# School workforce census 2016

## Minimum notepad entries for queries on the school workforce census

October 2016

# Contents

# Background

This document provides local authorities, maintained schools and academies with the minimum notepad entries expected for validation queries that may occur on their return. The Depatment will not be able to authorise a return if there has been insufficient information supplied within the return level note.

Further guidance can be found in the collect guides.

# Validation queries

Validation rules are used in COLLECT and in many school software systems to improve data quality. These are explained in section 5.4 in the collection guide for school employed staff and section 5.3 of collection guide for centrally employed staff.

A query is reported in COLLECT where the data is unusual or unexpected, reflecting a potential inaccuracy or omission in the underlying data. For example, where a destination code has been provided for a member of staff but no end date for their contract, or no head teacher post is returned. All outstanding queries should have an explanatory note.

Notes deemed to be acceptable in order for some queries to be cleared are published in this document. For any other query, free text should be entered to explain the reason for the query.

By entering a note, you are agreeing that the queries have been checked and that the information provided is correct or there is a valid reason why it is not available.

You should read the collect guides to find out how to identify any queries and write a notepad entry.

You must clear all queries or we will not be able to authorise your return.

# School workforce census validation queries and acceptable notes

| Query Number | Error Message | Minimum notepad entry |
|---|---|---|
| 4085Q | Please note that this return contains no contract records. Please ensure that this is correct and that contract data is being supplied to the Department by another source. | These will be uploaded from another source. |
| 4095Q | Please note that this return contains no absence records. Please ensure that this is correct and that absence data is being supplied to the Department by another source. | (1) Coming from another source<br>(2) New school/academy or converted academy not required<br>(3) Checked and no absences in previous academic year<br>**Where multiple options are provided only one should be chosen** |
| 4100Q | Please check: Qualified Teacher with Teacher Number missing | (1) Awaiting teacher number.<br>(2) Teacher is QTLS qualified<br>**Where multiple options are provided only one should be chosen** |
| 4105Q | Teacher number should be 7 or 8 digits | **No minimum notepad entry –** Please ensure TRN is unique, includes all leading zeroes and has all alpha characters removed. |
| 4160Q | Member of workforce with missing NI Number | (1) Agency Staff - Not available<br>(2) New appointment - not yet obtained<br>**Where multiple options are provided only one should be chosen** |
| 4195Q | Two other members of staff also have a date of birth of 1 January, please check that this is correct | Checked and correct |
| 4235Q | Person is not expected to have QT status and be under 21 years of age on census reference date. | Checked and correct |
| 4377Q | Contract/Service Agreement end date should be on or prior to Census Reference Date for this type of contract or agreement | Contract end date has been agreed |

| Query Number | Error Message | Minimum notepad entry |
|---|---|---|
| 4390Q | Please check: Destination code has been provided therefore contract End Date must be specified | Staff member is leaving but end date not yet agreed |
| 4417Q | If role is HLTA then HLTA Status is expected to be true | (1) Checked and paid at HLTA but not qualified.<br>(2) Checked, currently working toward HLTA<br>**Where multiple options are provided only one should be chosen** |
| 4425Q | Please check: Date of Arrival in School is more than 50 years ago | Checked and correct |
| 4430Q | Please Check: Date of Arrival in School has not been supplied | Record not available |
| 4440Q | Please check: Date of Arrival in School should not be later than the start of the contract | Checked and this is correct. Contract started on non working day |
| 4470Q | Qualified Teacher Status inconsistent with Pay Range type | Checked pay range and QTS status are correct |
| 4495Q | Daily Rate should not be used except for agency or service agreement teachers | Teacher not directly paid by school |
| 4516Q | Please check: Teacher does not appear to have had a pay review since before beginning of previous academic year | Review has not yet taken place |
| 4517Q | This return contains no Pay Review Dates, please ensure that this is correct. | Review dates are not yet available |
| 4521Q | Please supply the Framework under which this leadership teacher is being paid, ie 'Pre 2014' framework or '2014' framework | Teacher not paid under leadership framework |
| 4522Q | Please check: Teacher is being paid under 'pre-2014' framework even though they arrived after 31 August 2014 | This is the agreement with teacher |
| 4523Q | Please supply the Pay Range Minimum for this leadership teacher | No minimum is available |
| 4524Q | Please supply the Pay Range Maximum for this leadership teacher | No maximum is available |

| Query Number | Error Message | Minimum notepad entry |
|---|---|---|
| 4545Q | Staff member appears to be paid less than the minimum wage for apprentices, please check. | **Please supply reason** |
| 4565Q | Staff member appears to be paid more than the maximum of the local government pay scale, please check. | Checked and correct |
| 4745Q | Member of staff is working more than 48 hours a week. Please check | Multiple job role |
| 4746Q | Member of staff is working less than 0.5 hours a week. Please check. | **Please supply reason**<br>**If Adhoc employment – please remove this contract.** |
| 4765Q | FTE hours normally expected to be at least 24 and no greater than 40 | MFL Assistant (24)<br>**OR**<br>Multiple Job roles (40)<br>**Where multiple options are provided only one should be chosen** |
| 4834Q | Please check: additional payment start date is before beginning of previous academic year | Checked and correct payment is continuing |
| 4935Q | Last Day of absence is missing for a non-maternity absence – please check absence is ongoing | Absence ongoing |
| 4945Q | Please check: Last Day of absence is not expected to be after <ReferenceDate>, except in cases of maternity or paternity leave. | Return date has been agreed |
| 4950Q | Please check - more than one absence record without an end date | These are 2 different absence codes |
| 4960Q | Please check - more than one absence record with absence category of sickness covering the same date(s) | **No minimum notepad entry – Please amend these where possible or supply reason. Duplication may cause double counting of days sickness in the schools published records** |
| 6510Q | Please Check: There is more than one record with the same NI Number | **No minimum notepad entry - There should not be more than one record with the same NI number. Please amend these where possible or supply reason.** |

| Query Number | Error Message | Minimum notepad entry |
|---|---|---|
| 6530Q | The same person has a total Full Time Equivalent ratio greater than 1.5 | Multiple job roles |
| 6540Q | At least one staff record in this school's return should show a role of Head Teacher or Executive Head Teacher. | (1) Federated school - (please list the schools in the federation)<br><br>(2) Executive head shared with (list schools)<br><br>(3) Non teacher headteacher or CEO support staff role<br><br>**Where multiple options are provided only one should be chosen** |
| 7121Q | Please check: Number of Qualified Occasional Teachers present on Census Reference Date is unexpectedly high (40 or more). | **Please supply a reason** |
| 7121Q | Please check: Number of Unqualified Occasional Teachers present on Census Reference Date is unexpectedly high (10 or more). | **Please supply a reason** |
| 7122Q | Please check: Number of Teachers where not known if qualified or not and who are present on Census Reference Date is unexpectedly high (10 or more) | **Please supply a reason** |
| 7220Q | Please check: Number of Agency / Third Party support staff present on Census Reference Date is unexpectedly high (50 or more). | **Please supply a reason** |

# Return level queries

| Query Number | Error Message | Minimum Notepad entry |
|---|---|---|
| ANS1 | Please check: the base pay amounts provided for part time teachers appears to be the full time equivalent salary rather than the pre-tax annual salary | The base pay data provided has been checked and is the actual annual salaries in payment. The hours worked per week are also correct |
| FTE1 | Please check: the FTE number of Support Staff (incl Teaching Assistants) is greater than the overall Support Staff (incl Teaching Assistants) headcount | The support staff hours worked per week in all open contracts has been checked and are correct. |
| TMC1Q | Please Check: This return contains (XX) teacher records with more than one open contract with a combined FTE greater than 1.2. A list of these teachers can be found in the report "Teachers with Multiple Contracts". | We have run the 'Teachers with Multiple Contracts Report' and confirm that this/these teacher(s) have multiple open contracts with a FTE greater than 1.2. |

# Year on year checks

| Query Number | Error Message | Minimum Notepad entry |
|---|---|---|
| YonY1 | Please check: the headcount number of teachers is significantly different than last year (this collection x, last collection y) | For local authorites:<br>We have run the 'Teacher Headcount Variance Report' and we agree that the teacher figure in service for this year shown has been checked and is correct.<br>**Please supply reason for the change**<br>For Academies/Free Schools:<br>The headcount number of teachers has been checked and is correct.<br>**Please supply reason for the change** |
| YonY2 | Please check: the headcount number of school support staff (including teaching assistants) is significantly different than last year (this collection x, last collection y) | The support staff headcount figure provided has been checked and is correct.<br>**Please supply reason for the change**. |

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