School Workforce Census 2016

SWF School Summary Technical Specification

July 2016

Contents

Introduction

This specification is for the 2016 school workforce census school summary, which is designed to provide key school workforce level information from relevant modules in an easy to read format.

Where the school workforce census return is generated from a MIS then the SWF school summary should be generated automatically by MIS software. It fulfils a number of purposes:

- to allow school staff preparing the return to check its accuracy and completeness before passing it to the head teacher,

- to allow the head teacher authorising the return to check its accuracy and completeness before passing it to the LA and/or DfE,

- where the summary is forwarded to the LA, it enables the LA to check the return from the school

Presentation

The following sections specify how the summary should look for schools within the scope of the 2016 School workforce census. The SWF School summary must use the school workforce census extract file. The data is presented as a series of tables, e.g. table A, staff records and contracts.

Business rules, filters and CBDS numbers have been included at the back of the specification. Numbers, e.g. **A5**, have been used to provide a cross-reference to the business rules. The bracketed numbers should not appear in the summary itself.

The business rules have not been given for every cell in the tables to keep the number down to a minimum. Where there are cells containing the same information for different categories the rule has usually been given for one category and can then be repeated for subsequent categories. In most cases rules have been described for how cells work together and which data should be included. These are introduced by a guide in the first row of the business rule table (for example in table K).

All references to age are as at the census reference date.

There is a summary line, at the top of the report, that shows the number of errors and queries present in the data. This is equivalent to running the validation rules as shown in the 2016 school workforce specification and displaying the totals. Those suppliers using the DfE supplied XSLT components will be able to use the validation modules to generate this total and display it at the beginning of the summary report. The two variables [Error count] and [Query count] refer to these totals and are not defined in the business rules.

The SWF school summary should be read in conjunction with school workforce business and technical specification. Please check the DfE's website technical specification for the latest version of document.

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

Please read a guide provided in Annex A – for definitions and calculations.

School workforce census summary 2016

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

There are [Error count] errors and [Query count] queries

School workforce modules

Note: The modules section is included to assist suppliers to validate 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 contain no value, it means that these identifiers have not been included within the return.

Workforce Module	Value
Contract or service agreement	
Absences	
Curriculums	
Qualifications	

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 these tables.

A. Staff records and contracts / service agreements

Note: If a school is not returning its own contract data then fields A2 to A5 would be expected to be zero and field A6 should equal A1. If a school is returning its own contract data then field A6 would be expected to be zero. Data on staff without a contract should not be returned and cannot be used by the department.

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 record, either open on census reference date or closed.	Number of staff records with two or more contract / service agreement records, either open on census reference date or closed.	Number of staff records with three or more contract / service agreement records, either open on census reference date or closed.	Number of staff records with no contract / service agreement record
A1	A2	A3	A4	A5	A6

B. Missing staff details

Note: QTS indicator is not mandatory for 'other support staff' and HLTA indicator is not mandatory for agency teachers. For other staff these fields are required even if the value is '0' or 'false'.

Total number of staff records	Number of staff records with no NI number	Number of staff records with no date of birth	Number of staff records with no ethnicity value	Number of staff records with no QT status indicator	Number of staff records with no HLTA status indicator
B1	B2	B3	B4	B5	B6

C. Missing contract / service agreement data

Note: If a school is not returning its own contract data then all fields in this table would be expected to be zero.

Total number of contracts / service agreements	Number of contracts / service agreements with no associated role	Total number of contracts / service agreements open on census reference date	Number of contracts / service agreements open on census reference date with no base pay	Number of contracts / service agreements open on census reference date with no base pay and not paid on a daily rate	Number of contracts / service agreements open on census reference date with no hours data
C1	C2	C3	C4	C5	C6

Section 2 – Staff Member Data

D. QT and HLTA status of staff in regular service as at census reference date

Note: QT status indicator is not mandatory for 'other support staff' and HLTA indicator is not mandatory for agency teachers. The value of field D3 (QT status is null) should not exceed the number of 'other support staff'. The value of field D6 (HLTA status is null) should not exceed the number of agency teachers.

Status	Number of staff
QT status = true	D1
QT status = false	D2
QT status is null	D3
HLTA status = true	D4
HLTA status = false	D5
HLTA status is null	D6

E. Ethnicity of staff in regular service as at census reference date

Ethnic Code	Number of staff
E1	E2
Total	E3

F. Disability status of staff in regular service as of census reference date

Disability	Number of staff
Yes	F1
No	F2
Information not yet obtained	F3
Refused	F4
Disability status is null	F5
Total	F6

Section 3 – Contract data

Note: If a school is not returning its own contract data then the tables in this section would be expected to consist of zeros.

G. All current contracted staff in regular service as at census reference date

Note: This table counts numbers of staff members holding each post and therefore a person holding more than one post may be counted more than once. For example, where a person holds two posts of the same type (eg two posts as a classroom teacher) the person will be counted once in that category. Where a person holds two posts of different types (eg one post of Deputy Head and one of Leading Practitioner) they will be counted once in each category.

Post	Number of Staff	FTE number of Staff
Head Teacher	G1	G2
Executive Head Teacher	G3	G4
Deputy Head	G5	G6
Assistant Head	G7	G8
Classroom Teacher	G9	G10
Classroom Teacher, upper pay range	G11	G12
Classroom Teacher, main pay range	G13	G14
Leading Practitioner	G15	G16
Teaching Assistant	G17	G18
Support Staff	G19	G20
Advisory teacher	G21	G22
Total of staff who hold one or more of the above posts. Note: the fields above may not add up to this total due to double counting of staff who hold more than one type of post.	G23	G24

H. Types of contract and agreements open for staff in regular service on census reference date

Contract/agreement type	Number of contracts
Permanent	H1
Fixed Term	H2
Temporary	H3
Service agreement with LA	H4
Service agreement with agency	H5
Service agreement with other source	H6
Total of staff who have one or more contracts / service agreements. Note: the fields above may not add up to this total due to double counting of staff who have more than one contract.	H7

I. Summary of pay review dates

Note: Pay Review Date is expected for all teachers not paid by daily rate.

	Number of open teacher contracts not paid by daily rate
Pay Review Date 1 September 2016 or later	I1
Pay Review Date from 1 September 2015 to 31 August 2016 inclusive	I2

J. Summary of pay frameworks

Note: Pay Framework is expected for all leadership teachers, ie executive headteachers, headteachers, assistant headteachers and deputy headteachers.

If a contract has two roles, one paid under the 2014 framework and one paid under the pre 2014 framework then the contract will appear twice, once in each section.

	Number of contracts
2014	J1
Pre 2014	J2

K. Number of open agreements on census reference date paid by daily rates

Note: Daily rate is only applicable to service agreements. If, however, a daily rate has been incorrectly recorded for a contract it will be included in this table.

	Number of staff
Teacher	K1

Section 4 – Role data

L. Current support staff in regular service as at census reference date

Note: If a school is not returning its own contract data then this table would be expected to be blank.

Where a person fills two roles of the same type (eg two roles as a teaching assistant) the person will be counted once in that category. Where a person holds two roles of different types (eg one role of teaching assistant and one of pastoral support) they will be counted once in each category.

The number of roles may not equal the number of teaching assistants and other support staff in table G, as a post may have more than one role.

Role	Number of staff for role
L1	L2

M. Number of third party support staff in school on census reference date

Role	Number of support staff with role
M1	M2
Total	M3

Section 5 – Other data

N. Sickness and pregnancy related absence for the previous academic year

Number of staff taking sickness absence	N1
Number of staff taking pregnancy related absence	N2
Number of working days lost to sickness absence	N3
Number of working days lost to Pregnancy related absence	N4

O. Types of absence (other than sickness or pregnancy related) taken during the previous academic year

Category of absence	Number of staff with absences
O1	O2

P. Number of regular teachers and teaching assistants delivering the curriculum by NC year group.

Note: Curriculum data is expected from secondary schools, from middle deemed secondary schools and from all-through schools where those schools have computerised timetable systems that interface to their MI systems. All-through schools only need to supply this data for NC year groups 5 and above.

For other schools this table should consist of zeros.

If a member of staff has open contracts as a teacher and as a teaching assistant they will be counted under the teacher columns.

	NC Year Group					
	7		8		9 etc	
Subject	Number of teachers	Number of TAs	Number of teachers	Number of TAs	Number of teachers	Number of TAs
P1	P2	P3	P2	P3	P2	P3

Q. Number of hours spent by teachers and teaching assistants delivering the curriculum by NC year group.

Note: Curriculum data is expected from secondary schools, from middle deemed secondary schools and from all-through schools where those schools have computerised

timetable systems that interface to their MI systems. All-through schools only need to supply this data for NC year groups 5 and above.

For other schools this table should consist of zeros.

If a member of staff has open contracts as a teacher and as a teaching assistant they will be counted under the teacher columns.

	NC Year Group					
	7		8 etc		All year groups	
Subject	Teacher hours	TA hours	Teacher hours	TA hours	Total teacher hours	Total TA hours
Q1	Q2	Q3	Q2	Q3	Q2	Q3

R. Vacancies as at census reference date

Post	Subject	Tenure (FT or PT)	Temporarily filled	Advertised
R1	R2	R3	R4	R5

S. Number of occasional teachers in school on census reference date

	Number of teachers
Qualified	S1
Unqualified	S2
Not known	S3
Total	S4

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NB: Data as at census reference date

Where tables indicate that data should be provided `as at census reference date', details should be provided for all staff whose contracts have no contract end date; or where the contract end date is greater than or equal to the census reference date. This guide is repeated in Annex A.

No.	CBDS numbers and calculations
Heading	
V1	School's LA/Estab number (CBDS 200001 and 200636)
Table A	
A1	Total number of staff records for the school. *Please see Annex A for a guide on business rules*
A2	Total number of staff records for the school which have one or more corresponding contract records with end date (CBDS 400092) not present or on or after census reference date. *Please see Annex A for a guide on business rules*
A3	Total number of staff records for the school which have one or more corresponding contract records, regardless of end date. *Please see Annex A for a guide on business rules*
A4	Total number of staff records for the school which have two or more corresponding contract records, regardless of end date. *Please see Annex A for a guide on business rules*
A5	Total number of staff records for the school which have three or more corresponding contract records, regardless of end date. *Please see Annex A for a guide on business rules*
A6	Total number of staff records for the school where contract/agreement record not present *Please see Annex A for a guide on business rules*
Table B	
B1	Total number of staff records for the school. *Please see Annex A for a guide on business rules*
B2	Total number of staff records for the school where there is no corresponding NI number (CBDS 400013). *Please see Annex A for a guide on business rules*
B3	Total number of staff records for the school where there is no corresponding Birth date (CBDS 400007). *Please see Annex A for a guide on business rules*
B4	Total number of staff records for the school where there is no corresponding Ethnic Code (CBDS 400359). *Please see Annex A for a guide on business rules*

No.	CBDS numbers and calculations
B5	Total number of staff records for the school where there is no corresponding QTStatus indicator (CBDS 400047). *Please see Annex A for a guide on business rules*
B6	Total number of staff records for the school where there is no corresponding HLTAStatus indicator (CBDS 400051). *Please see Annex A for a guide on business rules*
Table C	
C1	Total number of contract records for the school.
C2	Total number of contract records for the school with no associated role identifier.
C3	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date.
C4	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date, which have no base pay (CBDS 400348) data item at either role or post level.
C5	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date and daily rate (CBDS 400139) not equal to Y, which have no base pay (CBDS 400348) data item at either role or post level.
C6	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date, which have no associated hours record at either role or post level.
Table D	
D1	Total number of staff records for the school with QTStatus (400047) = 1 or `true' and one or more corresponding contract records with end date (CBDS 400092) not present or on or after census reference date. *Please see Annex A for a guide on business rules*
D2	Total number of staff records for the school with QTStatus (400047) = 0 or `false' and one or more corresponding contract records with end date (CBDS 400092) not present or on or after census reference date. *Please see Annex A for a guide on business rules*
D3	Total number of staff records for the school with QTStatus (400047) is null or blank and one or more corresponding contract records with end date (CBDS 400092) not present or on or after census reference date. *Please see Annex A for a guide on business rules*
D4	Total number of staff records for the school with HLTA Status (400051) = 1 or `true' and one or more corresponding contract records with end date (CBDS 400092) not present or on or after census reference date. *Please see Annex A for a guide on business rules*
D5	Total number of staff records for the school with HLTA status (400051) = 0 or `false' and one or more corresponding contract records with end date (CBDS 400092) not present or on or after census reference date. *Please see Annex A for a guide on business rules*

No.	CBDS numbers and calculations
D6	Total number of staff records for the school with HLTA status (400051) is null or blank and one or more corresponding contract records with end date (CBDS 400092) not present or on or after census reference date.
	Please see Annex A for a guide on business rules
Table E	
	For table E, please use one E1 field for each Ethnic code required to report all staff i.e. where staff are represented by an Ethnic Code there should be one E1 field and an associated E2 field. There should be one row for staff who do not have an associated Ethnic code, ie where field is null or blank.
E1	Ethnic Code (400359)
E2	Total number of staff records for the school for each code provided in the associated E1 field where the staff record has one or more corresponding contract records with end date (CBDS 400092) not present or on or after census reference date.
	Please see Annex A for a guide on business rules
E3	Sum of all staff records included in E2 fields
	Please see Annex A for a guide on business rules
Table F	
F1	Total number of staff records for the school where Disability (400362) = `YES' and where the staff record has one or more corresponding contract records with end date (CBDS 400092) not present or on or after census reference date.
	Please see Annex A for a guide on business rules
F2	Total number of staff records for the school where Disability (400362) = `NO' and where the staff record has one or more corresponding contract records with end date (CBDS 400092) not present or on or after census reference date.
	Please see Annex A for a guide on business rules
F3	Total number of staff records for the school where Disability (400362) = `NOBT' and where the staff record has one or more corresponding contract records with end date (CBDS 400092) not present or on or after census reference date.
	Please see Annex A for a guide on business rules
F4	Total number of staff records for the school where Disability (400362) = `REFU' and where the staff record has one or more corresponding contract records with end date (CBDS 400092) not present or on or after census reference date.
	Please see Annex A for a guide on business rules
F5	Total number of staff records for the school where Disability (400362) is null or blank and where the staff record has one or more corresponding contract records with end date (CBDS 400092) not present or on or after census reference date.
	Please see Annex A for a guide on business rules
F6	Total number of staff included in F1, F2, F3, F4 and F5
Table G	
G1	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `HDT'
	See Annex A for a guide on business rules

No.	CBDS numbers and calculations
G2	FTE Total for contract records in the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `HDT' *See Annex A for FTE calculation*
G3	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `EXH' *See Annex A for a guide on business rules*
G4	FTE Total for contract records in the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `EXH' *See Annex A for a guide on business rules*
G5	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `DHT' *See Annex A for a guide on business rules*
G6	FTE Total for contract records in the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `DHT' *See Annex A for FTE calculation*
G7	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `AHT' *See Annex A for a guide on business rules*
G8	FTE Total for contract records in the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `AHT' *See Annex A for FTE calculation*
G9	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `TCH' *See Annex A for a guide on business rules*
G10	FTE Total for contract records in the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `TCH' *See Annex A for FTE calculation*
G11	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `TCU' *See Annex A for a guide on business rules*
G12	FTE Total for contract records in the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `TCU' *See Annex A for FTE calculation*
G13	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `TCM' *See Annex A for a guide on business rules*
G14	FTE Total for contract records in the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `TCM' *See Annex A for FTE calculation*
G15	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `LDP' *See Annex A for a guide on business rules*

No.	CBDS numbers and calculations
G16	FTE Total for contract records in the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `LDP' *See Annex A for FTE calculation*
G17	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `TAS' *See Annex A for a guide on business rules*
G18	FTE Total for contract records in the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `TAS' *See Annex A for FTE calculation*
G19	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) =`SUP' *See Annex A for a guide on business rules*
G20	FTE Total for contract records in the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) =`SUP' *See Annex A for FTE calculation*
G21	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `AVT' *See Annex A for a guide on business rules*
G22	FTE Total for contract records in the school with end date (CBDS 400092) not present or on or after census reference date AND where post (400361) = `AVT' *See Annex A for FTE calculation*
G23	Total number of individual staff members included in G1, G3, G5, G7, G9, G11, G13, G15, G17, G19, G21.
G24	Total number of individual staff members included in G2, G4, G6, G8, G10, G12, G14, G16, G18, G20, G22.
Table H	
H1	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date AND where contract/Agreement Type (400090) = `PRM' *See Annex A for a guide on business rules*
H2	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date AND where contract/Agreement Type (400090) = `FXT *Please see Annex A for a guide on business rules*
H3	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date AND where contract/Agreement Type (400090) = `TMP' *Please see Annex A for a guide on business rules*
H4	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date AND where contract/Agreement Type (400090) = `SLA'. *Please see Annex A for a guide on business rules*

No.	CBDS numbers and calculations
H5	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date AND where contract/Agreement Type (400090) = `SAG' *Please see Annex A for a guide on business rules*
H6	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date AND where contract/Agreement Type (400090) = `SOT' *Please see Annex A for a guide on business rules*
H7	Total number of staff records included in H1, H2, H3, H4, H5, and H6: ie total number of staff records for the school which have one or more corresponding contract records with end date (CBDS 400092) not present or on or after census reference date
Table I	
I1	Total number of contract records with a) Post (400361) = EXH, HDT, DHT, AHT, TCH, TCM, TCU or LDP and b) Daily Rate (400139) not equal to 'Y' and c) Contract End (400092) not present or on or after census reference date and d) Pay Review Date (400356) equal to or greater than 1/9/2016.
I2	Total number of contract records with a) Post (400361) = EXH, HDT, DHT, AHT, TCH, TCM, TCU or LDP and b) Daily Rate (400139) not equal to 'Y' and c) Contract End (400092) not present or on or after census reference date and d) Pay Review Date (400356) equal to or greater than 1/9/2015 and less than 1/9/2016.
Table J	
J1	Total number of contract records with a) Post (400361) = EXH, HDT, DHT, AHT, and b) Contract End (400092) not present or on or after census reference date and c) any Pay Framework (400353) at role or post level equal to '2014'.
J2	Total number of contract records with a) Post (400361) = EXH, HDT, DHT, AHT, and b) Contract End (400092) not present or on or after census reference date and c) any Pay Framework (400353) at role or post level equal to 'Pre 2014'.
Table K	
K1	Total number of contract records for the school with end date (CBDS 400092) not present or on or after census reference date where post (400361) is not equal to `AVT', `SUP' or `TAS'; and Daily Rate (400139) = `Y' *Please see Annex A for a guide on business rules*
Table L	
	For table L, role Identifiers should be listed in L1 fields (one per field). Each L1 field should have an associated L2 field showing the number of staff for the role included in the L1 field i.e. for each L1 field there should be an associated L2 field.

No.	CBDS numbers and calculations
L1	Role Identifier (400323) where role is linked to a post (400361) = `TAS', `AVT' or `SUP'. Use a separate L1 field, for each role included. All roles for which there are staff in regular service on census reference date should be included.
L2	For each role Identifier (400323) provided in L1 i.e. for each role included in a L1 field, there should be a total number of staff for the school who have at least one role Identifier (CBDS 400323) equal to L1 where that role Identifier is associated with a contract record with end date (CBDS 400092) not present or on or after census reference date and post (400361) = `TAS',`AVT' or `SUP'. *Please see Annex A for a guide on business rules*
Table M	
	For table M, Category of Agency/TP Support staff (200648) should be listed in M1 fields (one per field). Each M1 field should have an associated M2 field showing the number of third party support staff for each category, i.e. for each M1 field there should be an associated M2 field.
M1	Category of Agency/TP Support staff (200648)
M2	Support Head Count (200568)
M3	Total number of staff for the school included in M2 fields
Table N	
N1	Total number of staff for the school where Absence Category (400205) `SIC' is recorded for an individual (one or more times) in the previous academic year prior to census reference date i.e. only count each staff member once whether they have one or more absence episodes. *Please see Annex A for a guide on business rules*
N2	Total number of staff for the school where Absence Category (400205) `PRG' is recorded for an individual (one or more times) in the previous academic year prior to census reference date i.e. only count each staff member once whether they have one or more absence episodes. *Please see Annex A for a guide on business rules*
N3	Total number of Working Days Lost (400202) for staff Sickness absence for the school NB: Working days lost is only required for absence categories (400205) `SIC' and 'PRG'
N4	Total number of Working Days Lost (400202) for staff pregnancy related absence for the school NB: Working days lost is only required for absence categories (400205) `SIC' and 'PRG'
Table O	
	For table O, each Absence Category (400205) that has been recorded in the previous academic year prior to census reference date should be listed in O1 fields (one per field). For each O1 field there will be an associated O2 field. This table should include all non-sickness absences reported in the census, whether they are ongoing at time of census or otherwise. *NB: Sickness absence should not be included in this table.*

No.	CBDS numbers and calculations
O1	Absence Category (400205), other than 'SIC' or 'PRG', recorded in previous academic year prior to census reference date i.e. one O1 field for each category included.
O2	Total number of staff for the school where an Absence Category (400205) other than `SIC' or 'PRG' has been recorded for an individual (one or more times) in the previous academic year prior to census reference date i.e. only count each staff member once whether they have one or more absence episodes. *Please see Annex A for a guide on business rules*
Table P	
	Table P is to be completed by Secondary, Middle deemed Secondary schools and all through schools only that have electronic timetabling systems that interface with their MIS. Each Subject Code (400343) included (i.e. by use of P1 fields) will require the inclusion of and association with headcount fields (P2 and P3). This combination of fields should be provided for each NC Year Group in the timetable, i.e. for each NC Year Group there will be one or more P1 fields; with one or more of fields P2, P3 associated. To include Year Groups 5 -14 and 'M' and 'X'.
P1	Subject Code (400343)
P2	Total number of staff for the school with one or more contract records with end date a) not present or b) on or after census reference date: (i.e. an open contract) and at least one post (400361) on an open contract not equal to 'AVT', 'TAS' or 'SUP'; who teach the Subject Code (400343) in the associated P1 field for each NC Year Group. *Please see Annex A for a guide on business rules*
P3	Total number of staff for the school with an associated contract record with end date a) not present or b) on or after census reference date: (ie an open contract) and at least one post (400361) on an open contract equal to `TAS' and who do not have any posts on open contracts equal to 'EXH', 'HDT', 'DHT', 'AHT', 'TCM', 'TCU' or 'LDP'; who teach the Subject Code (400343) in the associated P1 field for each NC Year Group. *Please see Annex A for a guide on business rules*
Table Q	
	Table Q is to be completed by Secondary and Middle deemed Secondary schools only who have electronic timetabling systems that interface with their MIS. Each Subject (400343) included (i.e. by use of Q1 fields) will require the inclusion and association of Hours (400221) fields (Q2 and Q3). This combination of fields should be provided for each NC Year Group in the timetable, i.e. for each NC Year Group there will be one or more Q1 fields; with one or more of fields Q2, Q3 associated. To include Year Groups 5 -14 and 'M' and 'X'.
Q1	Subject Code (400343)
Q2	Total number of Hours (400221) worked by staff for the school with an associated contract record with end date a) not present or b) on or after census reference date: (ie an open contract) and at least one post (400361) on an open contract not equal to `AVT, `TAS' or `SUP'; who teach the Subject Code (400343) in the associated P1 field for each NC Year Group

No.	CBDS numbers and calculations
Q3	Total number of Hours (400221) worked by staff for the school with an associated contract record with end date a) not present or b) on or after census reference date: (ie an open contract) and at least one associated post (400361) on an open contract equal to `TAS' and who do not have any associated post equal to 'EXH', 'HDT', 'DHT', 'AHT', 'TCM', 'TCU' or 'LDP'; who teach the Subject Code (400343) in the associated P1 field for each NC Year Group
Table R	
	For table P, each vacancy post (200671) included should have fields R1- R5 associated with it i.e. there should be one or more sets of fields R1- R5 (inclusive) unless there are no vacancy posts to report.
R1	Vacancy post (200671)
R2	Vacancy subject (200639)
R3	Vacancy tenure (200323) (`F' or `P')
R4	Vacancy temporarily filled (200324) = `1,0, true, false'
R5	Vacancy advertised (200325) = `1,0, true, false'
Table S	
S1	Total number of staff for the school categorised as Occasional QTS (200602)
S2	Total number of staff members for the school categorised as Occasional NOTQTS (200603)
S3	Total number of staff members for the school categorised as Occasional NOTKNWN (200604)
S4	Total number of staff in fields S1, S2 and S3 i.e. sum of S1- S3 inclusive

5   Annex A

Guide on implementing business rules

Continuous/historical data and snapshot data

Two broad types of data are collected in the school workforce census: continuous/historical data; and snapshot data. A detailed description of these data can be found in para 2.4 of the business and technical specification.

A guide for the type of data required is in the title of each table (e.g. "in regular service on census date").

Data as at census reference date

Where tables indicate that data should be provided `as at census reference date', details should be provided for all staff whose contracts have no contract end date; or where the contract end date is greater than or equal to the census reference date.

Definition of regular service

Teachers and support staff are included in the census if they are in regular service. This is defined as continuous service of twenty eight days or more, already undertaken or planned, either under a specific contract or under a service agreement. For further guidance, please see 2016 school workforce census business and technical specification and the guide notes.

Headcount guide

A staff member may appear in more than one count. For example, where a staff member has more than one post, (e.g. one post = Classroom Teacher, and one = Support Staff). In these cases, they should be counted once in the headcounts for each post e.g. a staff member who is 0.5 FTE Classroom Teacher and 0.5 FTE Support Staff - should appear as 1 in both the Teacher and Support Staff headcount totals.

If 2 or more contracts for the staff member are for the same post, then they should only appear as 1 for the relevant post e.g. if they had 2 contracts as qualified teacher that added up to 1.5 FTE then they would still be counted as 1 in the qualified teacher headcounts.

Important guide about hours data

Hours and pay data may be reported at post or role level. To provide a summary that is useful for schools, and clear for them to use, most tables have been specified at post (or contract) level.

To ensure that hours data are present for all staff, data should be aggregated up for each role associated with a post, unless hours are recorded at post level – in which case the post level hours should be used. Where there is more than one post for an individual staff member - hours data should only be aggregated for the post in question (not across all posts for the individual). It is acknowledged that this will provide a broad picture – but is considered the best balance between ease of use and appropriate levels of detail.

FTE guide

FTE is derived by the use of two fields:

Hours Worked per Week: The number of hours worked by the member of staff per week

And

FTE Hours per Week: The number of hours the member of staff would work per week if they were full time.

By dividing Hours Worked per week by FTE Hours per Week – a ratio is derived e.g. 10/30 = .33.

If the staff member holds multiple roles for a given post, then the ratios are added together to give the FTE figure for the post e.g.

Role 1: 10/30 = .33;

Role 2 10/30 = .33;

FTE = .66

A detailed guide can be found in SWF business and technical specification and guidance notes. Either contracted hours, or school timetable week (STTW) can be used. So long as the same measure is used for both hours per week and FTE hours the ratio will be correct. The ratio will be incorrect if STTW is used for one part of the calculation, and contracted hours for the other. It is the ratio that is important.

FT/PT guide

PT/FT is calculated using the headcount rules above. Those with a total FTE of less than 1 will be classed as part time, those with a total FTE of 1 or greater will be classed as full time.

Annex B

Version History

Version	Changes made	Author / Date
1.0	Changes compared to 2015 version: • Tables L and K have been added to the list on page 6 of those tables which will not be populated where contract information is provided by the LA, rather than the school. • Business rules for tables P and Q have been re-phrsaed for clarity. No substantive changes have been made. • Table N has been revised to accommodated the inclusion of 'Pregnancy related absence'	Gerard Hassett 27/6/2016

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