



Department  
for Education

# **School workforce census 2016**

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

**October 2016**

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## 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 Department 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 (2) New school/academy or converted academy not required (3) Checked and no absences in previous academic year <b>Where multiple options are provided only one should be chosen</b>
4100Q	Please check: Qualified Teacher with Teacher Number missing	(1) Awaiting teacher number. (2) Teacher is QTLS qualified <b>Where multiple options are provided only one should be chosen</b>
4105Q	Teacher number should be 7 or 8 digits	<b>No minimum notepad entry</b> – 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 (2) New appointment - not yet obtained <b>Where multiple options are provided only one should be chosen</b>
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. (2) Checked, currently working toward HLTA <b>Where multiple options are provided only one should be chosen</b>
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

Query Number	Error Message	Minimum notepad entry
4524Q	Please supply the Pay Range Maximum for this leadership teacher	No maximum is available
4545Q	Staff member appears to be paid less than the minimum wage for apprentices, please check.	<b>Please supply reason</b>
4565Q	Staff member appears to be paid more than the maximum of the local government pay scale, please check.	Checked and correct
4722Q	Post appears to be inconsistent with Role identifier as there is no record on the acceptable notepad entries list.	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.	<b>Please supply reason If Adhoc employment – please remove this contract.</b>
4765Q	FTE hours normally expected to be at least 24 and no greater than 40	MFL Assistant (24) <b>OR</b> Multiple Job roles (40) <b>Where multiple options are provided only one should be chosen</b>
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

Query Number	Error Message	Minimum notepad entry
4960Q	Please check - more than one absence record with absence category of sickness covering the same date(s)	<b>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</b>
6510Q	Please Check: There is more than one record with the same NI Number	<b>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.</b>
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) (2) Executive head shared with (list schools) (3) Non teacher headteacher or CEO support staff role <b>Where multiple options are provided only one should be chosen</b>
6550Q	No teacher with the role of SENCO	<b>Please supply a reason. A teacher contract with the role of SENCO should always be provided. In exceptional circumstances the specific reason why no teacher contract has the role attached should be provided. Special schools should add a note to advise they are a special school (and a single post of SENCO is therefore inappropriate).</b>
7121Q	Please check: Number of Qualified Occasional Teachers present on Census Reference Date is unexpectedly high (40 or more).	<b>Please supply a reason</b>
7121Q	Please check: Number of Unqualified Occasional Teachers present on Census Reference Date is unexpectedly high (10 or more).	<b>Please supply a reason</b>

<b>Query Number</b>	<b>Error Message</b>	<b>Minimum notepad entry</b>
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)	<b>Please supply a reason</b>
7220Q	Please check: Number of Agency / Third Party support staff present on Census Reference Date is unexpectedly high (50 or more).	<b>Please supply a reason</b>
7240Q	School does not have any vacancies recorded	We confirm there are no vacancies in this school



## 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)	<p>For local authorities: 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.</p> <p><b>Please supply reason for the change</b></p> <p>For Academies/Free Schools: The headcount number of teachers has been checked and is correct.</p> <p><b>Please supply reason for the change</b></p>
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)	<p>The support staff headcount figure provided has been checked and is correct.</p> <p><b>Please supply reason for the change.</b></p>



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