GOV.UK

Reference SWF 2021
Issued to: Local authority and academy school workforce census contacts
Issue date: 30/11/2021

November School Workforce Census 2021 – The deadline for submission is Friday 3 December

The School Workforce Census is a statutory return. This means there is a legal obligation on schools and local authorities to submit the requested data by the submission deadline which is Friday 3 December.

If you have made any amendments to your data and the current status is ‘loaded and validated’ or ‘Amended by Source’ please do not forget to press submit.

Thank you to those who have already provided their return. This collection is the Department’s primary source for data on the school workforce, covering both teachers and the wider workforce. By returning promptly and accurately, you are supplying critical information which supports a wide range of decisions on a multi-billion-pound budget.

How to complete the School Workforce Census

All the guidance you need to submit the School Workforce Census is available at the following link: https://www.gov.uk/guidance/school-workforce-census.

This includes:

- Guides for school and centrally employed LA staff
- COLLECT guides and COLLECT report guides
- Acceptable notepad entries in COLLECT for queries
- Where to find additional help and support

Important points to note if you have loaded or submitted returns already

If you are an academy are you certain you have submitted your return after loading it?

If you are a local authority have you approved your returns after they have been loaded and submitted by you or your schools?

Has it been more than two weeks since you approved your return and it has not been authorised? If so:

- You need to go back into COLLECT to check if you have any queries.
- Have you added notes in the “return level notes” following the notepad entry guide to cover all queries?
- Are there any errors – It may be that you need to add or amend data.
- If you have completed these actions then please do not contact the data collections helpdesk as they are currently working on authorising the returns.

Data requirements

Please check the data collection guidance documents carefully before making your returns.

You should run the credibility check reports available in COLLECT to identify any areas where your return may be incorrect after having amended or accounted in the return level notes for any validation errors your data raised on submission.

Please supply a substantive reason for large changes to staffing levels where these have been identified in the validation checks in the return level notes.

DfE Sign-in Service Requests for access and password resets

Access to COLLECT is via DfE sign in. If you are having difficulty signing in you will need to contact your local approver. If your local approver cannot assist you will need to go to DfE sign-in support. The DfE sign in support form is available at the following link:
https://help.signin.education.gov.uk/contact

XML generator

If you don't have a management information system which can provide data in the correct format for COLLECT, you can use the csv to xml converter which is available on request by submitting a data collections service request form to the data collections Service Desk at: https://form.education.gov.uk/service/Data-collections-service-request-form

Further updates

We will issue further email communications as required during the collection period for the school workforce 2021 data collection. Please also see SLACK for updates.

Contact details for data collections Service Desk

If you have any queries or issues please contact the data collections Service Desk at the earliest possible opportunity at: https://form.education.gov.uk/service/Data-collections-service-request-form

Kind regards
Data Operations Service Desk