
School workforce census (SWC)

The school workforce return is a statutory collection required by the DfE, which this year takes place on Thursday, 7 November 2019. This is one week later than we are used to, in order to accommodate various dates for half term that are being taken around the country. You should make this statutory return using the school workforce census part of your MIS and upload it to collect by Friday, 8 November 2019.

DFE specifications

The DfE no longer provide a pdf document guide, the guidance is now available on the following link:

[School workforce census: guide to submitting data \(GOV.UK\)](#)

DfE guidance on school teachers' pay and conditions can be found on the following link:

[School teachers' pay and conditions \(GOV.UK\)](#)

Capita instructions

[Preparing for the school workforce return 2019 \(pdf\)](#)

[Producing the school workforce census 2019 return \(pdf\)](#)

[Quick reference sheet – maintaining service term information \(pdf\)](#)

[School workforce errors and resolutions 2019 \(pdf\)](#)

If you require any information regarding MIS file versions or where data should be entered, or how to run the census within your MIS please refer to your MIS technical support provider.

Contacts

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Related services

[Capita SIMS - licences 2019/20](#)

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