



2025 School Workforce Census Return in SIMS

Presenters:

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Agenda

- Key Dates & Deadlines
- Data Items Collected (Individual & School Level)
- Changes from 2024
- Preparing SIMS for SWC
- Preparing School Level Information
- Preparing Staff Level Information
- Carrying out a Dry Run
- Producing the School Workforce Return

Key Dates for 2025 SWC Return

Census: **Thursday 6th November 2025**

Staff Absences: **01/09/2024 to 31/08/2025**

Continuous
Contracts: **01/09/2024 to 06/11/2025**

DfE Collect Deadline Upload & Submission Dates:

LA Maintained Schools:

Friday 14th November 2025 @ 5.00pm.

All Schools must upload a census onto Collect by:

Friday 5th December 2025

Changes to 2025 SWR



Just got to remember what we did last year!

No changes - just reinforcement.....

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'.
- Unacceptable: Blank or 'Not obtained'.

Disability

- Acceptable: Any of the Disability lookups, including 'Refused
- 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.

Data Items Collected in the Return

Individual Level:

- Staff Personal details
- Contract details
- Service Agreement details
- Absences
- Qualifications
- Curriculum (*secondary only*)

School Level:

- Teacher vacancies
- Occasional teacher information
- Agency/third party support staff count

DfE “Regular Service” Definition

“Teachers & 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 2023 to 31 August 2024. 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”.

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

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

School Employed Staff to be Included

Teachers

- Teachers employed by the school, both with & without QTS, QTLS or EYTS
- Apprentice teachers
- Teachers working at the school who have been supplied by an agency or a Local Authority if the LA is acting like a supply agency
- Teachers on the School Direct (salaried) programme, the Overseas Trained Teacher Programme (OTTP) or the Teach First programme

Teaching Assistants

- Those support staff based in the classroom for learning and pupil support, eg. HLTAs, TA's, SEN support staff, nursery officers/assistants, minority ethnic pupils support staff and bilingual assistants.

School Employed Staff to be Included

School Business Professionals include staff previously listed as “Leadership-non teacher”.

Leadership – Non-Teacher

Non-teaching staff in a position of leadership for example:

- Members of the Senior Leadership Team, who are not teachers.

Other Support Staff

- Support staff, employed by the school that are not classroom based. eg. matrons, nurses, medical staff, librarians, technicians, bursars, administration/clerical staff and premises and catering staff.
- Staff on paid or unpaid absence, whether long or short term
- Advisory Teachers: usually qualified teachers that carry out a range of duties including training staff, developing and implementing school policy and classroom support. These support staff are an exception to the general rule for support staff in that QTS, EYTS and QTLS are required for these staff.

Staff NOT Included in the Return

Data does **not** need to be returned if they are not in school on 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 recorded for them.
- PGCE students on teaching practice.
- Trainee teachers on a School-Centred Initial Teacher Training (SCITT) programme.

Staff NOT Included in the Return

- Governors & voluntary staff
- Staff with no **role identifier** code eg. Clerk to Governors, School Crossing Staff etc
- Staff working in extended school service provision, eg. breakfast & 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, eg. before, after or during the normal school day.*
- Staff employed by LA that provides support to schools eg. Advisory teachers, Ed Psychologist etc.
- Staff centrally employed by a MAT and who spend less than half their time working in schools.

Privacy Notices

- LA's & schools must ensure all staff they employ, for whom data will be submitted in the SWC, 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, LA, DfE and other organisations.
- LA's must 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/>

Initial SIMS Preparation

- Import latest fileset:
 - 3103 – Primary
 - 3104 – Secondary
- Teachers Pay Award 2025 files imported
 - 01/09/2025 Salary updated in contracts
 - 01/09/2025 Allowances updated in contracts
 - Pay Review date reflect latest salary line in contracts
 - ❖ i.e. 01/04/2025 or 01/09/2025
- Tidy the School Workforce Census Folder
- Deal with Base Pay Settings
- Review Service Term Definitions

Live Demonstration