



Department
for Education

School workforce census 2020

Guide for centrally employed staff

October 2020

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1. Introduction

Reduction of burdens in 2020

To help reduce the burden on educational and care settings during the COVID-19 pandemic, the Department for Education (DfE) and its agencies are reviewing its data collections, services and requests (details can be found [here](#)). As part of this exercise, the Department has consulted with users and suppliers to reduce the data collected in the School Workforce Census while maintaining the data on which the department depends to make vital decisions on the future of education and on issues such as teachers' pay.

These changes do not imply any diminution of the importance of the School Workforce Census (SWC). This collection is the department's primary source for data on the school workforce, covering both teachers and the wider workforce. It feeds into decisions on teachers' pay and teacher supply and is one of our main tools for evaluating the effect of decisions on a multi billion pound budget. It also has additional importance in 2020 in managing the Department's response to COVID pressures, such as monitoring curriculum changes and modelling effects on budgets (e.g. from an increased use of supply teachers). Your co-operation with this collection is greatly appreciated and we hope the reduction in data collected for this year will assist you in running your operations more effectively in the current situation.

Details of the changes made to individual sections can be found below. The department plans to restore these in future collections from 2021.

Qualification data is not required, see sections 7.3 and 9.2

Date of last pay review is not required, see sections 7.2.9 and 9.1.1

Where data is not required for this year the department's systems will allow the data to be submitted but we will delete it and not use it if received and will not request it if it has not been submitted. In other words:

- if your processes and systems make it easier to submit the data, then you can return the data to us. We will not use such data and, as soon as practicable, we will delete it. You will therefore not have to spend time changing your systems to prevent the data from being returned, nor will you have to check that the data is correct, or in the correct format. Validation for this data will be turned off in COLLECT. In some cases, software suppliers may not have been able to turn off the validation rules in school systems but they will be turned off in the department's systems. For more detail on COLLECT, see section 5.
- If it is easier for your systems and processes to not collect the data, then it will not be required. We hope this approach will reduce the burdens on schools to the greatest extent possible in these difficult times.

Obviously, this only applies to the data specifically pointed out in this document as not required. For other data we will, as always, expect that to be returned to the highest standards.

You will not be asked to submit 2020 census data retrospectively in future censuses.

1.1. Purpose of this document

This document provides preparation instructions and a guide for staff in children's services of local authorities (LAs) so that they are able to prepare for and complete the school workforce census for centrally employed staff in 2020.

This document should be used as a handbook for entering data for centrally employed staff into LA HR/payroll systems throughout the year, rather than just as guidance for the collection itself.

A similar document has been produced for staff employed by schools ("school employed staff") which will enable schools or LAs, depending on how LAs are choosing to source the data, to make returns for these staff. In order to make a complete school workforce census return, LAs need to provide data for both school employed and centrally employed members of the school workforce. LAs will therefore need to refer to this second document which is also published on the department's website.

Advice for LAs on the submission and approval of data for both school employed and centrally employed staff is given in Section 5.5 of this document.

1.2. Main changes since school workforce census 2019

There were no major changes planned to the School Workforce Census for 2020. Some clarifications were added to the guidance:

- Clarification that QTS, QTLS and EYTS are required for Advisory Teachers, see sections 7.1 and 7.1.10,
- Changes to the presentation of data requirements for non-teaching school leaders in sections 6.1.2, and 7.2.

The following changes have been made to the SWC for 2020 in light of the COVID-19 pandemic, as previously explained in the introduction section:

Qualification data is not required, see sections 7.3 and 9.2

Date of last pay review is not required, see sections 7.2.9 and 9.1.1.

2. Rationale behind the school workforce census

School workforce census is the department's main source of data on

- staff pay bills
- staff turnover

The school workforce census data informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce. School workforce census data are also used by other government departments, local authorities, external agencies and educational researchers. Accuracy of data is crucial.

Data is collected on the 'collect once, use many times' principle and most of the data collected should be data that a well prepared school uses themselves or be justified with a clear business case.

In the special circumstances of this year, we will be requiring less data than we do in normal years. Where data is still being collected, the reasons are:

- Staff details, that is names, national insurance numbers, dates of birth, ethnicity and so on, are essential to enable the department to track details across years and to ensure that duplicated records are not being received, and to monitor the progress of different categories of staff,
- Contracts data, including pay and hours data, are needed to record teacher and staff pay, to make decisions on paybills and budgets for the whole education sector. Without this data the department would lose a crucial tool for calculating the effect of staff pay awards on the education budget and for modelling the supply of teachers,

In those cases where data is not required for this year, this does not mean that the data is not important, but the department has tried to balance the needs for data with the burden on data providers at this difficult time. Qualifications data is crucial to the department's understanding of the use of specialist teachers in each subject. Alternative sources of data can be used for this year, but we understand it will likely affect the quality of the data.

3. Structure and timing of the school workforce census

3.1. School workforce and school levels

The school workforce census for staff employed by schools is divided into two levels – school workforce level and school level. Each level comprises modules of data items that relate to a single theme or topic. The modules and the data items included in each module are listed in section 6.

3.2. Collection date

Data are collected in the school workforce census annually. The Census date for 2020 is the 5 November, the first Thursday in November. The deadline for returning census to the department is 4 December.

A return for every local authority must be submitted by the 4 December to allow error correction, authorisation and credibility checking (see section 5.3) to take place before the collection closes.

Our Helpdesk will assess returns after approval and inform you of any issues. For each local authority the assessment will normally be made once the vast majority of schools' returns have been approved. Feedback may be delayed if there is a large volume of returns. The submission deadline of 4 December must be adhered to so that this process can take place.

3.3. Historical and snapshot data

Data collected in this census can be divided into 'Snapshot' data and 'Historical' data.

Snapshot data is contained in the Staff details, Contract/service agreement, Qualifications (not required in 2020) and LA level (headcounts) modules. This data (for example, role, pay or qualified teacher status) must be correct as of the census reference date or the date that the census extract was taken from the software system.

The school workforce census generation software should include all staff currently employed by the LA by looking at contract records where there is a start date and no end date, or the end date is later than that of the Census date.

The software should also generate the Staff Details module and appropriate contract data items to accompany any data provided for staff that left during the previous academic year.

If the software has not been developed to automatically extract relevant staff, they may need to be selected manually through, for example, ticking a check box for those that should be included in the school workforce census return.

Historical data is contained in the contract module for contracts that ended between the beginning of the previous academic year and the census date, either because the staff member left or because they have been issued a new contract. **For the purposes of the school workforce census, the academic year is defined as the period from 1 September to 31 August.**

Routines from LA systems may have been developed for the school workforce census to extract the relevant snapshot and historical data. To enable this, it is important that information is kept up to date on an on-going basis, for example that contract end dates have been entered for those staff members that have left the LA.

3.4 Data protection and data sharing

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018) mandate certain safeguards regarding the use of personal data by organisations, including the department, local authorities and schools. Both give rights to those (known as data subjects) about whom data is processed, such as pupils, parents and teachers. These rights include (amongst other information that the department is obliged to provide) the right to know:

- the types of data being held
- why it is being held
- to whom it may be communicated

As data processors and controllers in their own right, it is important that schools process all data (not just that collected for the purposes of the school census) in accordance with the full requirements of the GDPR. Further information on the GDPR can be found in the Information Commissioner's Office (ICO) [overview of the General Data Protection Regulation \(GDPR\)](#).

3.4.1. Legal duties under the General Data Protection Regulation and the Data Protection Act 2018: privacy notices

Being transparent and providing accessible information to individuals about how schools and local authorities will process their personal data is a key element of GDPR and the DPA 2018. The most common way to provide such information is through a privacy notice. Please see the Information Commissioner's Office (ICO) website for [further guidance on privacy notices](#).

The department provides suggested wording for [privacy notices](#) that schools and local authorities may wish to use. However, where the suggested wording is used, the school /

local authority **must review and amend** the wording to reflect local business needs and circumstances. This is especially important, as the school will process data that is not solely for use within census data collections.

It is recommended that the privacy notice is included as part of an induction pack for pupils and staff, is made available on the school website for parents, and features on the staff notice board / intranet. Privacy notices do not need to be issued on an annual basis, where:

- new pupils and staff are made aware of the notices
- the notices have not been amended
- they are readily available in electronic or paper format

However, it remains best practice to remind parents of the school's privacy notices at the start of each term (within any other announcements / correspondence to parents), and it is important that any changes made to the way the school processes personal data are highlighted to data subjects.

3.4.2. Legal duties under the General Data Protection Regulation and the Data Protection Act 2018: data security

Schools and local authorities have a (legal) duty under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 to ensure that any personal data they process is handled and stored securely. Further information on data security is available from the [Information Commissioner's Office](#).

Where personal data is not properly safeguarded, it could compromise the safety of individuals and damage your reputation. Your responsibility as a data controller extends to those who have access to your data beyond your organisation where they are working on your behalf; for example, where external IT suppliers can remotely access your information. The '[School procurement: selecting a school MIS](#)' and '[Responsible for information](#)' pages provide further guidance and advice.

It is **vital** that all staff with access to personal data understand the importance of:

- protecting personal data
- being familiar with your security policy
- putting security procedures into practice

As such, you should provide appropriate initial and refresher training for your staff.

Where schools chose to use cloud software services, additional information on handling data securely within such environments is available within the [department guidance on data protection for schools considering cloud software services](#).

4. Who supplies the data and what do they supply

4.1. Centrally employed staff to be included

The school workforce census covers full- and part-time **teachers (whether or not they have QTS, QTLS or EYTS), teaching assistants and other support staff** employed by the LA.

'**Teaching Assistants**' comprises those support staff based in the classroom for learning and pupil support, for example HLTAs, teaching assistants, special needs support staff, nursery officer/assistant, minority ethnic pupils support staff and bilingual assistants.

'**Non-Teacher School Leaders**' comprises school business managers and other non-teaching school leaders.

'**Other support staff**' comprises those support staff that are not classroom based, for example matrons/nurses/medical staff, librarians, technicians, bursars and other administration/clerical staff, premises and catering staff. *For the purposes of the school workforce census please note that advisory teachers are categorised as support staff.*

The flow diagram on the following page should help LAs decide which centrally employed staff should be included in the school workforce census and the level of data required: individual or headcount. Further details about staff for whom school workforce (individual) and LA level (headcount) data are required are given in the following section.

4.2. Staff for whom school workforce level data is required

School workforce level data is required for all centrally employed teachers and advisory teachers. It is also required for those centrally employed support staff that spend the majority of their time in schools. The majority of their time means they spend more than half the time they work (that is, more than 50%), in schools. Only those in regular service should be included. Staff are said to be in regular service if they have completed service of 28 days or more with the LA or are expected to do so before the end of their contract.

The following, if they are in **regular service**, are examples of those for whom school workforce level data must be returned:

- teachers. This includes:
 - peripatetic teachers - teachers who normally cover a number of schools each week on a regular timetable, usually because they possess some specialist knowledge;
 - teachers working in other non-school education, for example teachers providing education by reason of SEN under Section 319 of the Education Act 1996, staff employed as teachers in institutions other than schools and

- PRUs, for example teachers in hospitals or centres run by social services, or those providing home tuition; and,
 - if the LA acts like a supply agency providing teachers to schools on a fixed term or temporary basis, then the LA should submit contract records for those teachers that have been in regular service during the previous academic year.
- advisory teachers - often qualified teachers that carry out a range of duties including training staff, helping develop and implement school policy and classroom support. For the purposes of the school workforce census, advisory teachers should be treated as support staff rather than teachers in terms of the data items that need to be provided. This is regardless of whether or not they are employed on Teachers' Pay and Conditions. Note, however, that they have their own post of Advisory Teacher and this should be used rather than the post of 'Other Support Staff'.
- support staff, including teaching assistants, who spend the majority of their time in schools and whose role is one of those listed in the role code set, for example cleaners, catering staff, and ICT technicians. Staff working in extended school service provision should be excluded from the school workforce census but 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

Each contract must have base pay (or daily rate) and hours recorded.

Individual level data is **not** required for:

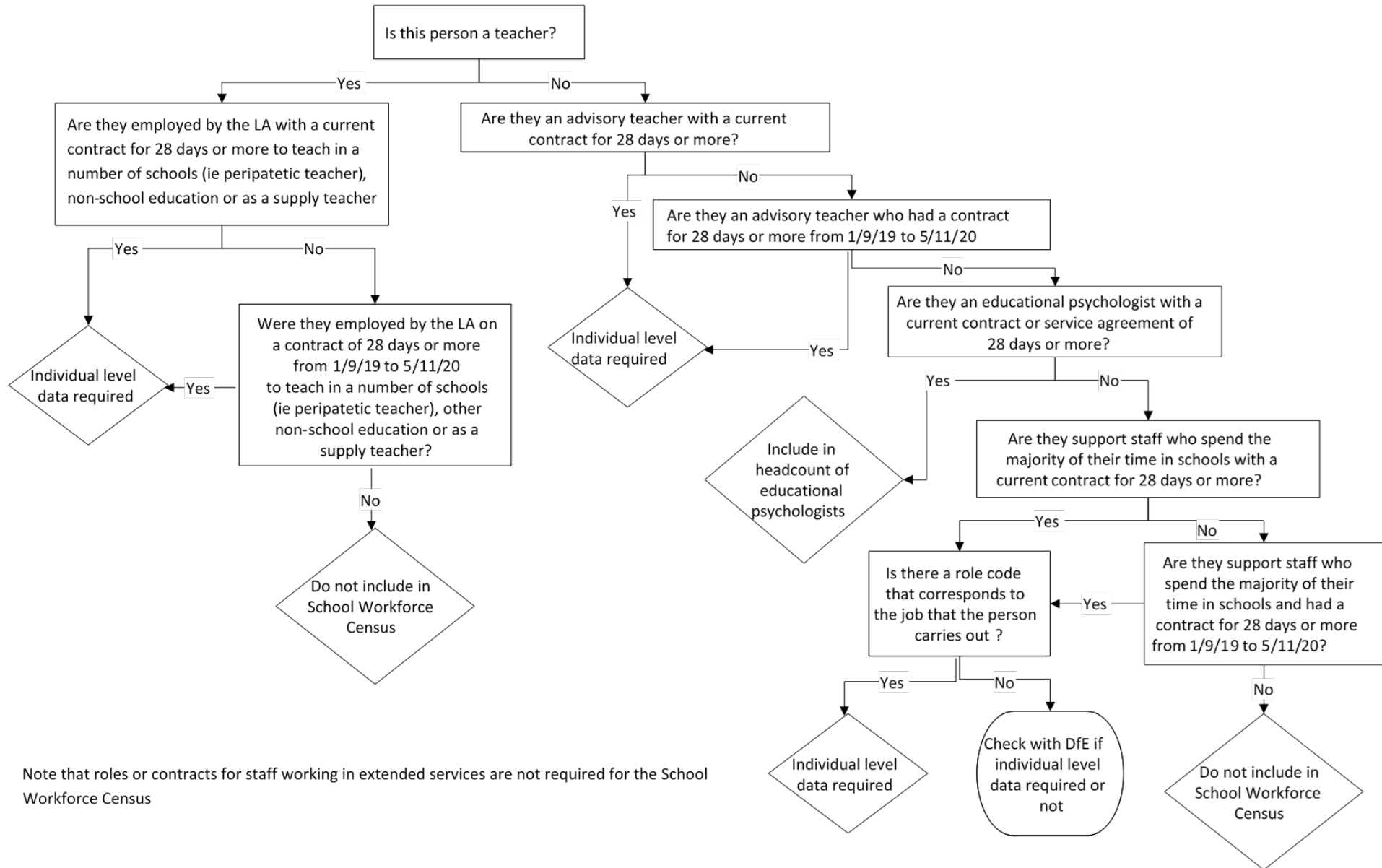
- educational psychologists – legal advice has indicated that as educational psychologists do not spend the majority of their time in schools and do not provide or support the provision of education directly then it is not appropriate for the department to collect individual level data on them. Headcount information will be collected on educational psychologists – see Section 4.3 below.
- staff paid according to Teachers' Pay and Conditions but not falling in any of the categories above. The fact that someone is paid according to Teachers' Pay and Conditions does not automatically mean they should be included in the school workforce census. An example might be a former teacher now working as a senior manager with the LA.

To be included in the school workforce census, there should also be a role identifier code that equates to the job of a particular individual. If such a role cannot be found then local authorities may wish to check with the EDD Helpdesk that the individual does not need to be included in the school workforce census.

If LAs are unsure about which staff they should include in the school workforce census they should check with the EDD [Helpdesk](#).

For staff on zero hours contracts please see section 7.2.18 for guidance.

Flow diagram to help local authorities decide which centrally employed staff should be included in the School Workforce Census



Note that roles or contracts for staff working in extended services are not required for the School Workforce Census

4.3. Staff for whom LA level data is required

LA level (headcount) rather than school workforce level (individual) data is required for educational psychologists that

- have a current contract, for 28 days or more, with the LA on the Census day, or
- are employed at the LA for 28 days or more via a current service agreement with another LA or agency on the Census day.

For staff on zero hours contracts please see section 7.2.18 for guidance.

4.4. Staff for whom no data is required

Data does not need to be returned for the following:

- temporary staff with service of less than 28 days and who are not expected to complete service of 28 days or more
- casual staff without contracts employed on an ad hoc basis.

4.5. Multiple records

It is possible that more than one contract could be returned for an individual member of the centrally employed staff in the school workforce census. A member of staff might undertake two separate roles for which separate contracts have been provided. For example, a member of support staff might be directly supporting a number of individual pupils for which he/she has been issued a separate contract in respect of each pupil. In such a case both contracts should be returned.

5. Guidance: completing and submitting your school workforce census return

Full guidance on the use of the department's data collection tool, COLLECT, will be available on our school workforce census website. However the outline of the process is as follows:

- data on the local authority information system is brought up to date
- the census extract for centrally employed staff, and where necessary school employed staff, is created (contact your software supplier for details)
- the return is loaded on to COLLECT
- any data in the 'Qualifications' module will be deleted automatically on loading to COLLECT. Data on date of last pay review may be viewable for up to 24 hours on COLLECT as it will be removed through a different process.
- COLLECT runs validation rules on the return
- where necessary, the LA updates the data in its system and reloads the data
- once the LA is happy with the return it is 'Submitted'
- the LA may undertake further processing and validation and may need to run a 'Matching and Reconciliation' process
- once the local authority is happy with the data it will 'Approve' the return.
- the department will examine returns before 'Authorising' them. This is normally the final stage in acceptance of a School Workforce data return, though credibility checks may happen later.

Please note that it will still be possible to enter data manually into COLLECT for data of last pay review, but this is not required or requested, and any data so entered will not be used. It will not be possible to enter data relating to qualifications in COLLECT.

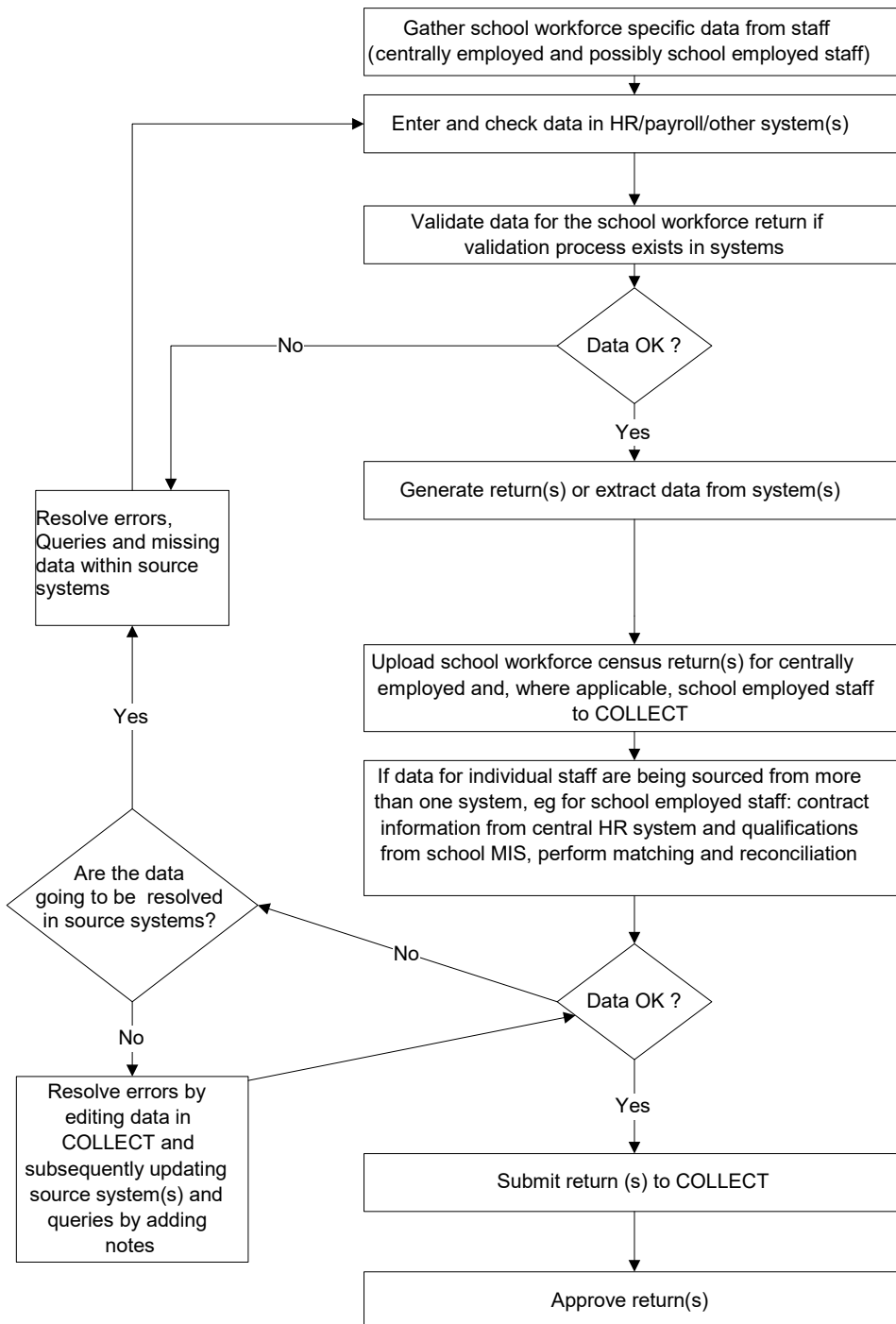
5.1. Update systems with current data

The individual staff records for the school workforce census will be extracted from HR/payroll systems. Although data validation may take place within the software, some incorrect data and missing data on staff may not flag up any errors or queries. Therefore all relevant data must be entered and updated in systems before the school workforce census return is created.

LAs will need to be aware that COVID-19 related changes were made to the collection at short notice. Some data validation rules were prescribed by the department, and subsequently removed due to the burden reduction measures outlined in section 1. Some software suppliers may not have been able to remove these rules from their systems. Your software supplier should be able to help with outlining those validation rules which should no longer apply.

5.2. Process diagram

The process diagram below shows the steps that need to be taken to produce, check and send school workforce census returns from school MIS.



5.3. Validation and credibility checks

Validation rules are used in COLLECT to improve data quality. They are of two types, 1) errors and 2) queries. These are explained in section 5.3.1. Credibility reports can also be run in COLLECT after the data has been loaded, see section 5.3.3 for details.

Although data validation will take place within the software, missing data on staff may not flag up any errors or queries (for example, missing additional payments). Therefore that all relevant data must be entered and updated in the system **before** the school workforce census return is created. Further credibility checks on the data will be carried out by the department, separately from the credibility reports, after the data has been approved and these may be followed up with the local authority.

5.3.1.Errors and queries

When the data are validated in COLLECT for the school workforce census, a validation Error is generated when data rules are broken, for example, an illegal character is entered, a value may be out of range, or totals do not add up correctly. Validation errors **must** be corrected. If a validation error cannot be corrected, please contact your software support provider.

The department expects there to be no errors on the school workforce census return. However, if a software bug generates an error that cannot be fixed or circumvented then an agreement would be reached between the local authority and the department that the error is acceptable.

A Query is reported in COLLECT where the data are 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 at return level. The COLLECT facility for returning notes against individual queries has been disabled. Notes deemed to be acceptable in order for some queries to be cleared will be published in a separate document on the department's website nearer to the date of the census. For any other query, free text should be entered to explain the reason for the query.

NB: By entering a note, data providers 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.

5.3.2.Validation in LA systems

LA HR/Payroll software should report validation checks that must be investigated. As the department will challenge queries it is also essential to investigate all queries, and amend or annotate that data as necessary.

HR and payroll systems should report most validation errors and queries. However, if the department makes late changes to validations then commercial software suppliers may not be able to include these changes in their software releases. This may be especially true in 2020 due to some data not being required and the subsequent changes to the department's validation rules being made quite late.

Some users have reported significant differences between the numbers of errors reported in LA systems and the numbers reported in COLLECT. The following factors may have contributed to these differences:

- There are some validation checks that are only produced in COLLECT so an LA may see an “error on load” even though nothing is shown when validated in the HR/payroll system. The department aims to keep these differences to a minimum but cannot guarantee that there will be none as technical fixes may need to be made at short notice.
- As data for an LA’s school may be sent to the department from several different sources the validation within school systems will not always check for the presence of data items, but instead check that the data, where present, meet appropriate conditions. This may result in more errors being reported in COLLECT than in the LA system.
- COLLECT reports the number of errors for a whole return, rather than the number for an individual file. Therefore, if a school loads a file to COLLECT after a local authority file has been loaded then the number of errors reported in COLLECT may be considerably higher than reported in the LA system.

5.3.3. Credibility reports and checks

Credibility reports are available in COLLECT after a return has been loaded. These reports require the loaded data to have been processed overnight and so will always reflect the data position as at the close of the previous day. The credibility reports are listed in the school workforce validation rules document, available on [our website](#).

Once a return is approved it will be subject to further checks by the department to ensure that the data provided is complete and credible. The following is an incomplete list of the checks which may be applied and which may require further investigation by data providers. Please consider this a rough guide to the checks that will be implemented as others may be added and existing checks may be altered:

- Duplication checks:
 - There are no duplicate records, in other words the same staff member / contract appearing more than once in a single return.
- There is at least one valid contract for each staff member listed.
- Where Base Pay is provided for full-time teachers, it is within the range expected for that grade.
- More than 90 per cent of the teachers have Qualified Teacher, or Qualified Teacher Learning and Skills, or Early Years Teacher Status. (All teachers must be recorded as such.)

5.4. Generating the school workforce census return and data checks

These completion notes should be read in conjunction with any software specific school workforce census documentation provided by software suppliers.

The software may contain a series of “data checks” which will help to identify and correct errors and inconsistencies in the data prior to generating the school workforce census return. Please go through this process carefully as it will substantially reduce the number of validation errors in a return and the work that will need to be done subsequently to resolve these.

5.5. Submitting the school workforce census return

LAs will, as a minimum, need to submit data for their centrally employed staff in the school workforce census. Depending on where the data are being sourced, the LA may also need to submit data for school employed staff (see School workforce Guide – School return).

For the centrally employed staff, LAs will need to upload the file directly in the department’s secure web-based collection system, COLLECT.

If the LA has decided to source all or some of the data from its central systems for school employed staff, then the LA will also need to upload this data to COLLECT. Note that the LA must provide one file per school and not one file covering all school employed staff. For each school the LA will need to enter the appropriate Estab Number and select ‘S’ in the LASchoolLevel field.

If the LA has decided that schools should transfer the data for school employed staff to the LA via the authority’s secure network or data transfer facilities, then the LA will need to upload the files into COLLECT on schools’ behalf.

For information on submitting returns see Part 1 of the COLLECT training manuals on the department’s [website](#).

If information for an individual member of staff is being provided from school and LA systems, for example contract information from a LA payroll system and curriculum information from a school MIS, then this information will need to be matched and reconciled by the LA within COLLECT. There are four stages to matching and reconciliation:

- Matching (running): this identifies potential matched records (records identified as potentially being for same person), using a predefined set of business rules.

- Matching (resolving): this process allows the potential matches within a return to be viewed and decisions to be made on whether the records identified should in fact be matched.
- Reconciliation (running): this process will produce one distinct record for each member of staff which can be automatically reconciled and identify others (un-reconciled records) which have to be manually reconciled.
- Reconciliation (resolving): this process allows the un-reconciled records to be viewed and decisions to be made on which records should be copied across into the 'Master' return.

After matching and reconciliation has been completed, one master source record which will contain the definitive set of data for the return will be produced.

Once matching and reconciliation has been completed, the complete return must be revalidated.

If an uploaded file contains the same source organisation details, either for a school or LA, as one that has previously been submitted, and the software code is the same, COLLECT will treat the file as a resubmission and overwrite the contents of the previous submission with the new one. LAs should be aware that this will mean any matching and reconciliation updates will be overwritten and so will need to be reapplied. Therefore, if there are only minor changes to be made after matching and reconciliation has occurred, the LA may wish to consider applying the required changes online within COLLECT, and if necessary, requesting that the changes are also applied in the source MIS system. This may be preferable to generating a full refresh from the source MIS system, uploading the new file and then reapplying any matching and reconciliation updates.

For information on how to perform matching and reconciliation see the COLLECT training manuals on the department's [website](#).

Please note LAs only need to run matching and reconciliation if they have partial returns for a school for example if a partial return from the school has been uploaded and a partial return from the LA for that school has been uploaded. If there is only one return for a school (that single return could either be from the LA or from the School) then there is no need to run matching and reconciliation for that school.

Contact Details on COLLECT

Details of the user that uploaded the School Workforce return will be displayed when the return is revisited on COLLECT, from the second day after the return has been submitted. These details will be used in the administration of COLLECT and may be used to contact users. Users will be able to edit the alternative contact details, but the main contact details will be populated from the DfE Sign-In user details and will not be editable in COLLECT. To change the DfE Sign-In user details, see the [DfE Sign-In user Guides](#).

5.6. Approval of the return by the local authority

Once the data for centrally employed staff are complete, the LA will mark it as approved on COLLECT at which point the data will be available to the department.

The LA also has responsibility for approving the data submitted for school employed staff. Once it has been submitted to COLLECT, LA data teams may undertake further processing and validation of the data. If data are being provided from more than one source for school employed staff, for example contract data from a central HR/payroll systems and curriculum data from school MIS, then the LA will need to undertake matching and reconciliation – see above. LAs may also choose to implement further sign-off methods, such as printing and signing a summary of the data. These procedures will be defined according to local needs.

For information on approving returns see Part 1 of the COLLECT training manuals on the department's [website](#).

5.7. Authorisation of the return by the department

Staff at the department will look at the return prior to finally authorising it. In some cases this process may also result in questions about the data, with the possibility of final amendments being made in consultation with the local authority.

All data providers are strongly encouraged to use the reports available to check their returns for completeness and credibility.

5.8. Further information

For further information about the school workforce census, please visit the department's [website](#).

For further advice on the completion of any part of the school workforce census return, please contact the Education Data Division Helpdesk for using the [request form](#).

6. Preparation: data items required

This section of the guidance provides information on all the data items that are required for centrally employed staff for the school workforce census.

Most of the data items collected in the school workforce census are those which a local authority, or other employer, would be expected to use for its own purposes. The majority of items should therefore be kept up to date as part of normal business processes.

Data items that are going to be collected in the 2020 school workforce census have been grouped into modules as follows:

School Workforce Level (section 7)	Local Authority Level (section 8)
Staff Details	Educational Psychologists
Contract/Service Agreement	-

LAs should look at the data items to be collected in the school workforce census in advance of the collection to ensure data are entered correctly within their MIS. Software suppliers have included validation on data entry so in many instances it should not be possible to enter data that is in the wrong format or that does not comply with the specified code set. This should ensure a higher quality of data entered and fewer validation errors to be checked when the data are extracted in the school workforce census.

Code sets for some individual data items are given in section 10 for ease of reference and reference to the appropriate code set is made against the associated data item but the full set of up to date code sets is available in the [Common Basic Data Set](#) on the department's website.

6.1. School workforce level data required

Different school workforce level data items are required for the four categories of staff required for central returns: 1) teachers, 2) teaching assistants 3) 'Leadership-non teacher staff' and 4) other support staff. Local authorities may choose to record all the data items for all categories of staff if they wish but need to be aware that these may be returned to the department in their census return.

For contracts that finished during the period 1 September 2019 to 5 November 2020 only a subset of the data items is required: the Staff Details module and non-pay items in the Contract/Service Agreement module.

6.1.1. Non pay data items in the contract

The non-pay items in the Contract/Service Agreement module are: contract / agreement type, start date, end date, date of arrival in school, post, role identifier, destination, origin, hours worked per week, FTE hours worked per week, weeks per year. Which of these will need to be returned depends on the category of staff.

6.1.2. Mandatory, optional and not applicable data items

The following table shows which data items are mandatory (√) for each of the staff categories, which are optional (#) and which are not applicable (X). Schools and local authorities may wish to hold the optional items on their MIS and this information should automatically be filtered out from the school workforce census return when it is generated. There may be instances where optional information is not filtered out, and local authorities will need to be aware that the data may be forwarded to the department and used for research and statistical purposes.

Software in LA HR/Payroll systems should automatically generate the Staff Details module for those staff that have left the LA during the previous academic year or for whom old contract information is being reported. Staff may need to be selected manually through, for example, ticking a check box for those that should be included in the school workforce census return. Software suppliers should be able to advise how this should be done.

The information in the table applies to those staff with current contracts, or employed via a current service agreement, for 28 days or more on the census day.

	Contracted Teachers	Contracted Teaching Assistants	Leadership, Non-Teacher	Other contracted support staff	Notes
Staff Details					
Teacher Number	√	√	√	√	Mandatory for non-teachers, if applicable
Family Name	√	√	√	√	
Given Name	√	√	√	√	
Former Family Names	√	√	#	#	
NI Number	√	√	√	√	
Gender	√	√	√	√	
Date of birth	√	√	√	√	
Ethnic Code	√	√	√	√	
Disability	√	√	√	√	

	Contracted Teachers	Contracted Teaching Assistants	Leadership, Non-Teacher	Other contracted support staff	Notes
QTS	√	√	#	#	Also required for Advisory Teachers
QTLS	√	√	#	#	Also required for Advisory Teachers
EYTS	√	√	#	#	Also required for Advisory Teachers
HLTA Status	√	√	√	√	
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.
Contract/Service Agreement					
Contract/Service Agreement Type	√	√	√	√	
Start Date	√	√	√	√	
End Date	√	√	√	√	
Post	√	√	√	√	
Role Identifier	√	√	√	√	
Reason for Leaving	√	√	#	#	
Destination	√	√	#	#	
Origin	√	√	#	#	Mandatory for contracts starting from 1/9/2009
Pay Review Date	√	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	Applicable only for Leadership teachers
Pay Range Minimum And Pay Range Maximum	√	X	X	X	Applicable only for Leadership teachers paid on leadership pay range.

	Contracted Teachers	Contracted Teaching Assistants	Leadership, Non-Teacher	Other contracted support staff	Notes
Base Pay	√	√	√	√	Not mandatory if "Daily Rate" = 'Y'. NB: Daily rate only applies to agency/SA teachers
Safeguarded Salary	√	X	X	X	
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	Not required if "Daily Rate" = 'Y'. Only required for Category 'TL3'.
Pay End Date	√	X	X	X	Not required if "Daily Rate" = 'Y'. Only required for Category 'TL3'.
Qualification					
Qualification code	NR	NR	NR	NR	Not required if 'Post' = 'OSP'
Class of Degree	NR	NR	NR	NR	Mandatory where 'Date of Arrival' is equal to or greater than 1 August 2013
Subject Code	NR	NR	NR	NR	Not required if 'Post' = 'OSP'

√ Mandatory data item for this type of staff

- # Optional data item for this type of staff
- X Data item not applicable for this type of staff
- NR Data not required this year (2020). Departmental systems will allow the data to be submitted, but it will not be used and will be deleted as soon as practicable. These data items will be reinstated to the collection in 2021.

6.2. Local authority level data required

LA level data (headcount) is required on educational psychologists employed by the LA on the Census day, via a contract or service agreement with another LA or an agency. Headcounts of full-time and part-time educational psychologists are required, together with the total FTE of all part-time educational psychologists.

7. School workforce level

7.1. Staff details module

All data in this module should be maintained as changes occur. This module will be collected for all LA staff meeting the criteria given in section 4.2. Note that this is *likely to include some staff that left during the academic year prior to the collection, for whom contract information is being provided.*

	Contracted Teachers	Contracted Teaching Assistants	Leadership, Non-Teacher	Other contracted support staff	Notes
1. Staff Details					
Teacher Number	√	√	√	√	Mandatory for non-teachers, if applicable
Family Name	√	√	√	√	
Given Name	√	√	√	√	
Former Family Names	√	√	#	#	
NI Number	√	√	√	√	
Gender	√	√	√	√	
Date of birth	√	√	√	√	
Ethnic Code	√	√	√	√	
Disability	√	√	√	√	
QT Status	√	√	#	#	Also required for Advisory Teachers
QTLS	√	√	#	#	Also required for Advisory Teachers
EYTS	√	√	#	#	Also required for Advisory Teachers
HLTA Status	√	√	√	√	
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.

√ Mandatory data item for this type of staff

Optional data item for this type of staff

7.1.1. Teacher number

This is the seven-digit department's Teacher Reference Number allocated to:

- all teachers with Qualified Teacher Status (QTS)
- people who enter their final or only year of teaching training but who do not qualify
- people working towards QTS on employment based training schemes and
- those without QTS who participate in the Teachers' Pension Scheme.

The Teacher Reference Number will be 7 digits. Please ensure that only the correct seven-digit number is supplied

If a member of staff has a Teacher Number from England or Wales then this should be provided. The following should not be provided

- Scottish Teacher Numbers
- Northern Irish Teacher Numbers
- Foreign or overseas teacher numbers
- made up numbers such as 0000001, temporary teacher numbers or 'TBC',

If a number from England or Wales cannot be provided then the field should be left blank.

Characters such as '/' should not be included in teacher numbers.

Where no number is supplied a query is generated in COLLECT, and a note will need to be written against the query to explain why a Teacher Number has not been submitted. If the teacher has a foreign number or one from the rest of the United Kingdom, this should be included in the note.

People with Qualified Teacher Learning and Skills (QTLS) or Early Years Teaching Status (EYTS) are recognised as qualified to teach in schools and where they have a teacher reference number this should be provided. For example, they will have a teacher reference number if they are part of the teachers' pension scheme. Otherwise this field should be left blank.

Local authorities must make every effort to ensure accurate Teacher Numbers are provided. If an accurate number cannot be ascertained then the data item should be left blank. Without a Teacher Number qualification information provided by the Teaching Regulation Agency cannot be matched with information collected in the school workforce census.

7.1.2. Family name

This must be the full family name (surname).

Employers should have verified the name of their staff as part of the checks with the Disclosure and Barring Service. If staff are provided by a third party, then their identity should have been checked, for guidance see [Keeping children safe in education](#).

7.1.3. Given name

The given name includes forename and middle name(s), not shortened or familiar versions. More than one given name can be entered for each staff member. Suppliers and users are welcome to use a “known as” field locally, but the department is not collecting it because standardising on the legal name gives a firm basis for matching.

7.1.4. Former family name

Please record and provide as many former family names as you are aware of for teachers and teaching assistants. Former family names are not required for other support staff. LAs may choose to record former family names on their systems for these staff but should be aware that these may be returned to the department if they do so.

7.1.5. National Insurance number

National Insurance (NI) numbers must be provided for all staff in regular service. Local authorities should make every effort to ensure a NI number can be provided for each member of staff. However, if one is not available, then the field should be left blank.

This field is used for matching purposes and for tracking individuals over time so that statistics can be produced on length of service, turnover etc. Leaving the field blank will generate a query and a note will need to be added to the return to explain why no NI number has been provided. Temporary NI numbers must not be returned.

7.1.6. Gender

The gender of the member of staff must be provided. The code set includes the values “not known” and “not specified”.

7.1.7. Date of birth

This is the date of birth of the staff member using the format CCYY-MM-DD (for example for 23 January 1963 = 1963-01-23). LAs must enter the correct date of birth for the staff member. Some establishments have reported multiple staff members with dates of birth of 1 January; this will produce a query if there are more than 2 such records in a return. Dates of birth are used in matching workforce census data from different establishments and from different years so it is important that this data is correct.

7.1.8. Ethnic Code

This is the ethnicity of the staff member using the codes from the 2001 National Population Census. Data on ethnicity needs to be handled sensitively. The key point is that ethnicity data should be supplied by the staff members themselves and if they wish they can refuse to provide it, though it should always be requested. There are therefore options in the code set for “refused” and “information not yet obtained”.

Local authorities can choose to use either the department’s extended Codes or Main Codes, the latter are given in the code set in section 10.

The full CBDS code set is available for use in this category, either the department’s extended Codes or Main Codes (see CBDS), including ‘Traveller of Irish Heritage’ and ‘Gypsy/Roma’.

7.1.9. Disability

It is for LAs to decide how best to collect this information and for staff themselves to decide whether they want to declare that they have a disability. It will be important to assure staff that the information they disclose will be handled sensitively and confidentially and used to improve opportunities and outcomes for them. 45,000 public bodies across Great Britain are covered by the Public Sector Equality Duty, which came into force under the Equality Act 2010. The duty is meant to ensure that all public bodies - such as central or local government, schools, health trusts or emergency services – pay ‘due regard’ to the advancement of equality of opportunity for disabled people in every area of their work. The Equality and Human Rights Commission produced a range of information on the public sector equality duty. Disability information should be provided by the staff member themselves and they can refuse to provide it. There are therefore options in the code set for “refused” and “information not yet obtained”.

7.1.10. QT Status, QTLS status, EYT status (true/false)

These data items are required for all teachers and teaching assistants and advisory teachers, but not for other support staff or non teaching school leaders. These indicate whether they have either Qualified Teacher Status (QTS), Qualified Teacher Learning and Skills (QTLS) status or Early Years Teacher Status respectively. The fact that a person has a Teacher Number does not necessarily mean that they have any of these statuses. Teachers without QTS can still be members of the Teachers’ Pension Scheme, for example those who did not successfully complete a teacher training course. Any queries about a person’s QTS or EYTS should be checked with the Teaching Regulation Agency, any queries about QTLS should be checked with the Society for Education and Training – see section 11 for contact details.

QTS, QTLS and EYTS data are required for all teachers included in the return – even if their contract is not current on census reference day.

QTLS

QTLS (Qualified Teacher Learning and Skills) is a status awarded through the Society for Education and Training (SET), for more information see the SET [website](#). Members of the SET who have QTLS are recognised as qualified to teach in schools in England, but this 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.

EYTS

EYTS (Early Years Teacher Status) 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.

7.1.11. HLTA Status (true/false)

This indicates if a member of staff has acquired HLTA (Higher Level Teaching Assistant) status or not. If a person has HLTA status but is not currently working as a HLTA, then the status should still be returned as “True”. **HLTA status refers to a person’s status rather than if they are currently working as a HLTA.** To achieve HLTA status an individual undergoes assessment to ensure they fulfil the HLTA standards.

HLTA data is required for all teachers and teaching assistants included in the return – even if their contract is not current on census reference day.

7.1.12. QTS Route

This data item is only required for staff who have taken up their first teaching post since the previous census or who are working towards QTS, though it can be returned for other staff as well. **This data item does not have to be back filled for staff who were employed as teachers and had QTS before the last school workforce census.**

Members of staff on an employment based QTS route, excluding School Centred Initial Teacher Training (SCITT), must be given the code of the route or programme they are undertaking. *Information on student teachers on teaching practice or who are participating in SCITT is not required for the school workforce census since this is a college rather than classroom based QTS route.* Teachers on the Overseas Trained Teacher Programme must be given the code OTTP - Overseas Trained Teacher Programme. However Overseas Trained Teachers who have not yet signed up for the programme must be given the code OTTN - Overseas Trained Teacher, not yet on Programme.

This field refers to Qualified Teacher Status (QTS) rather than QTLS or EYTS and is not required for staff who are qualified to teach through QTLS or EYTS.

7.2. Contract / service agreement module – Reduced for 2020

All data in this module should be maintained as changes occur. The data items in this module provide details of either contracts or service agreements as defined in section 4.2.

Contract or service agreement records, as appropriate, should be returned from each school or the local authority (depending on how the data are being sourced).

Current Contracts/Service Agreements (those open on census reference day) must be included if the contract has lasted 28 days or is permanent or has a Contract End date 27 days or more after the Contract Start date.

Contracts/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 2020, census contracts/service agreements ending in the period 1 September 2019 to 5 November 2020). Contracts that close on census reference day are considered to be open for the purposes of the School Workforce Census.

Validation rule 4085Q checks that there is at least one contract record in the data return. This is to ensure that data suppliers are aware that this data is not included in their return and the supplier should ascertain that this is correct (that is, the data is being supplied from a different source) before submitting.

Please ensure that contract or service agreement data is being supplied for all members of staff in regular service.

	Contracted Teachers	Contracted Teaching Assistants	Leadership, Non-Teachers	Other support staff	Notes
Contract/Service Agreement					
Contract/Service Agreement Type	√	√	√	√	
Start Date	√	√	√	√	
End Date	√	√	√	√	
Post	√	√	√	√	
Pay Review Date	√	X	X	X	Applicable only to teachers
Pay Range	#	#	√	#	This data item is not mandatory but the department desires it if available.

	Contracted Teachers	Contracted Teaching Assistants	Leadership, Non-Teachers	Other support staff	Notes
Pay Framework	√	X	X	X	Applicable only for Leadership teachers
Pay Range Minimum And Pay Range Maximum	√	X	X	X	Applicable only for Leadership teachers paid on leadership pay range.
Base Pay	√	√	√	√	Not mandatory if "Daily Rate" = 'Y'. NB: Daily rate only applies to agency/SA teachers
Safeguarded Salary	√	X	X	X	
Reason for Leaving	√	√	#	#	
Destination	√	√	#	#	
Origin	√	√	#	#	Mandatory for contracts starting from 1/9/2009
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	√	√	√	√	Not required if "Daily Rate" = 'Y'. NB: Daily rate only applies to Agency/SA Teachers
Additional Payment Amount	√	√	√	√	Not required if "Daily Rate" = 'Y'. NB: Daily rate only applies to Agency/SA Teachers
Pay Start Date	√	X	X	X	Not required if "Daily Rate" = 'Y'. Only required for Category 'TL3'.

	Contracted Teachers	Contracted Teaching Assistants	Leadership, Non-Teachers	Other support staff	Notes
Pay End Date	√	X	X	X	Not required if "Daily Rate" = 'Y'. Only required for Category 'TL3'.

- √ Mandatory data item for this type of staff
- # Optional data item for this type of staff
- X Data item not applicable for this type of staff

7.2.1. Contract / agreement type

Information is only collected on centrally employed staff who, are or have been, employed direct by the LA. Information is not required on those employed via a service agreement. One of the following values must be selected from the code set: permanent, fixed term or temporary. Fixed term must be used for contracts with an agreed length of time and a fixed end date. Temporary must be used for non-permanent contracts, for example cover, without a fixed end date.

Fixed term contracts must have an end date.

The following codes apply to school employed staff only and should not be selected for centrally employed staff: service agreement with LA, service agreement with an agency, or service agreement with other source.

7.2.2. Start date

The date the contract started must be provided.

7.2.3. End date

The date the contract ended will normally be entered after the contract has finished. However, for fixed term contracts the end date must be entered when the contract is set up.

7.2.4. Post

Post is used to identify, at a high level, which category a member of staff falls in.

For teachers the following posts are available: executive head teacher, head teacher, deputy head, assistant head, classroom teacher, teacher upper pay range, teacher main pay range, apprentice teacher and leading practitioners. The classroom teacher post may

be used to record teachers on the main or the upper pay range. The teacher upper pay range and teacher main pay range posts may be used to record which pay range a teacher is on but this is not essential, these teachers may be recorded on the classroom teachers post. Unqualified teachers must be recorded in the post of classroom teacher. For teachers with job titles not included in the code set the post that best reflects the level of their post must be selected. For example, a principal in an academy should be assigned the post of head teacher.

A new post of 'Apprentice Teacher' has been created to cover those teachers on the new teaching apprenticeship programme.

The post of executive head teacher should be used for a head teacher who directly leads two or more schools in a federation or other partnership arrangement. The school that holds the contract for the executive head teacher will be expected to return information on the executive head in the school workforce census. The other school(s) in the federation led by the executive head will not be expected to report information on them.

Support staff based in the classroom for learning and pupil support must be assigned the post of Teaching Assistant. Examples include Higher Level Teaching Assistants (HLTA), Teaching Assistants (TA), special needs support staff, minority ethnic support staff and bilingual assistants.

Two posts have been created to replace 'Support Staff'. These are 'Leadership - non Teacher' and 'Other Support Staff'. Local authorities are not expected to return the Additional Payment modules for 'Other Support Staff'.

Note that the post of "Educational Psychologist" may be available in some systems but school workforce level data is not required for these staff. Headcount data will be collected on these staff– see section 8.

7.2.5.Role identifier

At least one role per member of staff must be provided but where a person has more than one role in an LA all of these must be provided. If the software does not allow more than one role per contract/service agreement to be recorded please contact the [EDD Helpdesk](#) and they will advise what must be returned.

For staff with roles not included in the code set the role that reflects the function of the staff member should be selected. If it is not possible to find an appropriate role it may be that such staff should not be included in the school workforce census, for example clerk to the governors, school crossing patrol staff and school improvement partners. LAs may wish to check with the department about staff for whom they cannot find roles to check whether they should be included in the return.

The role identifier of executive head teacher should be used for a head teacher who directly leads two or more schools in a federation or other partnership arrangement.

Teaching roles for school staff will normally be from the following list, but any of the roles in the code set can be used:

- Executive Head Teacher
- Head of House
- Head Teacher
- Head of Department
- Deputy Head
- SEN co-ordinator
- Assistant Head
- Language support
- Classroom Teacher
- Minority ethnic support
- Head of Year
- local authority supply pool

Teachers of ethnic minorities should be assigned the role of “minority ethnic support” and teachers of English as a foreign language should be assigned the role of “language support”.

Teaching assistants, other support staff and non –teaching leadership staff, should not be assigned any of the roles in the above list, except SEN co-ordinator, language support or minority ethnic support. Many different job titles are used for support staff and examples are given below of how some of these might map to the roles in the code set.

Role identifier	Job title
Teaching Assistant	Classroom Assistant
Teaching Assistant	Individual Support Assistant
Teaching Assistant	Learning Support Assistant
Teaching Assistant	Special Support Assistant
Other Pupil Support	Cover Manager
Other Pupil Support	Exams Secretary
Other Pupil Support	Guidance Manager
Other Pupil Support	Resources Support Staff
Other Pupil Welfare	Counsellor
Other Pupil Welfare	Family Worker
Other Pupil Welfare	Intervention Assistant
Other Pupil Welfare	Outreach Worker
Other Pupil Welfare	Residential Care Worker
Other Pupil Welfare	Student and Family Support

Role identifier	Job title
Other School Admin	Clerical Assistant
Other School Admin	Director of Technology
Other School Admin	Senior Admin Officer
Other School Admin	SENCO Assistant
Other Technician	Art Technician
Other Technician	Creative and Media Technician
Other Technician	Display Assistant
Other Technician	Music Technician
Other Technician	Performing Arts Technician
Other Premises Staff	Ground Staff
Other Premises Staff	Maintenance Staff

Note that the role identifier of “Educational Psychologist” may be available in some systems but school workforce level data is not required for these staff. Headcount data will be collected on them, see section 8.

7.2.6. Origin

The origin code set is at a high level and indicates what teachers and teaching assistants were doing immediately prior to taking up their first post with the LA, for example whether they are new to the education sector or have come from another post within education.

If a teacher or teaching assistant has a new contract within the same LA, the code “Not Applicable – Change of Contract” should be used. This code should also be used where staff move from a service agreement (whether with the local authority, an agency or with another source) to a contract. It will be possible to track such a staff member’s career progression through their contract history and the origin information will provide details of what they did before they joined the LA.

Origin information *must* be provided for all teacher and teaching assistant contracts that started from 1 September 2009. *This data is used in analysis of newly qualified teachers and of staff returning to the profession and this analysis will only be reliable if the origin data is returned accurately.* However, it is not expected that this information will be collected for contracts that started before 1 September 2009 and the field should be left blank.

7.2.7 Reason for Leaving

Reason for leaving is separate from Destination and indicates the reason for a teacher or teaching assistant ending their period of employment with the school or local authority.

Examples include Voluntary Redundancy, Compulsory Redundancy, Left for other teaching post.

This information should be captured once a teacher or teaching assistant has given notice that they wish to terminate their contract or service agreement. If the information is not already available then arrangements should be made via normal procedures, such as an exit interview, to obtain this information. There may be cases where this information cannot be obtained and provision is made for this within the code set: 'Not known' should be selected. If there is a change of contract within the same school, for example, for a promotion from deputy head to head, 'Not Applicable – Change of Contract' should be selected from the code set. If the 'Destination' is set to 'Not Applicable – Change of Contract', then the 'Reason for Leaving' should also be set to this.

Reason for leaving *must* be provided for all contracted teachers and teaching assistants that left during the previous academic year (from 1 September 2019). It is not required for other staff, such as agency staff.

7.2.8. Destination

The code set is at a high level and indicates the destination of teachers and teaching assistants on the completion of their contract. Examples include remaining in the same local authority – primary school, move to another local authority – primary school, non-education employment – public sector.

This information should be captured once a teacher or teaching assistant has given notice that they wish to terminate their contract or service agreement. Arrangements should be made via normal procedures, such as an exit interview, to obtain this information. There may be cases where this information cannot be obtained and provision is made for this within the code set: “Not known” should be selected. If there is a change of contract within the same LA, for example for a promotion from deputy head to head, “Not Applicable – Change of Contract” should be selected from the code set. If the 'Reason for Leaving' is set to 'Not Applicable – Change of Contract', then the 'Destination' should also be set to this.

Destination information must be provided for all contracted teachers and teaching assistants that left during the previous academic year, in other words from 1 September 2018.

Please ensure that the Destination data is returned for all relevant contracts. This data will be used in analysis of staff leaving the state-funded school teaching sector.

The Destination should be set to 'Other' where the reason for leaving is 'Deceased', this may also be used where the staff member has retired.

7.2.9. Date of Last Pay Review – Not Required

This data item is not required in the 2020 census, though it will be required again in 2021. Date of last pay review is important to assist the department in calculating pay, without it we cannot be sure whether the pay figures given in the census reflect the total pay bill for this academic year or for the next academic year. However, to reduce burdens on the sector in current circumstances, this will not be required in 2020.

If local authorities find it easier to submit this data than to remove it, then it can be submitted, in which case the department will not use it and will delete it as soon as practicable.

Guidance on maintaining this data for future censuses can be found in section 9.1.1.

If any data is submitted for this field, it will be briefly visible in COLLECT before being removed within 24 hours. It cannot be deleted any faster, for technical reasons.

7.2.10. Pay Range

For all staff in regular service the relevant pay range must be selected. For non-teachers this will be either “National Joint Council (Local Government Services)” or “Other”. For teachers this will depend on their post and whether or not they have crossed the threshold to the upper pay range.

Where pay range is provided LAs are asked to take care that the correct range is returned. The Leadership Pay Range should only be used for staff in leadership positions (head teachers, executive head teachers, deputy heads and assistant heads) – not for classroom teachers.

Schools and local authorities must supply Base Pay for all staff not paid by a daily rate, whether or not Pay Range is also provided.

General advice on teachers’ pay and conditions is available from the department’s [website](#).

7.2.11. Leadership Pay Framework

Indicates the pay framework under which leadership teachers are paid. Current values are “Pre 2014 framework” and “2014 pay framework”. Leadership teachers’ pay will either be based on the scheme laid out in pre 2014 school teachers’ pay and conditions documents (“Pre 2014”) or that laid out in the 2014 and subsequent pay and conditions documents (“2014”). For contracts with a start date before 1/9/2014 the MIS will default to “Pre 2014 framework” and for those with a start date from 1/9/2014 will default to “2014 framework”. This field will be manually editable.

Leadership teachers appointed after 1 September 2014 must be paid under the “2014 framework”. Leadership teachers whose responsibilities have changed significantly on or after that date should also be paid according to the 2014 pay framework. One of the differences is that the 2014 pay framework mandates that permanent allowances for leadership teachers should be included as part of their basic salary, with only temporary allowances remaining separate. In contrast, under the “Pre 2014 framework” all allowances are separate from basic pay, and are reported separately. Therefore from September 2014 onwards there have been two systems for recording leadership pay.

These frameworks apply to the determination of the pay ranges for leadership teachers – and this is a separate issue from annual decisions on progression pay. So, if a school revises its approach to annual progression pay for school leaders after September 2014 then this does not necessarily mean that it has moved to the “2014 framework”. If the school makes these revisions to progression payments while leaving the determinations of the pay ranges for the school leaders unchanged, then it would be classed as still paying under the “Pre 2014 framework”.

7.2.12. Leadership Pay Range Minimum and Leadership Pay Range Maximum

Every leadership teacher paid on the leadership pay scale will have a basic salary range within which they can expect to be paid while they remain in the same post at the same school. This is determined individually for each leadership teacher. See paragraphs 9.1 to 9.4 of the [School Teachers Pay and Conditions Document](#) for details.

Only applies to teachers paid on the leadership pay scale.

7.2.13. Base Pay

Local authorities must provide base pay for all teachers and support staff in regular service who are not paid by a daily rate, even if pay range is provided.

Base pay must reflect the annual salary of a member of staff as at the Census day. *It should not include any additional payments or allowances.* The pay of part-time or term time only staff must not be adjusted upwards to the pay of a full-time equivalent member of staff. It must also not be adjusted downwards for a member of staff that started working part way through the year. If any elements of the salary are safeguarded these must also be reflected in the base pay.

Validation rule 4545 flags up unusually low base pay. It is not expected that any member of staff would be paid less than this and still meet the criteria for inclusion in the census.

Some examples of how base pay should be recorded are given below:

Example 1: a member of staff works full time throughout the year and earns a salary of £30,000 plus additional payments of £2,000. Base pay = £30,000.

Example 2: two members of staff job share the post described in Example 1, each working 0.5 FTE throughout the year and share the additional payments of £2,000 between them. Base pay for each of the job sharers = £15,000.

Example 3: a member of staff takes up the post described in Example 1 in June on a full time basis. Base pay = £30,000.

7.2.14. Category of Additional Payment

For teachers and teaching assistants any additional payments a staff member receives as part of their contract must be recorded. More than one additional payment can be recorded. The category of any additional payments must be selected, examples include: special educational needs allowances, teaching and learning responsibility payments and, for support staff, London weightings.

TLR3 payments need to be reported separately from other Teaching and Learning Responsibility payments. Performance payments to seconded teachers should also be reported separately. For further information on these payments please see the [School Teachers' Pay and Conditions Document](#), part 4.

Care should be taken in recording the categories. In previous years some additional payment categories appear to have been recorded incorrectly.

Benefits in kind should not be included.

Out of School Learning Activity (OSLA) payments must be treated as any other additional payment amounts, in other words they should be included if the associated contract is active on the Census Date and the payment was made during the previous academic year.

Additional payments must include all payments earned since the previous census reference date, (all additional payments from 8/11/2019 to 5/11/2020).

This data is not required for staff with the post of 'Other Support Staff'.

7.2.15. Additional Payment Amount

For each additional payment, the annual actual amount paid should be given. Any one-off payments should show the amount received in full. If two people share an allowance equally, then the amount for each person would be half of the allowance - in other words, what they actually received.

Please take care when recording additional payments. Instances have occurred where incorrect additional payments have been returned to the department, which have substantially inflated the average pay.

This data is not required for staff with the post of 'Other Support Staff'.

7.2.16. Additional Payment Start Date and Additional Payment End Date

Start and end dates for TLR3 payments must be recorded. A classroom teacher may be awarded a TLR3 payment for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The duration of this payment must be established at the start of the additional payment. This may be reported for all additional payments but is only mandatory, and only requested, for TLR 3 payments.

7.2.17. Safeguarded Salary (true/false)

This data item indicates if any element of a teacher's salary is subject to safeguarding. For further information about safeguarding see the [School Teachers' Pay and Conditions document](#) (paragraphs 29 to 37).

7.2.18. Hours worked per week

The number of hours worked in a normal week is required for each member of staff.

Validation rule 6530 will raise a query if the total FTE for all open contracts held by any individual on census day is greater than 1.5. For technical reasons it has not proved possible to have this rule apply to contracts that closed before census day. Local authorities are therefore asked to take care that, where there are multiple contracts for a single staff member, these do not total more than 1.5 FTE except in exceptional circumstances.

NB: All LAs must ensure that hours worked per week are recorded accurately. The hours data required in the census is the number of hours worked in a normal week. Staff members who have been employed for more than 28 days should be recorded as working the number of hours worked in a normal week. Contracts have been returned with no hours worked per week and the department's helpdesk has had to contact schools in the past to determine if these contracts should be removed from the return. Please do not report individual staff contracts in the school workforce census showing zero hours worked per week. This could include staff employed on flexible 'zero hours' arrangements where the hours worked cannot be determined or it could include teachers listed in a local authority supply pool. Where this applies to a teacher and they are in school on the day of the census they should be included in the occasional teacher count of the school return.

Hours for staff on zero hours contracts should reflect the hours they work in a typical week and base pay should be calculated in line with those hours. Where it is not possible to determine the hours worked in a typical week then the staff should be recorded in the occasional teacher count if they are present on census day. If it is not possible to determine a typical week and the staff are not present on census day then they should be omitted from the census return.

Hours are recorded as decimal figures, not as hours and minutes, (27.5 means 27 and a half hours).

Depending on the HR/Payroll system, the hours worked per week **may be recorded against post or role, but not both**. If a member of staff has more than one role, and the software allows the hours worked to be recorded against each role, then the hours should be assigned to the roles roughly according to the time spent on them, for example a teacher could spend 27.5 hours per week in a role as a classroom teacher and 5 hours per week as head of year.

For teachers, the hours worked per week can be recorded in one of the following two ways:

- based on the directed hours worked per week. Directed hours are the average hours per week for which a classroom teacher is required to attend school. This includes assembly but excludes lunch breaks. A full-time teacher is usually considered to work 32.5 directed hours per week, and the weekly directed hours of part-time teachers should be calculated on a pro rata basis. For example, a teacher working two days a week would work 13 directed hours per week
- based on the proportion of the school timetable week (STTW) worked. Typically the full STTW will be about 25 hours for teachers. The weekly STTW hours worked for a part-time teacher should be calculated on a pro rata basis. For example, a teacher working two days a week would work 10 STTW hours.

For teachers, you may find the following ready-reckoner helpful for converting contracted FTE to directed or STTW hours per week:

FTE ratio	Directed hours per week	STTW hours per week
0.1	3.25	2.5
0.2	6.5	5
0.3	9.75	7.5
0.4	13	10
0.5	16.25	12.5
0.6	19.5	15
0.7	22.75	17.5
0.8	26	20
0.9	29.25	22.5
1.0	32.5	25

For teaching assistants, typically, the hours worked per week will be around 37 hours.

It is important that the hours worked per week and the FTE hours per week are entered on the same basis for a particular contract, as they will be combined to calculate the FTE ratio.

7.2.19. FTE hours per week

Hours are recorded as decimal figures, not as hours and minutes, (27.5 means 27 and a half hours).

This data item is the number of hours per week that would be worked for a post or role to be full-time. For teachers these can be based on directed or STTW hours per week as described above. For teaching assistants the FTE hours per week are likely to be around 37 hours. FTE hours per week for other support staff may vary.

The important thing is that the hours worked per week and the FTE hours per week are recorded on the same basis for a particular contract, so they can be combined to calculate the FTE ratio. Examples are shown below:

For staff employed full time it is essential that the hours worked per week equal or exceed the FTE hours. If the hours worked per week are even slightly less than the FTE hours the staff member will be counted as part time.

Hours per week	FTE hours per week	FTE ratio
16.25 (directed hours basis)	32.5 (directed hours basis)	0.5
12.5 (STTW hours)	25 (STTW hours)	0.5

7.2.20. Weeks per year

This data item records the number of weeks per year for which a member of staff is paid, including any paid holiday. Where payment for contracted hours is spread over the whole year, it is the contracted hours in weeks that need to be entered. For example, if someone is on a term-time only contract for 37 weeks per year but receives their pay in twelve monthly instalments, it is 37 weeks not 52 that should be entered.

This information is important for calculating and performing analysis on pro rata salaries.

7.3. Qualification module – Not Required

This data is not required in the 2020 census, though it will be required again in 2021. This data is important in measuring the use of subject specialists and as an aid to modelling teacher supply within subjects. To reduce burdens on schools in current circumstances, this will not be required in 2020 and the department will rely on information from previous censuses and from alternative sources for this year only.

If you find it easier to submit this data than to remove it from the return, then it can be submitted, in which case the department will delete the data and not use it.

Guidance on maintaining data for the 2021 collection can be found in section 9.2.

If any data is submitted in this module, it will be removed as the return is loaded into COLLECT and will not be visible to the data provider in COLLECT.

8. Local authority level

LA Level information is collected in one module – Educational Psychologists. This is Census specific data and may not necessarily be generated by software in LAs. These data items need to reflect the position on the Census day and so schools will need to collect them on 5 November and manually enter them into their systems.

8.1. Educational psychologists module

LA level (headcount) rather than school workforce level (individual) data is required for educational psychologists that:

- have a current contract, for 28 days or more, with the LA on the Census day or
- are employed at the LA for 28 days or more via a current service agreement with another LA or agency on the Census day.

8.1.1. Number of full time educational psychologists

LAs should return the number of full-time educational psychologists in regular service at the LA on the Census day.

8.1.2. Number of part time educational psychologists

LAs should return the number of part-time educational psychologists in regular service at the LA on the Census day. Each part-time educational psychologist should be counted as one member of staff, regardless of the hours that they work.

8.1.3. FTE of part-time educational psychologists

LAs should return the total FTE for all the part-time educational psychologists.

For example, if there are three part-time educational psychologists with FTEs of 0.2, 0.3 and 0.4, then the FTE of part-time educational psychologists would be $0.2 + 0.3 + 0.4 = 0.9$.

9 Data not being collected in 2020 that will be collected in 2021

The following changes have been made to the central staff collection in light of the COVID pandemic and its effect on schools and local authorities:

- Qualification data is not required
- Date of last pay review is not required.

Though this data is not being collected in 2020, the requirement will return in 2021. This guide is used both to return data in the school workforce census and as a guide to maintaining data throughout the year. Therefore, the guidance on data that is not required in 2020 is being kept in this document, but taken out of the normal structure to avoid confusion.

The information in this section is intended purely as a guide to maintaining data and is not in any way an implication that the data is required in 2020.

9.1 Contract / Service agreement module

The information below is in this year's guide purely to assist preparation for future censuses.

9.1.1 Date of Last Pay Review

This is the date of the most recent determination of a teacher's pay. Maintained schools must carry out these determinations annually. The results of the annual review should apply from 1 September that year. However, the review may not have taken place by the time of the school workforce census. Outside of the annual review cycle, schools should also make determinations of teachers' pay when teachers take up a new post, or move to the Upper Pay Range. The department wishes to know the data of the last pay review in order to determine whether the pay figures submitted in the census are relevant to determining the pay bill for the current year.

The date supplied should be the most recent pay determination (either the regular annual review, or a more recent review for other reasons), even if this did not result, or could not have resulted, in a change to the teacher's pay

9.2 Qualification Module

The information below is in this year's guide purely to assist local authorities in preparation for future censuses.

Information will be required on the type and subject of certain qualifications held by all teachers and by non-teaching school leaders in regular service. Qualification information will not be required for 'Other Support Staff' but some systems may return this data to the department if it is present.

For all **teachers**, the following information is required:

- their **initial teacher training qualification** for example PGCE, BEd, Certificate in Education
- for those with a PGCE, information on **prior degrees**
- for those without QTS or those trained overseas, **all qualifications relevant to their engagement as a teacher**
- any **subsequent qualifications** gained relevant to their job as a teacher that appear in the list below

Information is required on previous degrees as well as on PGCEs.

For **non-teaching school leaders**, information about their degree or about any other qualifications listed below should be provided.

Qualifications in England Wales and Northern Ireland are grouped into levels from entry level to level 8. The following qualifications, which are graded at level 4 or above, (that is, those higher than A-level) should be included.

- Post-graduate Certificate in Education (PGCE)
- BEd or other first degree combined with teacher qualifications
- Certificate in Education or equivalent
- Doctorate, for example PhD
- Master's Degree, for example MSc, MEd
- Postgraduate certificates and diplomas
- Other first degree (that is, not BEd or other first degree combined with teacher qualifications) such as BA and BSc
- Graduate certificates and diplomas
- Diplomas of higher education and further education
- Foundation degrees
- Higher national diplomas
- Certificates of higher education
- Non-UK teaching qualification

The Teaching Regulation Agency holds information about the first degree and initial teacher training qualification of some teachers and will share this information with the department. However, the agency does not hold information on any additional qualifications gained nor on the qualifications of those teachers who qualified some time ago. To gain a complete picture of the qualifications held by teachers, the department

requires the gaps to be filled in the Teaching Regulation Agency’s data. Schools, or local authorities if they are providing the data, will need to do one of the following:

- (a) **Either** check the qualifications held by the Teaching Regulation Agency for their qualified teachers, instructors and overseas trained teachers via their website and provide any qualifications not held by the Teaching Regulation Agency. Please contact the Teaching Regulation Agency in good time as it may take several working days to register for the service;
- (b) **Or** gather and record all the qualifications information on all their teachers and submit it to the department.

Information on the following qualifications does not need to be provided as the department will obtain it direct from the Teaching Regulation Agency: National Professional Qualification for Headship (NPQH) and Certificate/Diploma for School Business Management (CSBM/DSBM).

Qualification module	Teachers	Teaching Assistants	Other support staff	Notes
Qualification code	√	√	√	Not required if 'Post' = 'OSP'
Subject Code	√ (up to 2 subjects)	√ (up to 2 subjects)	√ (up to 2 subjects)	Mandatory where 'Date of Arrival' is equal to or greater than 1 August 2013
Class of Degree	√ (mandatory where Date of Arrival is equal to or greater than 1 August 2013)	#	#	Not required if 'Post' = 'OSP'

- √ Mandatory data item for this type of staff
- # Optional data item for this type of staff

9.2.1. Qualification code

This indicates the type of qualification awarded. All relevant qualifications grouped at level 4 or above (those higher than A level) should be included. The full code set for this item is listed below:

Code	Qualifications this must be used for
PGCE	Post-graduate Initial Teacher Training Qualification (PGCE)
MAST	Master's Degree, for example MSc, Med or other level 7 qualifications such as postgraduate certificates and diplomas
DOCT	Doctorate, for example PhD, or other level 8 qualification
BEDO	BEd or other first degree combined with teacher qualifications
FRST	Other first degree (that is not BEd or other first degree combined with teacher qualifications) such as BA and BSc, or other level 6 qualification such as graduate certificates and diplomas
CTED	Certificate in Education or equivalent
NQF4	Any other qualification at level 4 or 5, for example level 4 NVQ, diplomas of higher education and further education, foundation degrees and higher national diplomas, and certificates of higher education.
NNUK	Non-UK teaching qualification

9.2.2. Subject Code

Each qualification must have either one or two subject specialisms associated with it and these must be recorded either:

- using the JACS (Joint Academic Coding System) codes which have a hierarchical structure. Schools and local authorities may return either the level specified in the Subject Codes or, if their systems allow and they wish to do so, the more detailed JACS codes.
- Or, using one of the extra codes beginning with a 'Z' which the department has added to cover qualifications for which no exact match can be found on the JACS list. Staff who have gained a National Award in Special Educational Needs Coordination (aka NASENCO) should use the code ' Z201 – SEN - SENCO'.

Please be aware that the degree title of PhD (Philosophy Doctorate) or DPhil (Doctor of Philosophy) refers to the level of the degree and not to its subject. PhDs can awarded in many different subjects and care should be taken to ensure that the correct one is returned.

The complete list of Subject Codes and the more detailed JACS codes associated with each of them is published on the [JACS website](#). Local authorities may wish to use this document to identify appropriate Subject Code(s) for qualifications.

An extract from this document is shown below. Q300 English Studies is the Subject Code, highlighted in yellow. The more detailed JACS codes associated with Q300 follow underneath. A BA in English Language could be recorded, and returned in the school workforce census, as the more detailed JACS code Q310 English Language, if systems

allow this to be done, or if not the Subject Code Q300 English Studies. Note in this example Subject Code 2 would be left blank.

Code	Description
Q300	English Studies
Q310	English Language
Q320	English Literature
Q321	English Literature by period
Q322	English Literature by author
Q323	English Literature by topic
Q330	English as a second language
Q340	English Literature written as a second language
Q350	Scots language
Q360	Scots literature
Q370	Irish language
Q380	Irish literature
Q390	English studies not elsewhere classified

For qualifications with 2 subject specialisms attached to them, for example a BSc in Mathematics and Statistics, two Subject Codes would need to be filled in. In this example G100 (Mathematics) would be recorded for one Subject Code and G300 (Statistics) for the second Subject Code.

The JACS code set represents the courses on offer currently and may not match those available in the past. Therefore there will be some cases where it is not possible to find an exact match between the qualifications of a staff member and one of the JACS codes. To accommodate these cases extra subjects (Z101 – Science; Z102 - Applied Science; Z103 – Citizenship; Z104 - Design & Technology; Z105 – Geography; Z106 - Manufacturing and Z107 - Modern Languages) have been added to the CBDS code set to represent subject areas commonly taught in schools. If a member of staff has a qualification which does not match one of the JACS codes then these extra codes may be used if they provide a close match to the qualification in question. If it is not possible to find an appropriate JACS code or corresponding Subject Code then schools and local authorities should leave the Subject Codes blank rather than try to assign a “best fit”.

A set of five SEN qualification areas has been added to the subject code set in CBDS. Staff who have qualifications relevant to teaching SEN pupils will be able to use these

subjects to record that fact, and SENCOs must - unless they have previously been a SENCO for more than a year as of 1 September 2009 - achieve a 'National Award in Special Educational Needs Co-ordination' within three years of their appointment (see the [SEND Code of Practice](#) and the SENCO regulations¹). This should be recorded in the census using the code 'Z201 – SEN - SENCO'. The SEN qualification areas are Z201 - SEN – SENCO; Z202 - SEN – Sensory impairments; Z203 - SEN – Severe Learning Difficulties; Z204 - SEN – Profound and Multiple Learning Difficulties; Z205 - SEN – other.

The SENCO qualification must be recorded where present for any SENCOs

For more information about the JACS code set visit the HESA (Higher Education Statistics Agency) [website](#).

9.2.3. Class of Degree

You are asked to provide 'Class of Degree' for teachers, with a 'Date of Arrival in School' from 1 August 2013. This information is only mandatory where the Qualification Code is returned as `FRST` (first degree or equivalent) or `BEDO` (Bachelor of Education).

If data is held on degrees of teachers employed before 1 August 2013 or for degrees other than those outlined above this data may be returned to the department as part of the school workforce return.

¹ The Education (Special Educational Needs Co-ordinators) (England) (Amendment) Regulations 2009

10. Code sets – school workforce level

The following code sets are taken from the Common Basic Data Set (CBDS) which is published on the department's website. Some codes may be available in the CBDS but are not expected to be returned in the school workforce census. These codes appear at the bottom of the tables with explanatory notes. The CBDS is updated as and when necessary and so these code sets may be subject to change.

Gender

Code	Description
0	Not Known (gender has not been recorded).
1	Male
2	Female
9	Not Specified (indeterminate; unable to be classified as either male or female)

Ethnicity (these are the main codes, the full extended code list can be used)

Code	Description
WBRI	White - British
WIRI	White - Irish
WIRT	Traveller of Irish Heritage
WOTH	Any Other White Background
WROM	Gypsy / Roma
MWBC	White and Black Caribbean
MWBA	White and Black African
MWAS	White and Asian
MOTH	Any Other Mixed background
AIND	Indian
APKN	Pakistani
ABAN	Bangladeshi
AOTH	Any Other Asian Background
BCRB	Black Caribbean

Code	Description
BAFR	Black - African
BOTH	Any Other Black Background
CHNE	Chinese
OOTH	Any Other Ethnic Group
REFU	Refused
NOBT	Information Not Yet Obtained

Disability

Code	Description
YES	Yes
NO	No
NOBT	Information not obtained
REFU	Refused

QTS Route

Code	Description
ACEG	Annual College Exit - Graduate course
ACEP	Annual College Exit - Post graduate course
OTTP	Overseas Trained Teacher Programme
OTTN	Overseas Trained Teacher, not yet on Programme
RTPR	Registered Teacher programme
GTPR	Graduate Teacher Programme
TFST	Teach First programme
RECG	Mutual Recognition from NI, Scotland or the EU
FLEX	Flexible Routes
SCD	School Direct
SCDS	School Direct (Salaried)

Contract Type

Code	Description
PRM	Permanent
FXT	Fixed Term
TMP	Temporary
SLA	Service Agreement with Local Authority
SAG	Service Agreement with Agency
SOT	Service Agreement with other source

Post

Code	Description
EXH	Executive Head Teacher
HDT	Head Teacher
DHT	Deputy Head
AHT	Assistant Head
TCH	Classroom Teacher
TCM	Classroom Teacher, main pay range
TCU	Classroom Teacher, upper pay range
LDP	Leading Practitioner
APP	Apprentice Teacher
OSP	Other Support Staff
LNT	Leadership - Non teacher
AVT	Advisory Teacher
TAS	Teaching Assistant

Role

Code	Description
ADMC	Administrator / Clerk
ADV T	Advisory Teacher (unattached)

Code	Description
ARTD	Art &/or Design Technician
ASHT	Assistant Head
ATTN	Attendance Officer
BEHM	Behaviour Manager/Specialist
BILN	Bilingual Support Assistant
BURS	Bursar
BUSS	Business Manager
CADV	Careers Advisor
CARE	Childcare Officer
CART	Creative Arts Specialist
CATR	Other Catering Staff
CLNR	Cleaner
COOK	Cook
COVR	Cover Supervisor
CTKR	Caretaker
DATA	Data Manager / Analyst
DPHT	Deputy Head
EDWO	Education Welfare Officer
ESCT	Escort
EXAM	Examinations Officer
EXHT	Executive Head Teacher
EXTS	Extended Schools Manager/Support
FINC	Finance Officer
HDHO	Head of House
HDPT	Head of Department
HDTR	Head Teacher
HDYR	Head of Year
HLTA	Higher Level Teaching Assistant

Code	Description
HSLO	Home-School Liaison Officer
ICTM	ICT Network Manager
ICTT	ICT Technician
INST	Instructor (including sports coach)
INVG	Exam Invigilator
LANG	Language Support
LIBR	Librarian
LITR	Literacy Worker
LMEN	Learning Mentor
LRNM	Learning Manager
LSEN	Learning Support Assistant (for SEN pupils)
MIDA	Midday Assistant
MIDS	Midday Supervisor
MINS	Minority Ethnic Support
MISC	Miscellaneous Teaching Service for the LA
MUSC	Music tuition (include peripatetic)
MUSS	Music Specialist
NASS	Nursery Officer/Assistant
NNSE	Nursery Nurse
NURS	Nurse
OADM	Other School Admin
OCSU	Other Central Support Staff
OICT	Other ICT Support Staff
OMAN	Office Manager
OPRE	Other Premises Staff
OPSU	Other Pupil Support
OPWE	Other Pupil Welfare
OTEC	Other Technician

Code	Description
PAHT	Personal Assistant to Head Teacher
PAST	Pastoral Support
PERI	Peripatetic Teacher (unattached)
PREM	Premises Manager
RECP	Receptionist
RPRG	Reprographics Technician
SENC	SEN Co-ordinator
SPLY	LA Supply Pool
SSEC	School Secretary
STCH	Science Technician
TASS	Teaching Assistant
TCHR	Classroom Teacher
THER	Therapist
TMIS	Teacher: engaged to teach in miscellaneous establishments
TNON	Teacher: engaged for non-school education
TPRU	Teacher: engaged to teach in a pupil referral unit
TRAV	Traveller Support
TTCH	Technology Technician
WELF	Welfare Assistant
The following code should not be used for the school workforce census (role is out of scope).	
EPSY	Educational Psychologist

Origin

Code	Description
1STIMM	First employment in teaching - immediately after training
1STAFT	First employment in teaching - not immediately after training
1STEBR	First employment in teaching - employment based teacher training

Code	Description
TCHLEA	Teaching post within the LA sector (school or central staff) in England or Wales
TCH6TH	Teaching post within a Sixth form college in England or Wales
TCHIND	Teaching post within an independent school in England or Wales
TCHFHE	Teaching post within a University, FE/HE college in England or Wales
OTHEDU	Other education post in England or Wales
TCHSNI	Teaching post in Scotland or Northern Ireland
OTHSNI	Other education post in Scotland or Northern Ireland
TCHFOR	Teaching post outside the UK
OTHFOR	Other education post outside the UK
EMPPUB	Non-education employment - public sector
EMPSLF	Non-education employment - self-employment
EMPOTH	Non-education employment - other employment
UNEMPL	Unemployed and seeking work
FAMBRK	Break for family reasons
OTHBRK	Other break
OTHERR	Other
NOTKNW	Not known
NOTAPP	Not Applicable - change of contract

Destination

Code	Description
LEAPRM	Remaining in the same LA - primary school
LEASEC	Remaining in the same LA - secondary school
LEAOTH	Remaining in the same LA - other (including central staff)
OTHPRM	Move to another LA - primary school
OTHSEC	Move to another LA - secondary school
OTHOTH	Move to another LA - other (including central staff)
LEASIX	Sixth form college - same LA area

Code	Description
OTHSIX	Sixth form college - other LA area
INDEPN	Independent school
FHEHUK	University, FE/HE college in UK
NONUKP	Education post outside UK
NONUKO	Non-Education post outside UK
PUBSEC	Non-education employment - public sector
SELFMP	Non-education employment - self-employment
OTHERE	Non-education employment - other employment
OTHERR	Other
NTKNWN	Not known
NAPPCH	Not Applicable - Change of Contract

Reason for Leaving

Code	Description
VOR	Voluntary redundancy
COR	Compulsory redundancy
OTT	Left for other teaching post
OTE	No longer teaching but still in education
LET	Left the teaching profession
OTR	Other
DCS	Deceased
REN	Retirement - normal age
REI	Retirement - ill-health
REP	Retirement - premature
NAC	Not Applicable - Change of Contract
NOK	Not Known
DIS	Dismissed
FAM	Maternity/Paternity/Break for family reasons

Pay Range

Code	Description
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LD	Leadership
TE	Teachers Main
TU	Teachers Upper
LP	Leading Practitioners
UT	Unqualified Teachers
SO	Soulbury
NJ	National Joint Council (Local Government Services)
OT	Other

Additional Payment Type

Code	Description
LIN	Inner London Weighting (Support Staff)
LOT	Outer London Weighting (Support Staff)
LFR	London Fringe Weighting (Support Staff)
MAL	Management Allowances
TLE	First and Second Teaching and Learning Responsibility Payments (TLR1 & TLR2)
TL3	Teaching and Learning Responsibility 3 Payments
RAR	Recruitment and Retention
SEN	SEN Allowances
ACT	Acting
RES	Residential duties
INS	INSET
OOS	Out of School Activities
RCP	Recruitment Incentive (Pay)
RCC	Recruitment Incentive (One Off Payment)
RCA	Recruitment Incentive (Other)
WEL	Welcome Back
UQT	Unqualified Teachers
OTH	Other

Code	Description
PPS	Performance Payments to Seconded Teachers

11. Glossary

Approval	See: Submission, Approval and Authorisation
Authorisation	See: Submission, Approval and Authorisation
CBDS	Common Basic Data Set. A set of data definitions that the DfE, partners, local authorities, and software suppliers use for consistency of data storage and ease of transfer. There are CBDS Levels for Pupil, School, LA and School Workforce. Each CBDS Level contains a number of modules, for example for Staff Details, for contracts or Qualifications. Latest CBDS definitions can be found on the Department's website CBDS .
COLLECT	The DfE's tool for gathering data returns in School Workforce Census and in other censuses. It also enables the transfer of census data between schools, local authorities and the DfE. It supports the management of the collection process, with various reports that monitor the quality and completeness of the return. Validation checking and error reporting is also built into COLLECT.
HESA	The Higher Education Statistics Agency. HESA is the central source for higher education statistics in the UK. HESA maintain and publish the <i>JACS codes</i> used to record Subjects of degree and other higher qualifications. See the HESA website at HESA for more information.
JACS codes	Joint Academic Coding System. A series of codes for subjects at degree level, owned by the <i>HESA</i> .
Level	See <i>CBDS</i>
MIS	Management Information Systems – propriety software systems used by schools to collect, validate, store, and analyse a range of pupil, school, and workforce data.
Occasional service	Continuous service by a member of the workforce of less than twenty eight days. See also <i>regular service</i> .
Phase of Education	Describes whether a school is nursery, primary or secondary.
Regular service	Continuous service by a member of the workforce of twenty eight days or more. Regular service may be full- or part-time. Please note that 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 [a contract that starts on 1 November and ends on 28 November has lasted 28 days: end date minus start date incremented by one yields (28/11 – 1/11)+1 equivalent to 27+1=28]. See also <i>occasional service</i> .

School Census	<p>The termly census of maintained nursery, primary, secondary and special schools in England. A range of individual pupil data is collected to help inform local and national funding and policy.</p> <p>Some types of school provide pupil information at summary level, and this is known as the School Level Annual School Census (SLASC).</p>
SCITT	School-centred Initial Teacher Training.
SLASC	See <i>School Census</i> .
Submissions, Approval, Authorisation	<p>A school loads their return file onto COLLECT. Once they are happy with the return it is 'Submitted'. For local authority schools the LA will 'Approve' the return once they are happy with it. The DfE 'Authorises' a return once we are satisfied with the data quality.</p> <p>For central returns the local authority will submit and approve the return once they are happy with it. The DfE 'Authorises' a return once we are satisfied with the data quality.</p> <p>See section 5 for more detail.</p>

12. Links to relevant websites

[Get information about schools](#): for information on school, local authority and establishment codes:

<https://www.gov.uk/guidance/get-information-about-schools>

For information on [Teachers' Pay and Conditions](#):

<https://www.gov.uk/schools-colleges-childrens-services/school-careers-employment>

For information on the [common basic data set](#):

<https://www.gov.uk/government/collections/common-basic-data-set>

For the online version of this [guide](#), as well as specifications and other associated information:

<https://www.gov.uk/school-workforce-census>

[Data Collection Helpdesk](#):

<https://www.education.gov.uk/researchandstatistics/stats/requestform>

The [Teaching Regulation Agency](#):

<https://teacherservices.education.gov.uk/>

The [Society for Education and Training](#)

<https://set.et-foundation.co.uk/professionalism/qtls/>

For [teacher status checks: information for employers](#):

<https://www.gov.uk/teacher-status-checks-information-for-employers>

Version	Change History	Author and Date
1.0	<p>All dates rolled forward, minor textual changes for clarity.</p> <p>Requirements for non-teaching school leaders separated out more clearly from requirements for other support staff in sections 6.1.2, 7.1, 7.2 and 7.2.4</p> <p>Requirements for advisory teachers clarified in section 7.1.10</p> <p>Data protection and data sharing notes updated in section 3.4</p> <p>Changes made to reflect reduction in data in light of COVID-19. These affect the following sections:</p> <p>Section 1: Introduction – overview of changes</p> <p>Section 1.2: Changes since school workforce census 2019 – overview of changes</p> <p>Section 2: Rationale behind the school workforce census – An explanation of the importance of SWC data</p> <p>Sections 5.1: Update systems with current data – note on validation rules in management information systems</p> <p>Section 5.3.2: Validation in LA systems – note on validation rules in management information systems</p> <p>Sections 6.1.2, 7.1 and 7.2 have tables updated to show changed requirements</p> <p>References to data not required in 2020 removed from, or altered in, sections 5; 7.1.1; 10.</p> <p>Guidance on maintaining data that is not</p>	Gerard Hassett 8 October 2020

Version	Change History	Author and Date
	<p>required in 2020 but will be required in 2021 is given in section 9</p> <p>Detail on changes is shown in the following sections:</p> <p>7.2.9: Date of last pay review</p> <p>7.3: Qualifications</p>	



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Reference: DfE-00195-2020