

Reference: SWF 2020

Issued to: Local authority and academy school workforce census contacts

Issue date: 09/09/2020

School workforce census 2020

Coverage and Dates

The school workforce census, (SWF), is a statutory data collection required for all publicly funded schools. Academies and Free Schools are responsible for making their own return. MATs must ensure that an individual return is made for each of their schools allocating their staff as appropriate to reflect the position in each school.

Local authorities are responsible for providing returns for the schools and PRUs that they control. They must also make a separate return for the school staff that they employ centrally.

The collection:

- Opens on Thursday 5 November 2020
- The LA ask maintained schools to submit by Friday 6 November 2020, to allow sufficient time for checking queries and errors.
- Statutory return date for Academies and Local Authorities on Friday 4 December 2020.

Data providers are encouraged to make returns as soon as possible to allow time for data cleaning.

You can find more information, including instructions for schools, academies, MATs and local authorities to complete the SWF 2020 on

our website at: <https://www.gov.uk/guidance/school-workforce-census>.

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 on our website at:

<https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings#deferred-collections-and-services>.

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).

The following items will not be required.

- Absence data is not required
- Qualification data is not required
- Date of last pay review is not required
- 'Subject' and 'Tenure' are not required for vacancy data
- Data on third party support staff is not required, though data on occasional teachers is still needed.

Please see the collection guidance available at the following web link for full details:

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

Where specific data items (list above) are not required for 2020...

- if your processes and systems make it easier to submit the unrequired data items, then you can return the data to us. We will not use such data and, as soon as practicable, we will delete it.
- if it is easier for your systems and processes to not collect the unrequired data items, then it will not be required or requested.

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.

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

We hope this approach will reduce the burdens on schools to the greatest extent possible in these difficult times.

The department plans to restore these in future collections from 2021.

How to make a return

You must submit your SWF data using COLLECT, our centralised data collection and management system. A separate COLLECT guide is available to help you use the system to complete and submit your return. A full guide to COLLECT is available at the following link:

<https://www.gov.uk/government/publications/collect-guides-for-schools-and-local-authorities>

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>

Please keep your GIAS establishment details and your contacts up to date

Please take this opportunity to review your establishment's record in Get Information About Schools (GIAS).

To update your record, please go to the GIAS home page, "Sign in" using your "DfE Sign-in" credentials and select GIAS from your available services at: <https://www.get-information-schools.service.gov.uk/>.

Familiarisation site access

The COLLECT familiarisation blade for the SWF 2020 is expected to be available at the beginning of October. The familiarisation blade mirrors the look, feel and functionality of the live COLLECT blade. All data providers are strongly encouraged to use this facility to assist in assessing the quality of their data in preparation for the live collection.

No data will be transferred from the familiarisation blade to the live collection blade and no data will be taken from it to be analysed or published. If you wish to take a copy of your data please do so before familiarisation closes on 30 October 2020.

Data protection: privacy notice model documents

With the introduction of the General Data Protection Regulation (GDPR) on 25 May 2018, the Department published updated privacy notice suggested text documents. These documents, approved by ICO, contain examples of the relevant sections required in a proposed format and are available online at:

<https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices>.

To further assist schools, Multi Academy Trusts (MAT) and local authorities in creating their own privacy notices, an accompanying guide has also been produced. The guide explains what should be included in more detail and contains an example privacy notice.

For further information on GDPR please see: the Information Commissioner's Office (ICO) website at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

and the data protection – toolkit for schools at:

<https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>

Data requirements

The data collection guidance documents should be checked carefully by all SWF data providers before making returns.

Providers 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.

A substantive reason for large changes to staffing levels should be provided where these have been identified in the validation checks. Please provide the reason for the change within the return level notes.

- We ask that the following items should be given specific attention when making your returns:
- Please ensure that where Computer Science is taught it is recorded as such, (code CSI), and not ICT,
- each schools return includes identifies the teacher who has the role of SEN Coordinator,
- Base pay for part-time staff must be reported as the actual annual salary and not the full-time equivalent,
- Please check that the each teacher has the correct qualified teacher status, (QTS), recorded in the relevant field for QTS, EYTS or QTLS.

XML generator

Local authorities and academies with non-standard HR/payroll systems or school MIS that cannot provide data in the correct format for loading into COLLECT will need to use the XML generators to create files in the correct format.

The XML generator tools and associated Excel templates for both schools and local authority central returns are in the process of being updated and once completed you will be informed.

Background

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, increased vacancies and modelling effects on budgets (e.g. from an increased use of supply teachers).

We publish school workforce statistics each year in June at the following web link at national, regional, local authority and school level.

<https://www.gov.uk/government/statistics/school-workforce-in-england-november-2019>

Further updates.

We will issue further email communications as required before and during the collection period for the school workforce 2020 data collection.

Contact details for data collections service desk

If you have any queries, the Data Collections Service Desk can be contacted via the data collection service request form at:

https://form.education.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-2b61dfcd-9296-4f6a-8a26-4671265cae67/AF-Stage-f3f5200e-e605-4a1b-ae6b-3536bc77305c/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen

Regards

Data Collections Service Desk