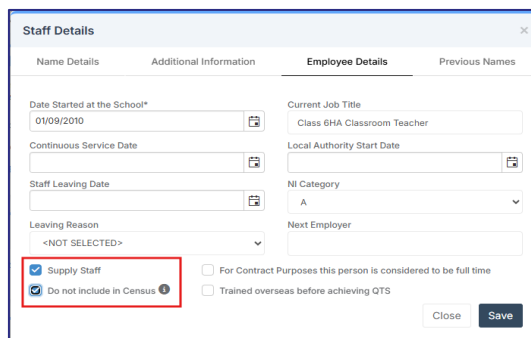


Staff Details form - Additional Information tab. Fields include: Date of Birth* (15/12/1986), Age (38 Years, 9 Months), Sex* (Female), Gender Identity (<NOT SELECTED>), Marital Status (<NOT SELECTED>), Preferred Pronouns (<NOT SELECTED>), National Ins No., Staff Code* (CPA), School Staff No., Payroll No. (372), Extension No. (67), Impairment Effect (<NOT SELECTED>), Disability Number. Checkboxes: Data processing consent has been granted. Buttons: Close, Save.

Employee Details

This section allows a member of staff

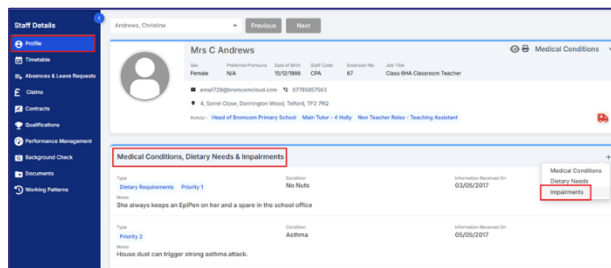
- Employment Start Date
- Job Title
- Leaving Date
- Leaving Reason
- Supply Staff
- Do Not Included in the Census.



Staff Details form - Employee Details tab. Fields include: Date Started at the School* (01/09/2010), Current Job Title (Class 6HA Classroom Teacher), Continuous Service Date, Local Authority Start Date, Staff Leaving Date, NI Category (A), Leaving Reason (<NOT SELECTED>), Next Employer. Checkboxes: Supply Staff (checked), Do not include in Census (checked), For Contract Purposes this person is considered to be full time, Trained overseas before achieving QTS. Buttons: Close, Save.

Ethnicity

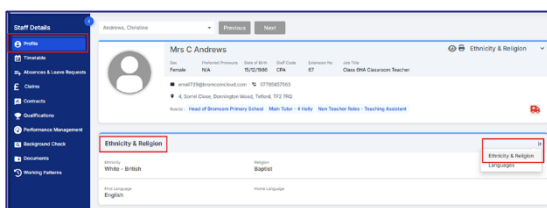
- Navigate to Profile / Ethnicity & Religion;
- Update if required and click Save.



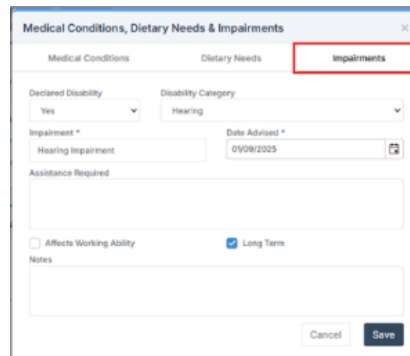
Staff Details form - Medical Conditions, Dietary Needs & Impairments tab. Fields include: Medical Conditions (Priority 1: She always keeps an EpiPen on her and a spare in the school office), Dietary Needs (No Needs), Impairments (Hearing Impairment, Date Advised: 09/09/2025). Buttons: Close, Save.

Disability

- Navigate to **Medical Conditions, Dietary Needs and Impairments**
- Update if required and click Save.



Staff Details form - Ethnicity & Religion tab. Fields include: Ethnicity (White - British), Religion (English), Language (English). Buttons: Close, Save.



Medical Conditions, Dietary Needs & Impairments form - Impairments tab. Fields include: Declared Disability (Yes), Disability Category (Hearing), Impairment* (Hearing Impairment), Date Advised* (09/09/2025), Assistance Required, Affects Working Ability (Long Term checked). Buttons: Cancel, Save.

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.

Qualification Checks

1. navigate to **Background Check / Qualification Checks Panel**

- Teacher Status
- Teacher Number
- QTS
- QTS Route
- QTLS
- EYTS
- NQT Status
- HLTA Status

HLTA Status

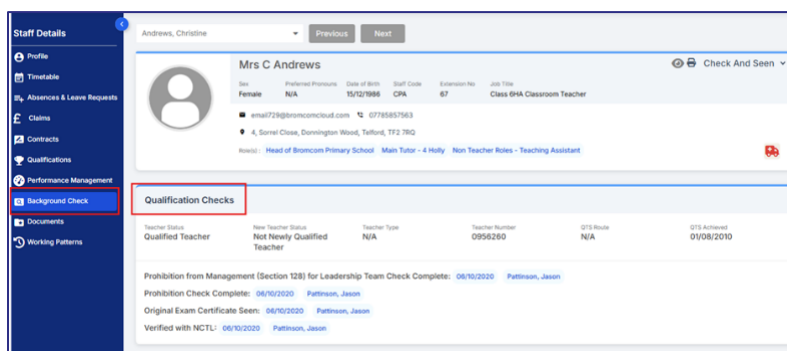
This indicates if a member of staff has acquired **Higher Level Teaching Assistant (HLTA)** status. If a person has HLTA status but is **not** currently working as an HLTA, the status should still be returned as **True**. HLTA status refers to a person's status rather than if they are currently working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

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.



The screenshot shows the 'Staff Details' page for Mrs C Andrews. The 'Qualification Checks' section is highlighted with a red box. It displays the following information:

Teacher Status	New Teacher Status	Teacher Type	Teacher Number	QTS Route	QTS Activated
Qualified Teacher	Not Newly Qualified Teacher	N/A	0956260	N/A	01/08/2010

Below the table, there are links for 'Prohibition from Management (Section 128) for Leadership Team Check Complete: 06/10/2020', 'Prohibition Check Complete: 06/10/2020', 'Original Exam Certificate Seen: 06/10/2020', and 'Verified with NCTL: 06/10/2020'. All these links point to 'Pattinson, Jason'.

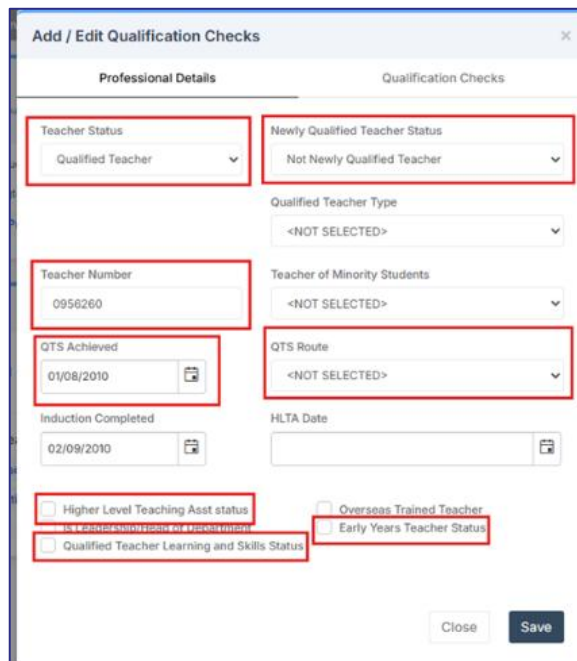
Providing the **QT Status** check box is selected, it is possible to specify which induction year a NQT is in by selecting from the **NQT Status** drop down list.

- **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 (unsalariesd)

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.

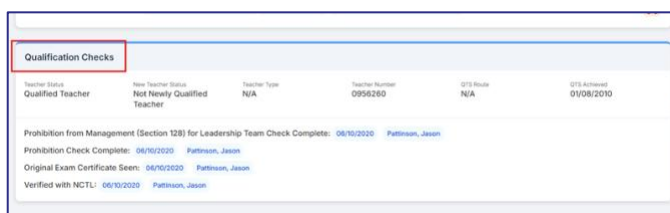
Qualified Teacher Learning and Skills Status (QTLS)

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 is 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.

2. Click into the area to open
3. Update if required and click Save.





Qualifications

- Qualification
- Qualification level
- Class of Degree
- 1st Subject
- 2nd Subject.
- Verified

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 (SBP) 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

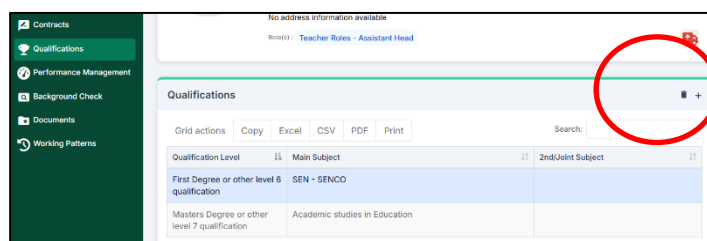
- Level 3 - School Administration Foundation Certificate - Z206
- Level 3 - Procurement & Supply Assistant - Z207
- Level 4 - SBP Apprenticeship - Z208
- Level 4 - Diploma SBM - Z209
- Level 4 - Commercial procurement & supply - Z210
- Level 4 - CIPFA Certificate in Public Sector Asset Management for 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.

To add new or check current Qualifications

1. Click on Qualifications on the left
2. Click on + to add new
3. Click on existing to edit or check.



- Click **Save** to apply any changes made.

SENCO Qualifications

As per the DfE and Error Resolution guidance for the 2021 School Workforce Census, NASENCO is a new Qualification that SENCO staff must have present on their Records.

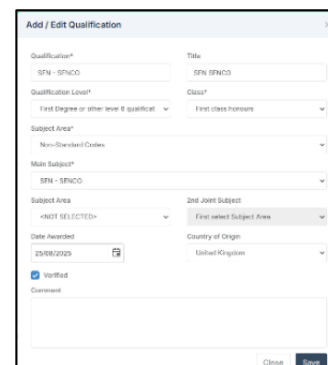
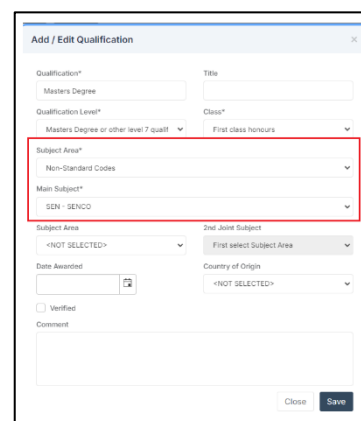
Error **7020** will occur where no member of staff has SENCO

There are two options to record this qualification: main Subject or as a 2nd Joint Subject.

Main Subject

The first method for adding this **Qualification** is to select **Non-Standard Codes** from the **Subject Area** dropdown highlighted below.

- This will then allow you to set the **Main Subject** as **SEN – SENCO**.
- The **Qualification**, **Qualification Level** and **Class** fields **MUST** also be completed. Any fields with * next to them are mandatory and must be completed to proceed.
- Qualification** – This is the level of which the **Subject** has been studied to.
- Class** – This is the type of **Qualification** that has been studied for the **Subject Area**.
- Save**

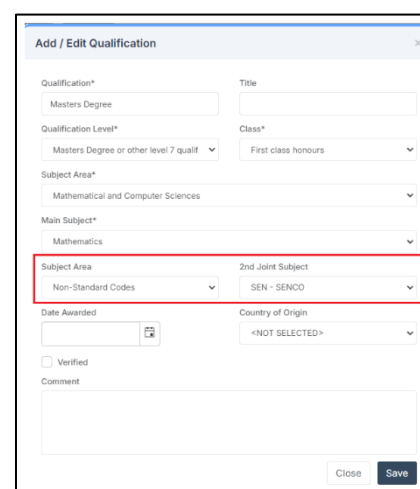
This will show as below in the Qualifications panel in the Staff Profile.

Qualifications			
Grid actions	Copy	Excel	CSV
	PDF	Print	
			Search
Qualification Level	Main Subject	2nd Joint Subject	
Masters Degree or other level 7 qualification	SEN - SENCO		

2nd Joint Subject

Similar to the previous method, this process could be used in the example the member of staff has a degree in mathematics as their **Main Subject** and the **NASENCO** qualification as their **2nd Joint Subject**.

- Complete the **Qualification***, **Qualification Level***, **Class***, **Subject Area*** and **Main Subject*** information.
- Qualification Level** – This is the level of which the Subject has been studied to.
- Class** – This is the type of Qualification that has been studied for the Subject Area.
- Then in the Subject Area we have chosen Non Standard Codes and for 2nd Joint Subject chose SEN – SENCO
- Click Save.



This will show as below in the **Qualifications** panel in the **Staff Profile**

Qualifications		
Grid actions Copy Excel CSV PDF Print Search:		
Qualification Level	Main Subject	2nd/Joint Subject
Masters Degree or other level 7 qualification	Mathematics	SEN - SENCO

Staff Absences

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**.

Record Absence for Christine

Absence Details

Absent For: 1 or more Days

Start Date: 01/07/2025 08:00

End Date: 02/07/2025 15:00

DSE Duration*: 2 Days (as a decimal e.g. 0.25, 1.5 etc.)

Hours Lost: 12.00

Reason*: Sickness

Sickness Category: Sick

Local Code*: SC - Category (SIC)

Pay Decision*: Pay (according to absence rules)

Payroll Absence Category: Absent

Authorized Pay Rate: Full Pay Rate

Attachments: No data available in table

Return to Work Assessment Date:

Notes:

Save Cancel

Absence Certificates

Absence Type: Continuous Absence

End Date Known: ☒

Industrial Injury: ☐

SSP Exclusion Advised: ☐

File(s) attached:

Upload a document:

Save

Staff Details	
Mrs C Andrews	
Female 15/12/1986 Class 6/8A Classroom Teacher	
Head of Bromcom Primary School Main Tutor - 4 Holly Non Teacher Roles - Teaching Assistant	
Absences	
Grid actions Copy Excel CSV PDF Print Search:	
Qualification	Start Date
Post absence for public notice	01/07/2025 08:00:00
End Date	02/07/2025 15:00:00
Hours Lost	12.00
Local Code	SC - Category
Pay Decision	Pay (according to absence rules)
Payroll Absence Category	Absent
Authorized Pay Rate	Full Pay Rate
Attachments	No data available in table
Return to Work Assessment Date	
Notes	
Save Cancel	

- To check a member of staff's absence, navigate to **Absence & Leave Requests**
- In the **Absences** panel, locate the relevant **absence record** and edit it by double-clicking;
- Check the **absence details** are correct, paying particular attention to the **Start Date**, **End Date** (if applicable), **Hours Lost**, and **Local Code**.
- Click **Save** to update any changes made.

Contracts

- Navigate to **Contracts**

By default, only **current** (Active) contracts are displayed;

To view **past** or **future** (Inactive) contracts, change the **Current** drop-down to **Show All**.

Staff Details	
Mrs C Andrews	
Female 15/12/1986 Class 6/8A Classroom Teacher	
Head of Bromcom Primary School Main Tutor - 4 Holly Non Teacher Roles - Teaching Assistant	
Contracts - Current	
Grid actions Copy Excel CSV PDF Print Search:	
No	Updated
1	Permanent
Type	Teaching Assistant
Post (SWF)	Teaching Assistant
Role(s)	Teaching Assistant
Start Date	01/01/2020
End Date	
Status	Active

To view the details of a **contract**, double-click the relevant contract to open the **Add/Edit Contract** pop-up.

2. Check the details are correct, especially the **Start Date**, **End Date** (if applicable), **Contract Type**, **Date of Last Pay Review** and **Post (SWF)**.

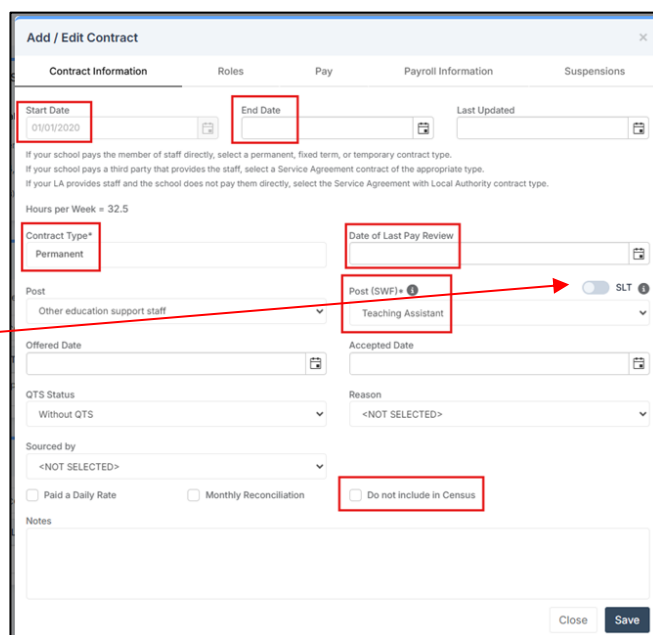
The **Do not include in Census** tick box applies only to the contract, not to the member of staff.

3. Click **Save** to update any changes made.

SLT Flag

Make sure that members of the **Senior Leadership Team (SLT)** are correctly identified by using the **SLT toggle** button.

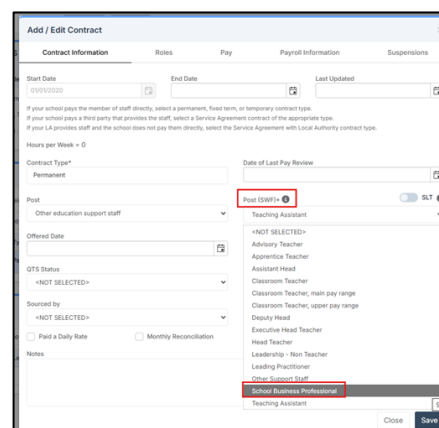
By default, this is set to 'No', except for roles automatically recognised as SLT (Head Teacher, Deputy Head, Executive Head Teacher, Assistant Head, or Leadership – Non Teacher).



School Business Professionals

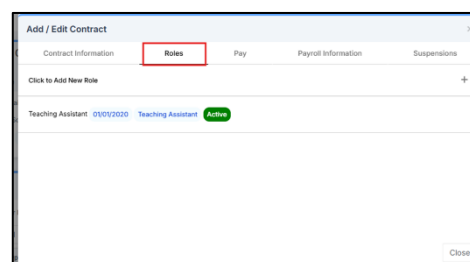
Support Staff in the roles of Bursar, Business Manager, Finance Office, ICT Network Manager, Office Manager or Premises Manager must also be correctly identified as **School Business Professionals**.

To do this use the **Post (SWF)** drop down and select **School Business Professional**;



Contract Roles

1. Check the correct **contract role(s)** have been added by using the Roles tab;
2. Use **Click to Add New Role** to add a new or additional **role** to the contract.
3. To **edit** an existing role, double-click the role details.



Pay

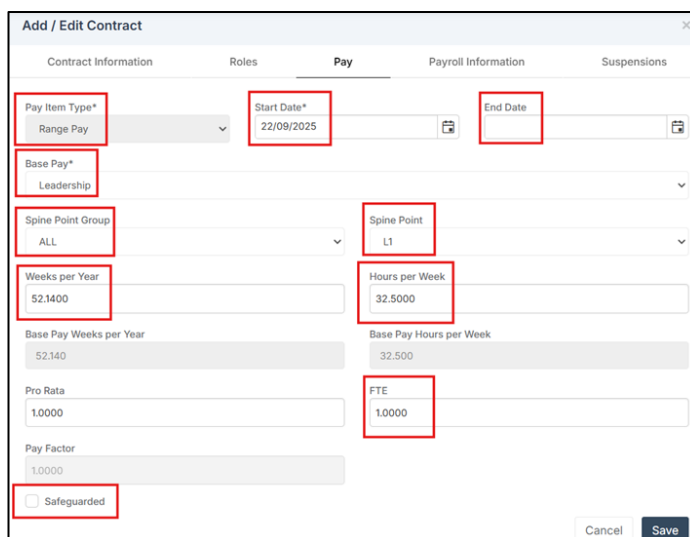
Check that the correct Pay details have been added to the contract. To do this, use the Pay tab.

- Pay Item Type
- Start Date
- End Date (if applicable)
- Base Pay
- Spine Point Group
- Spine Point
- Weeks per Year

- Hours per Week
- FTE and Safeguarded.

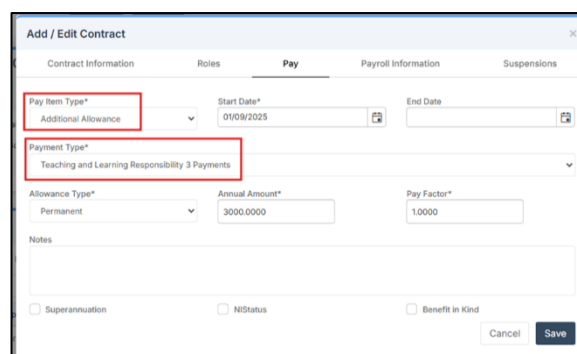
Some information is automatically pulled from the **Base Pay Structure** set up in Config / Administration / Base Pay Structure.

See Reviewing Base Pay Structures



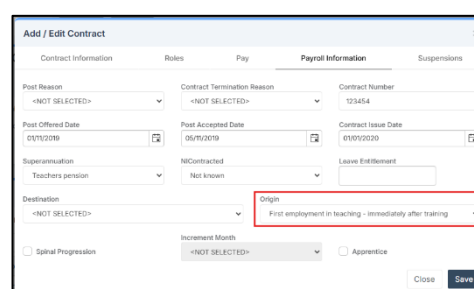
Allowances

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



Payroll Information

1. Ensure the correct Origin is recorded in the contract. This can be checked and updated in the Payroll Information tab.
2. Click **Save** to update any changes made.



For staff marked as leavers, the following contract information must also be recorded;

- Reason for Leaving – this can be found by navigating to Staff / Staff Details / Employee Details
- Destination – this can be found by navigating to Staff / Staff Details / Contracts / Payroll Information.

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.

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.

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

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, if in on Census day.

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 **Staff** to display the **Employee Details** browser.



Chapter 5 Generating the School Workforce

Introduction

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

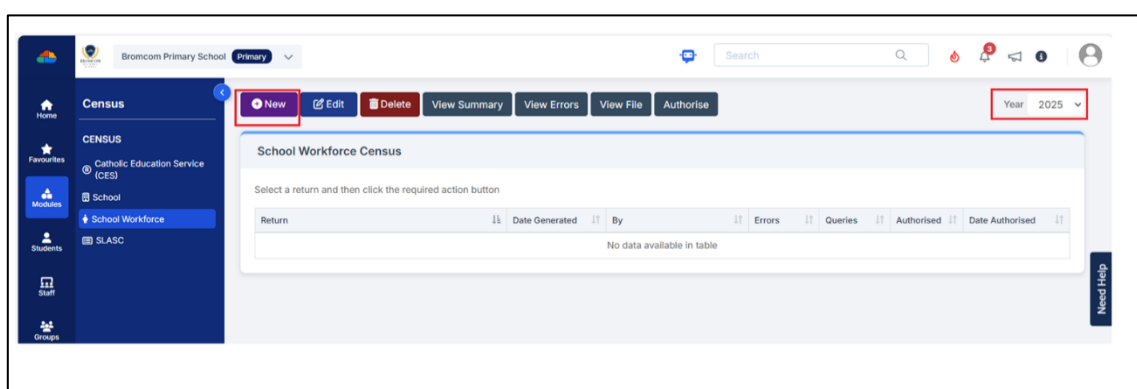
This process will produce a **Validation Errors** report and **reports** can also be created.

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

Run the School Workforce Census,

Modules / Census / School Workforce.

1. In the top-right corner of the screen, **select the appropriate Year. This field should be correct by default.**
2. Next, click the New button in the top-left to create a new Census Return.

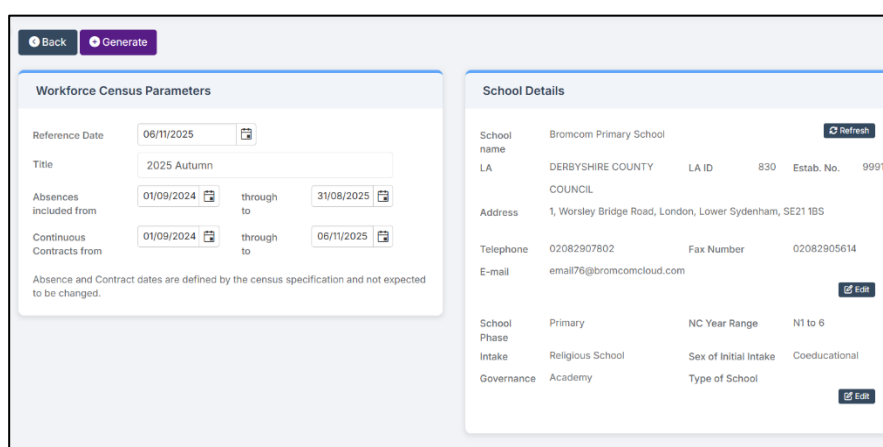


The information in the **Workforce Census Parameters** panel is pre-populated, but please check the information displayed within the **School Details** panel is accurate.

If any changes to the **School Details** panel are needed, click either of the **Edit** buttons.

If any changes were made to the school details,

Upon returning to the Census page, click the **Refresh** button at the top right of the **School Details** panel to view the updated information and ensure the changes are included in the Census file.



Click the Generate button at the top left.



Census Panels

The following **six sections** now need to be completed;

- **School Census Items to include**
- **Curriculum Details for Teachers and Teaching Assistants (Secondary Only)**
- **Absences**
- **Teacher Vacancies**
- **Occasional Teachers on Census Day**
- **Cover/Agency Staff on Census Day**

Select Census Items to include

The Census return will automatically include the minimum data set used to cross match records from different sources
-Staff Names, Date of Birth, National Insurance Number and Teacher Number (where available)
We have also checked the additional items below for you. Remove ticks as required and use the arrows to reveal related items to manage partial returns

- ☒ Additional Staff Details
- ☒ Contract / Agreement
- ☒ Staff Absence records for preceding calendar year
- ☐ Timetable where appropriate
- ☒ Qualifications

Absences

[+ Add](#) [Edit](#) [Remove](#)

Staff Name	First Day	Last Day	Days Lost	Category
(VCJ) Atherton Hafsa	2024-01-01	2024-01-06	5.0	Maternity/Paternity leave
(VCJ) Atherton Hafsa	2024-01-15	2024-01-20	5.0	Secondment
(VCJ) Atherton Hafsa	2023-09-04	2023-09-09	5.0	Unauthorised absence
(VCJ) Atherton Hafsa	2023-12-18	2023-12-23	5.0	Unpaid authorised absence
(SID) Barrett Stephanie	2023-09-11	2023-09-16	5.0	Not Available

Occasional Teachers on Census Day

Occasional Teachers in school on Census Day e.g Supply or Agency staff - enter 0(zero) if none

Qualified

Unqualified

Not Known

Curriculum Details for Teachers and Teaching Assistants

The information below is calculated from the timetable model applied on the reference date of the census

[+ Add](#) [Edit](#) [Remove](#)

Staff Name	Subject Taught	Hours	Year Group
No data available in table			

The Hours figure is calculated from the number of hours a subject is taught across the standard 5 day timetable cycle
(Hours taught across timetable cycle / Number of days in cycle) * 5

Teacher Vacancies

[+ Add](#) [Edit](#) [Remove](#)

Post Category	Previous Holder	Subject	Tenure	Temp Filled	Advert.
Classroom Teacher, main pay range		English	FT		☒

Cover / Agency Staff on Census Day

Support staff not directly employed by the School or Local Authority, working at the school on Census Day
(e.g. cleaners employed by a contract cleaning company)

[+ Add](#) [Edit](#) [Remove](#)

Role	No. in school on Census Day
Cleaner	3

School Census Items to include

these items are all ticked by default. Items can be unticked if the information is not stored in Bromcom; however, all required information must still be submitted for the SWF.

Select Census Items to include

The Census return will automatically include the minimum data set used to cross match records from different sources
-Staff Names, Date of Birth, National Insurance Number and Teacher Number (where available)
We have also checked the additional items below for you. Remove ticks as required and use the arrows to reveal related items to manage partial returns

- ☒ Additional Staff Details
- ☒ Contract / Agreement
- ☒ Staff Absence records for preceding calendar year
- ☐ Timetable where appropriate
- ☒ Qualifications

Curriculum Details for Teachers and Teaching Assistants (Secondary Only)

Use the Add, Edit, and Remove functions as needed. Information can be checked via **Staff List Page / Select Staff / Actions / Staff Timetabling / Manage Non-Timetabled Time**.

Curriculum Details for Teachers and Teaching Assistants

The information below is calculated from the timetable model applied on the reference date of the census

[+ Add](#) [Edit](#) [Remove](#)

Staff Name	Subject Taught	Hours	Year Group
Baker Martin	English Language	2.00	10
Baker Martin	English Language	2.00	11
Baker Martin	English	2.98	8
Baker Martin	English	5.00	12
Bradley Jason Ian	Combined Science	2.98	9
Bradley Jason Ian	Combined Science	3.00	10

The Hours figure is calculated from the number of hours a subject is taught across the standard 5 day timetable cycle
(Hours taught across timetable cycle / Number of days in cycle) * 5

Add/Edit Curriculum Details

Staff *

Subject Type *

Year Group *

Hours

[Save](#) [Cancel](#)

Absences

Review the displayed absences and use the Add, Edit, or Remove functions to make any necessary changes.

Absences

[+ Add](#) [Edit](#) [Remove](#)

Staff Name	First Day	Last Day	Days Lost	Category
Abram Sarah	2025-02-24	2025-03-01	5.0	Maternity/Paternity leave
Alwadi John Thomas John	2024-09-09	2024-09-14	5.0	Not Available
Alwadi John Thomas John	2025-03-24	2025-03-29	5.0	Sick
Alwadi John Thomas John	2025-01-04	2025-01-11	5.0	Invigilator

Add/Edit Staff Absence

Staff *

First Day *

Last Day *

Absence Category

Days Lost

[Save](#) [Cancel](#)

Occasional Teachers on Census Day

Add the number of **Occasional Teachers** in school on Census Day, (e.g. Supply staff). The information is categorised as **Qualified**, **Unqualified**, or **Unknown**.

Occasional Teachers on Census Day

Occasional Teachers in school on Census Day e.g Supply or Agency staff - enter 0(zero) if none

Qualified

Unqualified

Not Known

Teacher Vacancies

This 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 Bromcom 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:

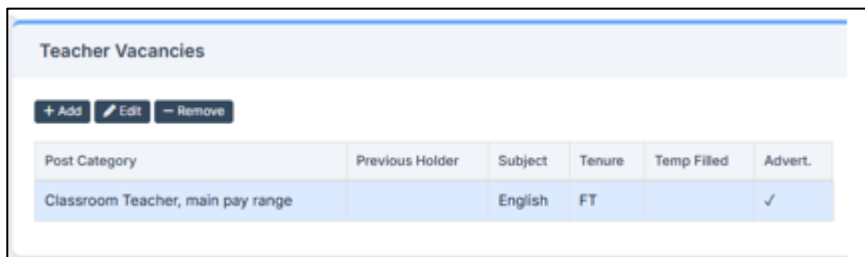
- Qualified Teacher Status (QTS, QTLS or EYTS) **or** Overseas Trained Teacher.

Academies

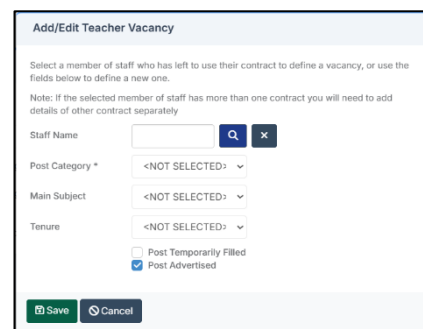
QTS is not required for teaching posts but these schools must return data on teaching post vacancies, which if they occurred in a Local Authority Maintained school, would be filled by teachers with QTS (or QTLS or EYTS) or who were Overseas Trained Teachers.

Teacher Vacancies and use the Add, Edit, or Remove functions to make any necessary changes.

Primary Schools: for **Teacher Vacancies** a **Subject** will be required, in this scenario one option is to create a subject called Primary. **See Appendix A- How to Create and Edit a Subject**



Post Category	Previous Holder	Subject	Tenure	Temp Filled	Advert.
Classroom Teacher, main pay range		English	FT		✓



Add/Edit Teacher Vacancy

Select a member of staff who has left to use their contract to define a vacancy, or use the fields below to define a new one.

Note: If the selected member of staff has more than one contract you will need to add details of other contract separately

Staff Name:

Post Category *:

Main Subject:

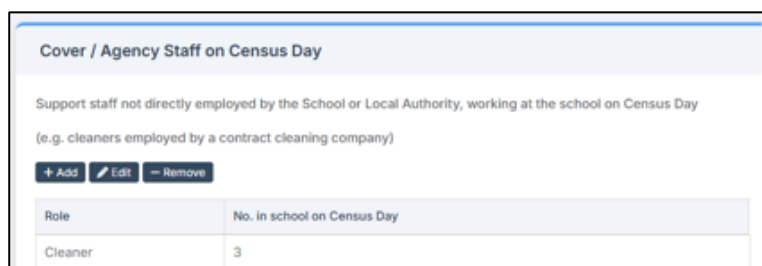
Tenure:

☐ Post Temporarily Filled
☒ Post Advertised

Cover/Agency Staff on Census Day – Add details of Agency Staff or Third Party Support staff working in school on Census Day, (e.g. cleaners employed by a contract cleaning company).

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

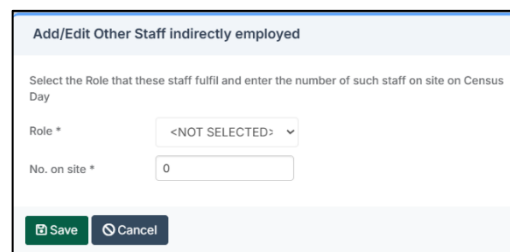
Once these six panels have been checked, The next step is to **validate the Census**



Cover / Agency Staff on Census Day

Support staff not directly employed by the School or Local Authority, working at the school on Census Day
(e.g. cleaners employed by a contract cleaning company)

Role	No. in school on Census Day
Cleaner	3



Add/Edit Other Staff indirectly employed

Select the Role that these staff fulfil and enter the number of such staff on site on Census Day

Role *:

No. on site *:

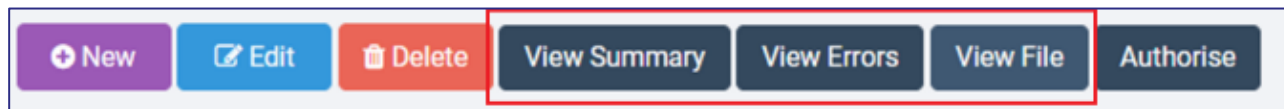
Validate The School Census

1. Click **the Save & Validate** button. This action will complete the generation of the Census file and initiate the validation process, which will identify any errors or queries within the return.



Please note: This validation process may take a while so please bear with it and wait for the process to complete.

You will now be returned to the Census page. You will be able to see the file that has been generated and have the following options available to you.

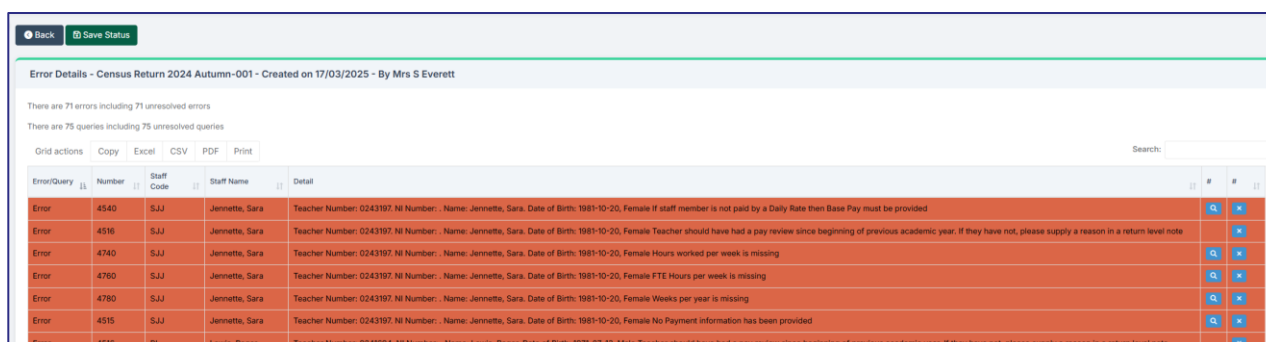


- **View Summary** – This gives you the summary page for the Return. You may want to print this off and use it as a starting point to check your data.
- **View Errors** - This shows you any errors or queries that the validation process has found. You can access a full list of errors and queries in the Bromcom School Census Error Resolutions 2025 Guide available on the Bromcom Support Centre.
- **View File** – This gives you the option to view and save the Census XML file. You will not need to do this until you are ready to send the return to the LA or upload to Collect

Working within the Error Details Screen

Errors will need to be corrected before authorising and submitting the return.

Select the relevant return and click the **View Errors** button

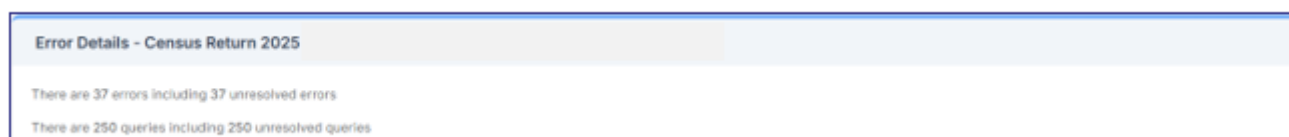


Error/Query	Number	Staff Code	Staff Name	Detail
Error	4545	SJJ	Jennette, Sara	Teacher Number: 0243197, NI Number: Name: Jennette, Sara, Date of Birth: 1981-10-20, Female If staff member is not paid by a Daily Rate then Base Pay must be provided
Error	4516	SJJ	Jennette, Sara	Teacher Number: 0243197, NI Number: Name: Jennette, Sara, Date of Birth: 1981-10-20, Female 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
Error	4740	SJJ	Jennette, Sara	Teacher Number: 0243197, NI Number: Name: Jennette, Sara, Date of Birth: 1981-10-20, Female Hours worked per week is missing
Error	4760	SJJ	Jennette, Sara	Teacher Number: 0243197, NI Number: Name: Jennette, Sara, Date of Birth: 1981-10-20, Female FTE Hours per week is missing
Error	4780	SJJ	Jennette, Sara	Teacher Number: 0243197, NI Number: Name: Jennette, Sara, Date of Birth: 1981-10-20, Female Weeks per year is missing
Error	4515	SJJ	Jennette, Sara	Teacher Number: 0243197, NI Number: Name: Jennette, Sara, Date of Birth: 1981-10-20, Female No Payment information has been provided
Error	4516	BL	Lewis, Roger	Teacher Number: 9241604, NI Number: Name: Lewis, Roger, Date of Birth: 1971-07-13, Male 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

The Error Details screen has two distinct areas to it. **Census Return Summary** and **Errors and Queries Data Grid**

Census Return Summary Area

The Census Return Summary Area displays the Summary Information for your selected Return, most importantly it clearly **identifies and updates** the Number of **Currently unresolved** errors queries. This is not editable, but the numbers should change upon each **Save and Validate** after correction of data.



Error Details - Census Return 2025
There are 37 errors including 37 unresolved errors
There are 250 queries including 250 unresolved queries

Errors and Queries Data Grid

The Errors and Queries Data Grid clearly identifies each Error and Query row by row.

Error	4540	SJJ	Jennette, Sara	Teacher Number: 0243197. NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female If staff member is not paid by a Daily Rate then Base Pay must be provided		
Error	4516	SJJ	Jennette, Sara	Teacher Number: 0243197. NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female 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		
Error	4740	SJJ	Jennette, Sara	Teacher Number: 0243197. NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female Hours worked per week is missing		
Error	4760	SJJ	Jennette, Sara	Teacher Number: 0243197. NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female FTE Hours per week is missing		
Error	4780	SJJ	Jennette, Sara	Teacher Number: 0243197. NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female Weeks per year is missing		
Error	4515	SJJ	Jennette, Sara	Teacher Number: 0243197. NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female No Payment information has been provided		
Error	4516	RL	Lewis, Roger	Teacher Number: 9241694. NI Number: . Name: Lewis, Roger. Date of Birth: 1971-07-13, Male 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		
Error	4540		Willis, Stuart	Teacher Number: 8444720. NI Number: . Name: Smith, Steve. Date of Birth: 1962-12-08, Male If staff member is not paid by a Daily Rate then Base Pay must be provided		
Error	4740		Willis, Stuart	Teacher Number: 8444720. NI Number: . Name: Smith, Steve. Date of Birth: 1962-12-08, Male Hours worked per week is missing		
Error	4760		Willis, Stuart	Teacher Number: 8444720. NI Number: . Name: Smith, Steve. Date of Birth: 1962-12-08, Male FTE Hours per week is missing		
Error	4780		Willis, Stuart	Teacher Number: 8444720. NI Number: . Name: Smith, Steve. Date of Birth: 1962-12-08, Male Weeks per year is missing		
Error	4515		Willis, Stuart	Teacher Number: 8444720. NI Number: . Name: Smith, Steve. Date of Birth: 1962-12-08, Male No Payment information has been provided		
Error	4516	LJJ	Jordan, Lynda	Teacher Number: 753230. NI Number: . Name: Jordan, Lynda. Date of Birth: 1952-12-09, Female 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		
Error	4540		Smith, Leanne	Teacher Number: 2648056. NI Number: . Name: Smith, Leanne. Date of Birth: 1975-06-09, Female If staff member is not paid by a Daily Rate then Base Pay must be provided		
Error	4740		Smith, Leanne	Teacher Number: 2648056. NI Number: . Name: Smith, Leanne. Date of Birth: 1975-06-09, Female Hours worked per week is missing		

Searching the Data Grid:

- Use the right-hand scrollbar to move up and down through the Errors.
- Each column can be sorted using the Sort Arrows in the bottom right of each column header.
- Use the top right Search box to search for any items in the Data Grid. The Data Grid will update automatically as you type and will now display the entered information only. This can be used to search by Student, Tutor Group or Error/Query Number.

Export, Copy or Print the Data Grid:

- Click on the top left Grid Actions to either Copy, Export in either Excel, CSV or PDF or Print the Data Grid

Dealing with Errors and Queries:

Within the Grid, it is possible to link directly to the MIS Page where the Error/Query can be resolved; this is possible for all those Errors/Queries where there is a Magnifying Glass  icon.

- Click on the Magnifying Glass icon to link to the required MIS Page to deal with the Error or Query, this page will open in a new window.
- From any new window opened via the link, correct the Error/Query, then Save and close that window.

Marking an Error or Query as Resolved:

There is no Refresh option in this grid and therefore, it is advisable that you mark each Error and Query you deal with as **Resolved**; this will make it easier to track those Errors and Queries you still need to deal with.

- To change the Status of an Error/Query, click on the Unresolved icon  The Error/Query will change to the Resolved icon  and the row will highlight green

- Users can change a Resolved Error/Query to Unresolved; to do this click on the Resolved icon which will now toggle back to Unresolved, removing the green row highlight as well.

Error/Query	Number	Staff Code	Staff Name	Detail	#	#
Error	4540	SJJ	Jennette, Sara	Teacher Number: 0243197. NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female If staff member is not paid by a Daily Rate then Base Pay must be provided	Q	X
Error	4516	SJJ	Jennette, Sara	Teacher Number: 0243197. NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female 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	Q	✓
Error	4740	SJJ	Jennette, Sara	Teacher Number: 0243197. NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female Hours worked per week is missing	Q	X
Error	4760	SJJ	Jennette, Sara	Teacher Number: 0243197. NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female FTE Hours per week is missing	Q	✓
Error	4780	SJJ	Jennette, Sara	Teacher Number: 0243197. NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female Weeks per year is missing	Q	✓
Error	4515	SJJ	Jennette, Sara	Teacher Number: 0243197. NI Number: . Name: Jennette, Sara. Date of Birth: 1981-10-20, Female No Payment information has been provided	Q	✓
Error	4516	RL	Lewis, Roger	Teacher Number: 9241694. NI Number: . Name: Lewis, Roger. Date of Birth: 1971-07-13, Male 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	Q	X
Error	4540		Willis, Stuart	Teacher Number: 8444720. NI Number: . Name: Smith, Steve. Date of Birth: 1962-12-08, Male If staff member is not paid by a Daily Rate then Base Pay must be provided	Q	X
Error	4740		Willis, Stuart	Teacher Number: 8444720. NI Number: . Name: Smith, Steve. Date of Birth: 1962-12-08, Male Hours worked per week is missing	Q	✓
Error	4760		Willis, Stuart	Teacher Number: 8444720. NI Number: . Name: Smith, Steve. Date of Birth: 1962-12-08, Male FTE Hours per week is missing	Q	X

IMPORTANT: For the Resolved Error/Query to be removed from the list you would need to generate a new Census and remember to use save & validate for the errors/queries to update/clear.

Running Census Reports in Bromcom

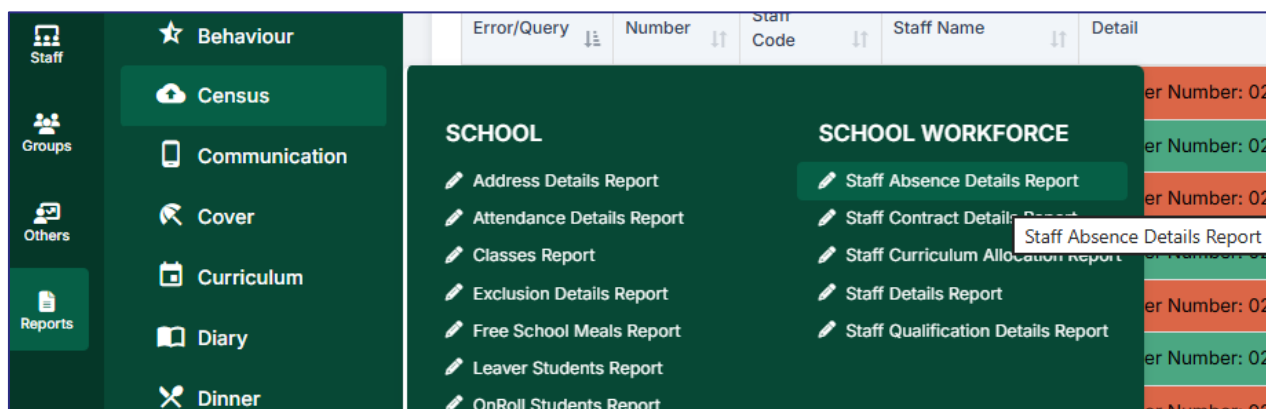
To run Census Reports you must first have generated a Census

There are several reports for checking student data available within Bromcom.

Before authorising the return, it is best practice to run these reports and pass over to the relevant member of staff with responsibility for that area to check.

Example reports for checking Summer Census data follow:

When these reports are selected ensure that you are running the report for the very latest Census return and if you have generated more than one, remember to select the appropriate census.



Reports / Census / Staff Absence Details Report

TeacherNumber	LastName	FirstName	AbsenceStarted	AbsenceEnded	DaysLost	Category
0463237	Abram	Sarah	18/12/2024	23/12/2024	5	Other paid authorised absence
0463237	Abram	Sarah	13/05/2025	18/05/2025	5	Paid absence for public duties
0463237	Abram	Sarah	30/10/2024	04/11/2024	5	Secondment
0463237	Abram	Sarah	22/04/2025	27/04/2025	5	Secondment
0463237	Abram	Sarah	19/08/2024	24/08/2024	5	Unauthorised absence
0463237	Abram	Sarah	11/12/2023	16/12/2023	5	Unpaid authorised absence
	Alwadi	John Thom	27/05/2024	01/06/2024	5	Maternity/Paternity leave
	Atherton	Hafsa	06/05/2024	11/05/2024	5	Other paid authorised absence



Staff Contract Details Report

Staff Contract Details Report							
Census file reference - 8309991_SWF_830LL24_001.UNA							
School Workforce Autumn 2024							
Staff Contract Details on Census day, 07 Nov 2024							
Teacher No:		First Name:		Last Name: Armstrong		School Start Date: 18/04/2005	
Contract Type	Contract Start	Contract End	Daily Rate	Destination Code	Origin	LASchool Level	Estab
Permanent	03/08/2017				NOTKNW	School	9991
	Post		Pay Review Date	Pay Range	Hours Per Week	FTE Hours	Weeks Per Year
	Other Support Staff						
	Role		Pay Range	Hours Per Week	FTE Hours	Weeks Per Year	
	Midday Assistant						

Staff Details Report

TeacherNo	LastName	FirstName	NINumber	Gender	DOB	Ethnicity	Disability	QTS	NQTS	QTLS	EYTS	HLTA	QTSRoute
0463237	Abram	Sarah	AA123456C		05/01/1981	White - Bri	NO	Yes	NotNQT	No	No	No	RTPR
	Alwadi	John Thomas			03/02/1967	White - Bri	NO	Yes	NotNQT	No	No	No	ACEP
0956260	Andrews	Christine Super			15/12/1986	White - Bri	NO	Yes	NotNQT	No	No	No	
	Armstrong				24/08/1966	White - Bri	NO	Yes	NotNQT	No	No	No	ACEP
	Atherton	Hafsa			25/08/1954	White - Bri	NO	Yes	NotNQT	No	No	No	ACEP
0444466	Barrett	Stephanie			10/08/1979	White - Bri	NO	Yes	NotNQT	No	No	No	

Staff Curriculum Allocation Report

Staff Curriculum Allocation Report				
Census file reference - 2046398_SWF_204LL24_001.UNA				
School Census Autumn 2024				
Staff Details on Census day, 07 Nov 2024				
Staff Member	Subject Description	Year Group	Subject Hours	Class Description
Baker, Martin	English	12	5.00	12O/EN,
		8	2.98	08A/EN,
	English Language	10	2.00	10A/ELAN1,
		11	2.00	11A/ELAN1,
Benjamin, Jane				No Curriculum Information,
Bradley, Jason Ian				No Curriculum Information,

Staff Qualifications Report

TeacherNumber	TeacherName	QualificationCode	QualificationDescription	ClassOfDegree	Subject	StaffLastName
0463237	Abram Sarah	FRST	First Degree or other First class honours		Z201 : SEN - SENCO	Abram
0463237	Abram Sarah	MAST	Masters Degree or o First class honours		X300 : Academic studies in Educa	Abram
	Alwadi John Thomas				:	Alwadi
0956260	Andrews Christine Super	CTED	Cert Education (or Equiv)		N420 : Accounting Theory	Andrews
0956260	Andrews Christine Super	CTED	Cert Education (or Equiv)		W722 : Blacksmithing	Andrews

Summary Report

Select the appropriate return (if more than one has been generated) and click **View Summary**. This will download the summary report in HTML version. Which can be viewed/printed to check data, ensure your Head Teacher checks the Summary Report before the Census is Authorised.

School workforce census summary 2024 for 830/9991

Version details:
Summary - 2024.1.0 - Updated: 2024-07-25

Please Note: This summary report should be read in conjunction with the [School Workforce Census](#). This report has been designed to provide the most useful level of analysis for the majority of schools. It does mean that where contract information is provided by the L.A, 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 71 errors and 75 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	1
Absences	1
Curriculums	0
Qualifications	1

Section 1 - Outline data

Table A provides an overview of the number of staff records in the return and the contracts that have been provided for them. Tables B and C highlight mandatory data that is not present and without which tables D to O may not show accurate results. It is recommended that the missing data is completed before analysing the content of tables D to O.

A. Staff records and contracts / service agreements

Note: If a school is not returning its own contract data then fields A2 to A5, A8 to A11, A14 to A17 and A20 to A23 would be expected to be zero and field A6 should equal A1. Also, field A12 should equal A7, field A18 should equal A13 and field A24 should equal A19. If a school were returning its own contract data then fields A6, A12, A18 and A24 would be expected to be zero. Data on staff without a contract should not be returned and cannot be used by the department.

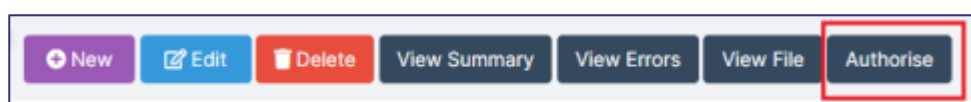
Sex	Total number of staff records	Number of staff records with an open contract / service agreement on census reference date	Number of staff records with one or more contract / service agreement records - whether open or closed on census reference date	Number of staff records with two or more contract / service agreement records - whether open or closed on census reference date	Number of staff records with three or more contract / service agreement records - whether open or closed on census reference date	Number of staff records with no contract / service agreement record

IMPORTANT: It is important that the Head Teacher checks all the information on the Summary report before the return is authorised. Your Local Authority / DfE may request that a copy of the Summary report (which is automatically generated when the return is authorised) to be signed by the Head Teacher and sent to the Local Authority or DfE when the return has been authorised.

Authorise and View Census File

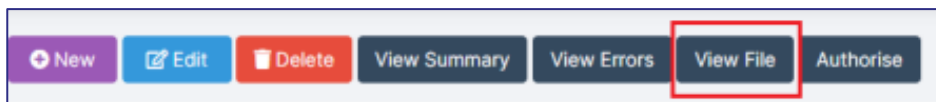
Once users have dealt with ALL the Errors and are happy with any of the outstanding Queries it is **IMPORTANT TO RE-RUN THE CENSUS**.

1. Generate a new Summary report if necessary.
2. Then click on the appropriate Return and click the Authorise button. Generate a new Summary report if necessary.



- This will convert the Census Return file into the correct format (XML) to upload to the Collect website.

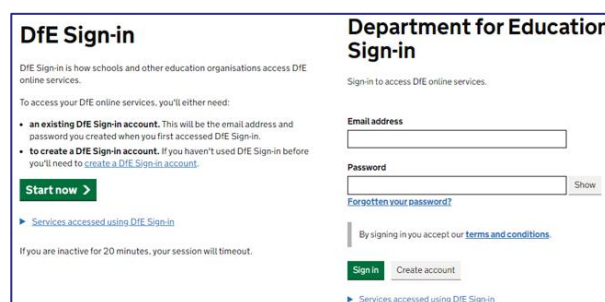
- There may be multiple Authorised files; each will be date stamped to help distinguish which file to submit.
- The file is now ready to be exported, which can be done by clicking on the **View File** button. This will export a copy of the file to the downloads folder on your machine, ready to be uploaded to collect



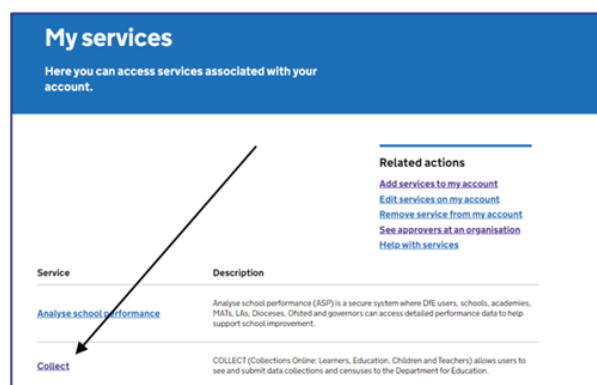
Submitting the Authorised Census Return to DfE Collect

Important Upload Information for Local Authority Maintained Schools and Academies

- The submission of the School Census for both LA Maintained Schools and Academies is via DfE Collect.
- Contact Business Intelligence – Children’s and Traded Services Team for support uploading the census to DfE Collect.
- Refer to previously published guidance issues by Business Intelligence – Children’s and Traded Services Team for detailed instructions for DfE Collect.
- Refer to Business Intelligence – Children’s and Traded Services Team 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.

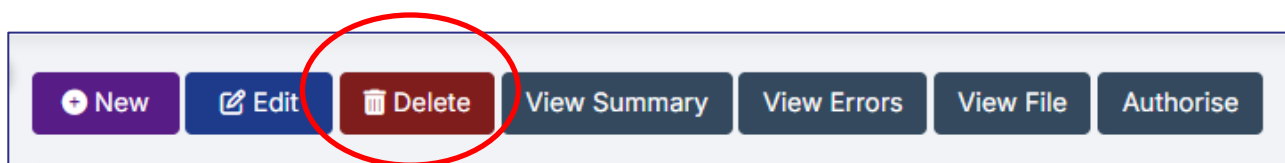


1. Open DfE Sign-in
<https://services.signin.education.gov.uk/> and click the green button.
2. Enter your email address and password then click the green button.
3. Click **Collect**.



Delete an Unauthorised Census Return

The delete routine can be used to remove unwanted returns, eg. dry runs. This can be done at any time prior to authorisation.





During the course of producing a return, a number of copies of the return may have been made, eg. to track progress. When a return has been authorised successfully, it is advisable to delete any files that are no longer required.

This keeps the number of files listed in the **Census Return** browser to a minimum, therefore removing confusion and lessening the risk of using the wrong return.

Highlight the unwanted return and click **Delete**

New	Edit	Delete	View Summary	View Errors	View File	Term	Sum	Year	2021
Authorise									
School Census									
Select a return and then click the required action button									
Return	By	Date Generated	Date Validated	Errors	Queries	Authorised			
2025 Summer-001	G Kershaw	08/04/2025	08/04/2025	311	142	No			
2025 Summer-002	G Kershaw	11/04/2025	11/04/2025	310	141	No			

Confirmation

Do you want to delete the selected return?

Cancel
Proceed

Chapter 6 Uploading the School Workforce Census to DfE Collect

Submitting the Authorised School Workforce Return Census to DfE Collect

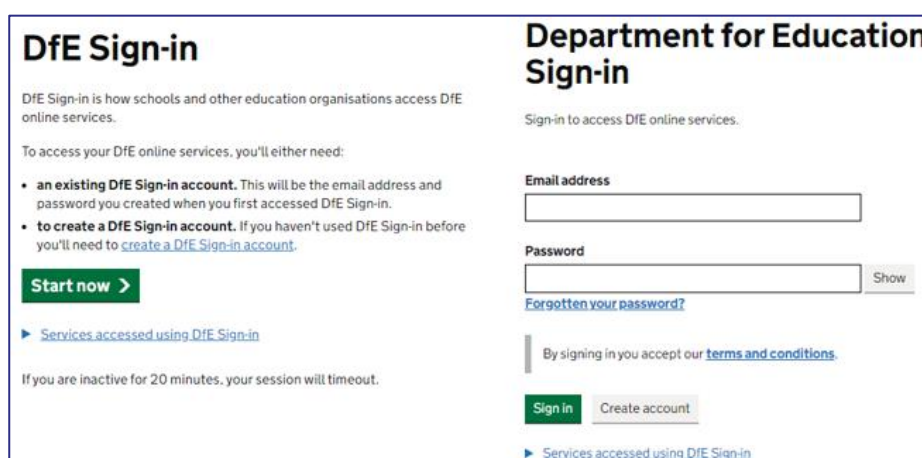
The summary report must be printed and signed by the Head Teacher and filed securely in school for future reference. A copy of the validation error summary should be printed.

Upload Information for Local Authority Maintained Schools and Academies

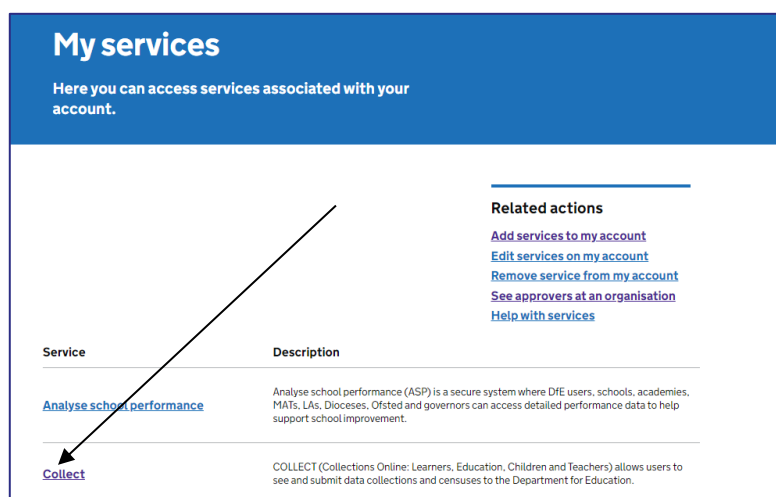
- The submission of the SWR for both LA Maintained Schools and Academies is via **DfE Collect**.
- Contact **Schools Management Support Team** for support uploading the SWR to DfE Collect.
- Refer to previously published guidance issues by SMST for detailed instructions for DfE.
- Refer to SMST guidance for the deadline dates for upload to DfE Collect.
- **The ICT Schools Team are unable to assist with any upload issues to DfE Collect.**

4. Open **DfE Sign-in** <https://services.signin.education.gov.uk/>.

5. Enter your **email address** and **password**, then click **Sign-in**.



6. Click **Collect**



Appendix A Subject Codes for Primary Schools

Introduction

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

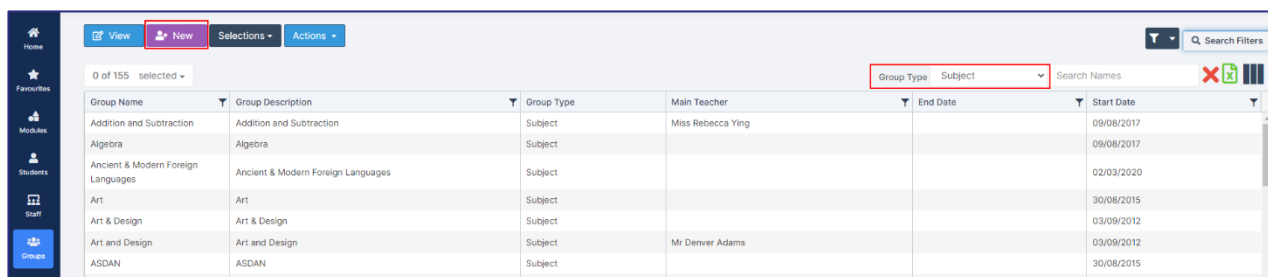
A DfE subject Primary Curriculum exists in the DfE list, so this would appear to be a suitable description for the purposes of recording vacancies.

How to Create and Edit a Subject

Create the Subject

From the Groups pages, select **Subject** from the **Group Type** dropdown list, then click **New**.

Complete the mandatory fields



Group Name	Group Description	Group Type	Main Teacher	End Date	Start Date
Addition and Subtraction	Addition and Subtraction	Subject	Miss Rebecca Ying		09/08/2017
Algebra	Algebra	Subject			09/08/2017
Ancient & Modern Foreign Languages	Ancient & Modern Foreign Languages	Subject			02/03/2020
Art	Art	Subject			30/08/2015
Art & Design	Art & Design	Subject			03/09/2012
Art and Design	Art and Design	Subject	Mr Denver Adams		03/09/2012
ASDAN	ASDAN	Subject			30/08/2015

Name: Primary (or relevant)

Description: Primary Curriculum

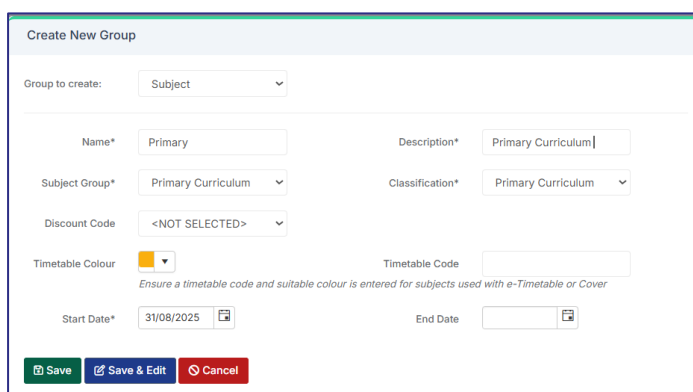
Subject Group: Primary Curriculum (or relevant)

Classification: Primary Curriculum

Start Date: School defined

Optional Fields:

- **Discount Code** – only required if you wish to use Headline Figures analysis
- **Timetable Colour** – normally imported with a timetable model
- **Timetable Code** – normally only required if the subject is used in a timetable model.
- **End Date** – subject can be edited and an end date applied.



Create New Group

Group to create:

Name* Description*

Subject Group* Classification*

Discount Code

Timetable Colour Timetable Code

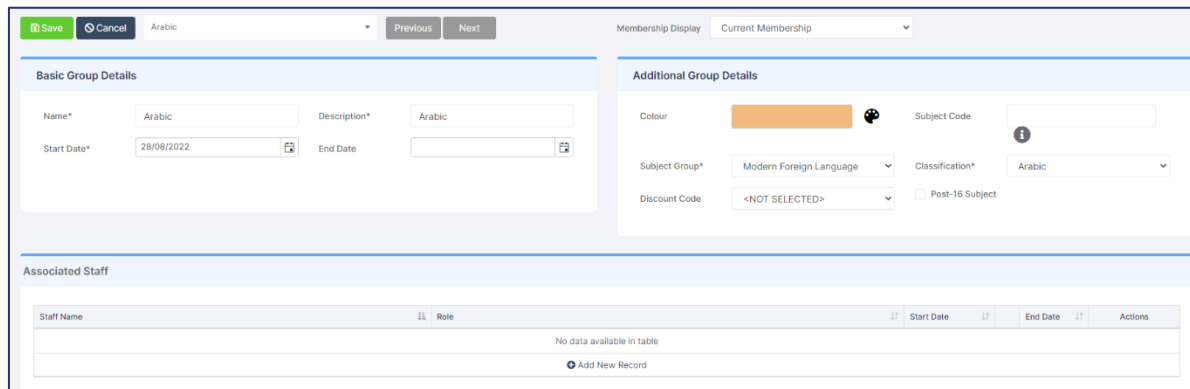
Ensure a timetable code and suitable colour is entered for subjects used with e-Timetable or Cover

Start Date* End Date

Click either **Save** to return to the Groups Page, **Save and Edit** to continue updating the page or **Cancel** to close the pop-up.

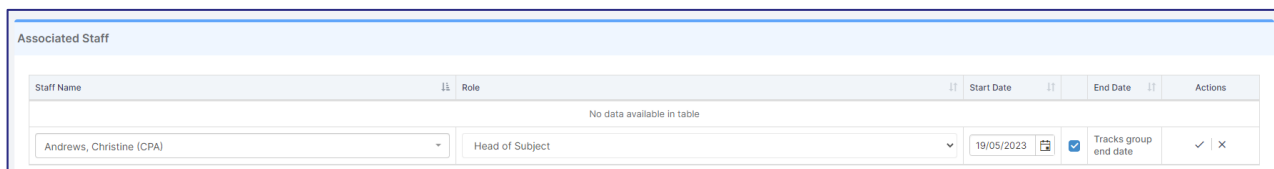
Add Staff

To add **Associated Staff** to the **Subject**, double click on the **Subject** or click on the **Subject** and click **View**. This will open a new page with sections for Basic Group Details, Additional Group Details and **Associated Staff**.



The screenshot shows the Bromcom interface for adding associated staff. It includes sections for Basic Group Details (Name, Description, Start Date, End Date) and Additional Group Details (Colour, Subject Code, Subject Group, Classification, Discount Code, Post-16 Subject). The Associated Staff section is currently empty, showing a table with columns for Staff Name, Role, Start Date, End Date, and Actions.

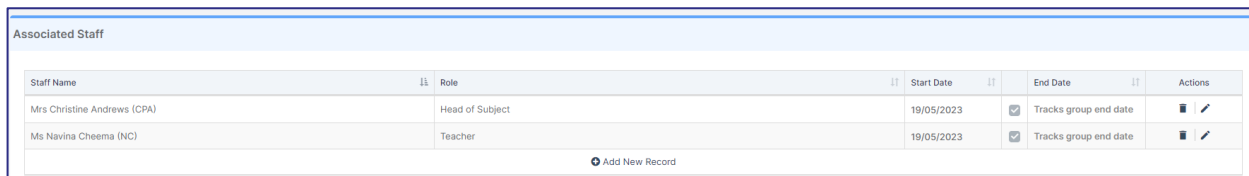
In the **Associated Staff** panel click on the **Add New Record** option. Then from the dropdown lists select the **Staff Name**, the **Role** and the **Start Date**, untick the **End Date** tick box to add an **End Date**, then under the **Actions** column click the tick.



The screenshot shows the Associated Staff panel with a table containing one record. The record is for Mrs Christine Andrews (CPA) as Head of Subject, with a start date of 19/05/2023. The End Date column is checked, and the Actions column shows a tick mark.

Associated Staff

Repeat to add **Additional Staff**.



The screenshot shows the Associated Staff panel with a table containing two records. The first record is for Mrs Christine Andrews (CPA) as Head of Subject, with a start date of 19/05/2023. The second record is for Ms Navina Cheema (NC) as Teacher, with a start date of 19/05/2023. Both records have the End Date column checked and the Actions column showing a tick mark.



Appendix B 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 C 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

