School Workforce Census in Bromcom

November 2024

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Bromcom

Coventry City Council

DIGITAL SERVICES
FOR SCHOOLS AND ACADEMIES

Data Protection Disclaimer

Screenshots used in this presentation

have been taken from a test system.

People depicted do not exist.

Screen shots are used for illustration purposes only.

Introduction

- Statutory data collection exercise run by central government with data from schools MIS systems.

- Data collected is determined by central government

- There is one workforce census each year in November

- It is a snapshot of data in your system on census day – along with some historical data from previous periods.

- MIS providers incorporate changes to data requirements in each census by upgrading their software.

Today's objectives

- By the end of today's session, you will be able to:
  - Check your data to make sure its ok for census
  - Enter the relevant data for census
  - Start a census return
  - Create and validate your return
  - Correct and validation errors by editing individual staff records or using the bulk update tool.
  - Authorise your return (a crucial step required to verify your data)
  - Print detailed reports
  - Print a summary of the census

Statutory Requirement

The submission of the school workforce census return, including a set of individual staff records, is a statutory requirement on schools and LAs by virtue of regulations SI2007/1264 and amendment SI2009/2266 made under sections 113 and 114 of the Education Act 2005.

Which types of schools should submit the School Workforce Census

The 2024 school workforce census covers publicly funded English schools and includes community, foundation, voluntary aided and voluntary controlled schools as well as academies, including AP academies (alternative provision academies) and free schools, maintained nursery schools

The following types of establishment must return the school workforce census:

- primary schools

- secondary schools

- maintained nursery schools

- maintained special schools

- pupil referral units

- Academies (including free schools, studio schools, UTCs and Alternative Provision academies).

- City Technology Colleges.

Key Dates

- Census Day – **7th November 2024**

- Absence Collected – **1st September 2023 – 31st August 2024**

- Continuous Contracts – **1st September 2023 – 7th November 2024**

- Upload to Collect by – **22nd November 2024 this allows the data team enough time to check and authorise your return.**

Future Census Dates

Dates for your diary

- Spring Pupil Census – **Thursday 16th January 2025**

- Summer Pupil Census - **Thursday 15th May 2025**

Webinar dates will be announced nearer to the census.

Staff In Scope

- Full and part time teachers
  - Includes teachers who are employed by a school whether they have qualified teacher status (QTS, QTLS or EYTS) or not.
  - Agency / service agreement teachers working within a school that would normally be filled by a teacher employed by the school.

- Teaching assistants
  - Staff based in classrooms for learning and pupil support, for example HLTAs, teaching assistants, special needs support staff and bilingual support assistants.

- Support staff employed by the school
  - Staff which are not classroom based, e.g. matrons/nurses/medical staff, librarians, technicians, bursars and other administration/clerical staff, premises and catering staff.

Workforce Level Data

- School workforce level data (that is, data on individual members of staff) is required for teachers and support staff in regular service that work for schools, including PRUs. Staff are in regular service if they have completed service of 28 days or more with the school, or are expected to do so, before the end of their contract or service agreement.

- The following, if they are in regular service, are examples of those for whom school workforce level data must be returned:
  - teachers employed by the school, both with and without QTS, EYTS or QTLS
  - support staff employed directly by the school
  - teachers working at the school who have been supplied by an agency, a MAT, or
  - a local authority if the local authority is acting like a supply agency
  - staff on paid or unpaid absence, whether long or short term.
  - teachers on the School Direct (salaried) programme and the Teach First programme.

Workforce Level Data Continued (2)

- Each contract must have:
  - Base pay or daily rate and hours recorded
  - Contracts with neither should be regarded as occasional employment and must be recorded in the school level module if the member of staff is present on census day.

- School workforce level data is not required for support staff, including teaching assistants, who work in schools but whose contract is with another organisation. School level data is required if the member of staff is in school on census day.

- If supply teachers are provided by a local authority acting like a supply agency, and are in regular service at a school, then a service agreement record will be required to reflect the amount of time worked in that school. However, service agreement records are not required for any other teachers centrally employed by the local authority who work in schools, for example peripatetic music teachers. Information on these teachers will be provided by the local authority.

Workforce Level Data Continued (3)

- Many members of staff in schools have multiple contracts or work in several schools – there is no limit to the number of contracts that can be returned for an individual.

- If staff work across multiple establishments one which is in scope and one which isn't, then you should report data for the establishment which is in scope.

- All staff included should have a role identifier code – if no suitable role code can be identified then schools should contact the help desk to check if the person should be included or not.

School Level Data

Headcount information is required for the following staff

- supply teachers who have a contract, or are employed under a service agreement, with a school for less than 28 days (occasional teachers) and are in school on the census day

- support staff who are not employed directly by the school or the local authority (third party support staff) - for example teaching assistants, contract cleaners, nurses not employed by the school, outsourced IT technicians - and who are in school on the census day.

Staff for which data is NOT required

Data does not need to be returned for the following if they are not in school on the census day:

- temporary staff with service of less than 28 days, who are not expected to complete service of 28 days or more

- casual staff without contracts employed on an ad hoc basis.

Staff for which data is NOT required continued (2)

Data does NOT need to be returned for:

- PGCE students on teaching practice

- trainee teachers on a School-Centred Initial Teacher Training (SCITT) programme

- staff working in extended school service provision, for example breakfast and after school clubs, Sure Start and Children's Centres. Note that staff engaged in the normal running of the school, such as cleaners, must be included regardless of when they work, for example before, after, or during the normal school day staff employed by the local authority that provide support to schools for example peripatetic music teachers, advisory teachers, educational psychologists, educational welfare officers (information on these will be submitted by the local authority)

- staff centrally employed by a Multi Academy Trust and who spend less than half their time working in schools

- governors and voluntary staff

- staff for whom there is no role identifier code that equates to the function they carry out, for example clerk to governors, school crossing patrol staff and school improvement partner

- Staff who's contacts finished prior to 1 September 2023.

Staff acting up

- If staff are acting up within the same school, for example a deputy head to a head post, then the contract for the substantive post (deputy head) should be closed when the acting up starts and re-opened when the acting up role (head) comes to an end.

- However, if providing this information presents too many difficulties, then the department will accept information on the substantive post. Local HR management practices will dictate how such acting up arrangements are recorded on the school's MIS. Acting up should not be treated in the same way as secondment to another school or authority for which two contracts would be returned, one from each establishment, with the absence due to secondment recorded against the substantive post.

Staff Categories

- A post of **'Apprentice Teacher'** exists to cover those teachers on the teaching apprenticeship programme.

- **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.

- 'Support Staff' are split into three categories. These are '**School Business Professional**' **'Leadership - non-Teacher**' and **'Other Support Staff**'. Schools and local authorities are not expected to return the Qualification or Additional Payment modules for 'Other Support Staff'.

- '**School Business Professional**' is expected to include staff with the roles of 'Bursar', 'Business Manager', 'Finance Officer', 'Office Manager', 'Premises Manager' or 'ICT Network Manager'.

- '**Leadership non-teacher**' refers to any member of staff, not reported in a teaching post, who is part of the school's Senior Leadership Team (SLT) or has other formal leadership responsibilities. This includes, but is not limited to, staff with school business responsibilities, for example, finance, operations, HR and other support staff formally recognised in leadership posts

School Business Professional

The DfE validation 'rules' can be instructive for understand what the DfE has in mind

- DfE validation errors 4589 and 4605 make is very clear that a teacher cannot be a SBP.

- Error 4589: Leaving Reason of 'No longer teaching but still in education' or 'Left the teaching profession' is invalid for School Business Professionals.

- Error 4605: Origin of 'First employment in teaching' is invalid for School Business Professionals.

DfE validation query 6560Q indicates that a SBP might well be a member of the SLT (Senior Leadership Team).

- Query 6560Q: The school has School Business Professionals, but none are on the SLT. Please check and confirm this is correct.

DfE validation query 6570Q indicates that a SBP is likely to have one or more qualifications to report and these are likely to be at level 3 and above, given that the qualifications added by the DfE for SBP are at levels 3 to 7.

- Query 6570Q: No qualifications are recorded for staff with post of 'School Business Professional'. Please check and confirm this is correct.

Flow diagram to help schools decide which staff should be included in the School Workforce Census.

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Is this person a teacher?

— Yes → **Are they directly employed by the school with a current contract for 28 days or more?**

— No → **Are they directly employed by the school with a current contract for 28 days or more?**

Teacher branch (Yes)

Are they directly employed by the school with a current contract for 28 days or more?

- Yes → **Individual level Data required**
- No → **Are they employed via a current service agreement (not with the LA) for 28 days or more.**
  - Yes → **Individual level Data required**
  - No → **Were they employed by the school via a contract or service agreement (not with the LA) for 28 days or more in the period 1/9/23 to 7/11/24?**
    - Yes → **Individual level Data required**
    - No → **Are they an occasional teacher (employed for less than 28 days) and in school on 7/11/24?**
      - Yes → **Include in headcount of occasional teachers**
      - No → **Do not include in School Workforce Census**

Non-teacher branch (No)

Are they directly employed by the school with a current contract for 28 days or more?

- Yes → **Is there a role code that corresponds to the job that the person carries out?**
  - Yes → **Individual level data required**
  - No → **Check with LA or DfE whether to include in headcount**
- No → **Were they employed by the school with a contract for 28 days or more in the period from 1/9/22 to 7/11/24? Note that absence data is only required for 1/9/23 to 31/8/24**
  - Yes → **Is there a role code that corresponds to the job that the person carries out?** (links back)
  - No → **Are they employed via a service agreement with a third party (not the LA) and in school on 7/11/24?**
    - Yes → **Is there a role code that corresponds to the job that the person carries out ?**
      - Yes → **Include in headcount of third party support staff**
      - No → **Check with LA or DfE whether to include in headcount**
    - No → **Do not include in School Workforce Census**

Changes to Existing Data Items

- The most significant change is that SEX has replaced Gender on the return

Data Protection and Security

- Schools and local authorities have a (legal) duty under the General Data Protection Regulation to ensure that any personal data they process is handled and stored securely. Further information on data security is available from the Information Commissioners Office.

- It is vital that all staff with access to personal data understand the importance of protecting it, that they are familiar with your security policy, and that they put security procedures into practice.

Data Preparation

Bromcom Census

Data items required

School Workforce Level	School Level
Staff Details	Teachers Vacancies
Contract / Service Agreement	Staff Information
Absence	
Curriculum	
Qualification	

- The following slides contain the data items collected; not all data items are collected for each type of staff member. Data can still be stored by schools, but your MIS will determine if it should be included.

Staff Data Items

- ✔ Mandatory data item
- ✘ Not applicable for this staff member
- \# Optional data item

Staff Details	Contracted Teachers	Agency/SA teachers	Contracted Teaching Assistants	SBP	Leadership, Non-Teacher	Other contracted support staff	Notes
Teacher Number	✔	✔	✔	✔	✔	✔	Mandatory for non-teachers, if applicable
Family Name	✔	✔	✔	✔	✔	✔	
Given Name	✔	✔	✔	✔	✔	✔	
Former Family Names	✔	#	✔	#	#	#	
NI Number	✔	✔	✔	✔	✔	✔	
Sex	✔	✔	✔	✔	✔	✔	
Date of birth	✔	✔	✔	✔	✔	✔	
Ethnic Code	✔	✔	✔	✔	✔	✔	
Disability	✔	✔	✔	✔	✔	✔	
QTS	✔	✔	✔	#	#	#	Also required for Advisory Teachers
QTLS	✔	✔	✔	#	#	#	Also required for Advisory Teachers
EYTS	✔	✔	✔	#	#	#	Also required for Advisory Teachers
HLTA Status	✔	#	✔	✔	✔	✔	Required for Contracted TAs and contracted Other Support Staff, even if they also are Agency/SA Teachers.
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.
Newly Qualified Teacher	✔	✔	X	X	X	X	
Senior Leadership Team	✔	✔	✔	✔	✔	✔	

Contracts / Service Agreements (1)

- ✔ Mandatory data item
- ✘ Not applicable for this staff member
- # Optional data item

2. Contract/Service Agreement data items

Contract/Service Agreement	Contracted Teachers	Agency/SA teachers	Contracted Teaching Assistants	SBP	Leadership, Non-Teacher	Other contracted support staff	Notes
Contract/Service Agreement Type	✔	✔	✔	✔	✔	✔	
Start Date	✔	✔	✔	✔	✔	✔	
End Date	✔	✔	✔	✔	✔	✔	
Post	✔	✔	✔	✔	✔	✔	
Date of Arrival in School	✔	✔	✔	#	#	#	Not applicable for centrally employed staff. Only mandatory for teachers and teaching assistants who joined the school from 1/9/2009.
Pay Review Date	✔	✔	X	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	X	Applicable only for Leadership teachers
Pay Range Minimum And Pay Range Maximum	✔	✔	X	X	X	X	Applicable only for Leadership teachers
Base Pay	✔	✔	✔	✔	✔	✔	Mandatory for open contracts only. Not mandatory if "Daily Rate" = 'Y'. NB: Daily rate only applies to agency/SA teachers
Safeguarded Salary	✔	X	X	X	X	X	

Contracts / Service Agreements (2)

- ✔ Mandatory data item
- ✘ Not applicable for this staff member
- # Optional data item

Contract/Service Agreement	Contracted Teachers	Agency/SA teachers	Contracted Teaching Assistants	SBP	Leadership, Non-Teacher	Other contracted support staff	Notes
Daily Rate[1]	X	✔	X	X	X	X	Required for current Agency/SA Teachers even if they have an expired 'PRM', 'FXT', or 'TMP' Teacher contract. Not required for centrally employed staff
Reason for Leaving	✔	#	✔	✔	#	#	Required for Contracted TAs even if they also are Agency/SA Teachers.
Destination	✔	#	✔	✔	#	#	Required for Contracted TAs even if they also are Agency/SA Teachers.
Origin	✔	#	✔	#	#	#	Mandatory for contracts starting from 1/9/2009. Required for Contracted TAs even if they also are Agency/SA Teachers.
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	✔	✔	✔	✔	✔	X	Not required if "Daily Rate" = 'Y'. NB: Daily rate only applies to Agency/SA Teachers

Contracts / Service Agreements (3)

- ✔ Mandatory data item
- ✘ Not applicable for this staff me
- # Optional data item

Contract/Service Agreement	Contracted Teachers	Agency/SA teachers	Contracted Teaching Assistants	SBP	Leadership, Non-Teacher	Other contracted support staff	Notes
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	X	Not required if "Daily Rate" = 'Y'. Only required for Category 'TL3'.
Pay End Date	✔	✔	X	X	X	X	Not required if "Daily Rate" = 'Y'. Only required for Category 'TL3'.

Absence Data Items

- ✔ Mandatory data item
- ✘ Not applicable for this staff member
- # Optional data item

3. Absence data items

Absence	Contracted Teachers	Agency/SA teachers	Contracted Teaching Assistants	SBP	Leadership, Non-Teacher	Other contracted support staff	Notes
First Day	✔	#	✔	#	#	#	Required for Contracted TAs even if they also are Agency/SA Teachers.
Last Day	✔	#	✔	#	#	#	Required for Contracted TAs even if they also are Agency/SA Teachers.
Working Days Lost	✔	#	✔	#	#	#	Required for Contracted TAs even if they also are Agency/SA Teachers.
Absence Category	✔	#	✔	#	#	#	Required for Contracted TAs even if they also are Agency/SA Teachers.

Curriculum Data Items

- ✔ Mandatory data item
- ✘ Not applicable for this staff member
- # Optional data item

4. Curriculum data items

Curriculum	Contracted Teachers	Agency/SA teachers	Contracted Teaching Assistants	SBP	Leadership, Non-Teacher	Other contracted support staff	Not required for centrally employed staff
Subject Code	✔	✔	✔	X	X	X	
Hours	✔	✔	✔	X	X	X	
NC Year Group	✔	✔	✔	X	X	X	

Qualifications

- ✔ Mandatory data item
- ✘ Not applicable for this staff member
- # Optional data item

5. Qualification data items

Qualification	Contracted Teachers	Agency/SA teachers	Contracted Teaching Assistants	SBP	Leadership, Non-Teacher	Other contracted support staff	Not required for centrally employed staff
Qualification code	✔	✔	✔	✔	✔	#	
Class of Degree	✔	#	#	#	#	#	Mandatory where 'Date of Arrival' is equal to or greater than 1 August 2013
Subject Code	✔	✔	✔	✔	✔	#	

JACS Codes for Qualifications

JACS 3.0 codes are used for School workforce census, you can use the website below to locate the correct JACS code for each qualifications

- https://www.hesa.ac.uk/support/documentation/jacs/jacs3-detailed

Updating Bromcom

Using Bromcom

Staff List

- **Staff > List**

- From the staff list you can add additional columns to check required data is present.

- Some data is required for leavers so use the 'Search Filters' to look at past staff.

- Use the funnel icon at the top of each column to filter.

Using the staff list - continued

- Useful columns to add
    - 'Do not include in census'– Use this to check that all staff are included who should be.
    - Date of Birth – check to make sure DOBs are accurate – watch out for a lot of staff born on 1st January!
    - Teacher number

Updating in Bulk using Quick Edit

- You can bulk update several fields from the staff list.

- Select the staff you want to update, and then click **Actions > Quick Edit**

- Choose the attribute you want to update and then select the Value to update it to.

- Click **Review** to check you are applying it to the right staff.
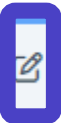
Warning
This cannot be undone easily.

The Update button will update selected staff instantly! It is always good practice to check!

Excluding the whole Staff member

- Workforce members and all their details can be excluded from the Census by adding a tick in the **Staff Details > Employee Details panel**

- E.g. your governors

- Do not use if one contract should be included but not the other

Ms K Bunting

Staff Details

| Name Details | Additional Information | Employee Details | Previous Names |

Date Started at the School*
03/07/2017

Current Job Title
Business Manager

Continuous Service Date

Local Authority Start Date
03/07/2017

Staff Leaving Date

NI Category
A

Leaving Reason
<NOT SELECTED>

Next Employer

☐ Supply Staff
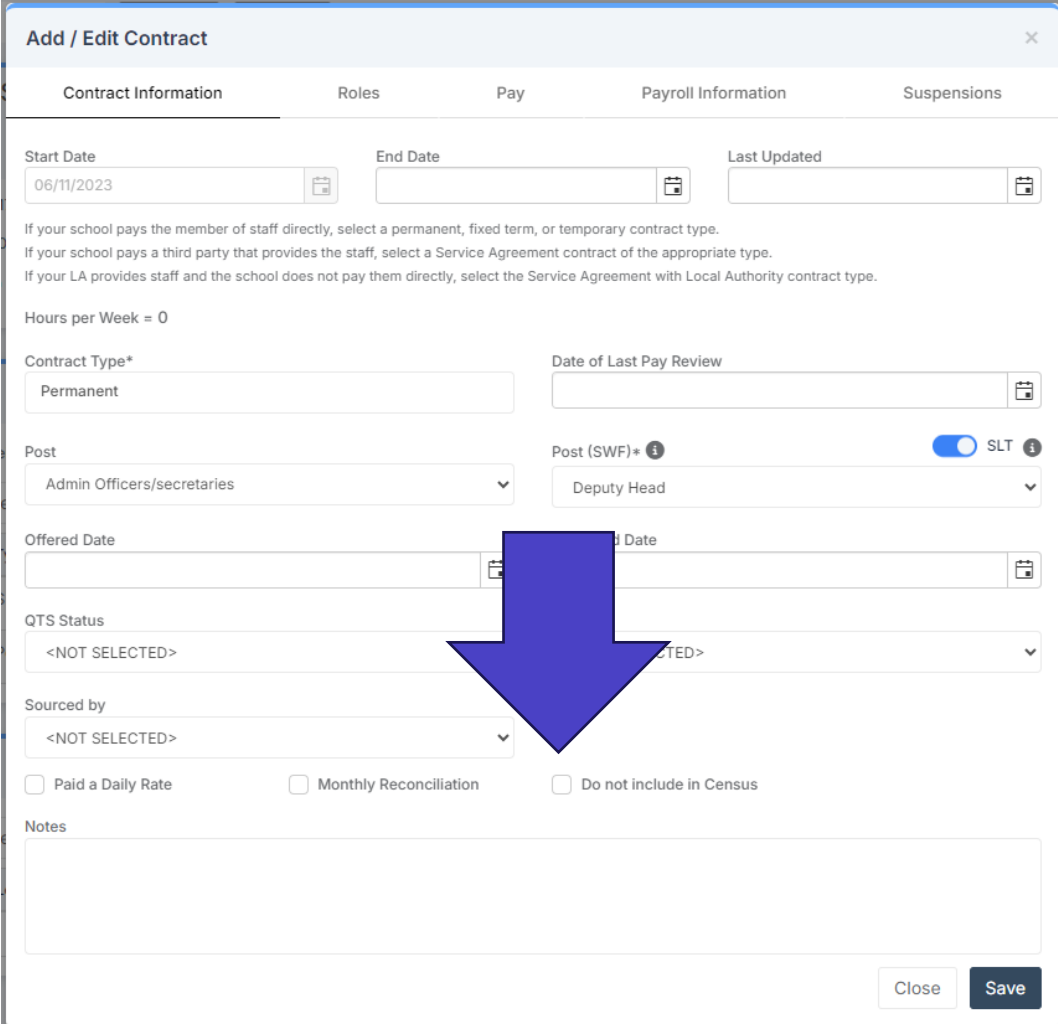
☑ For Contract Purposes this person is considered to be full time

☑ Do not include in Census ⓘ

☐ Trained overseas before achieving QTS

Close   Save

Excluding a contract

- Open the contract you want to exclude

- Tick the **'Do not include in census'**

- **Use this when the staff record should be included i.e. the person has more than one contract, one of which is in scope, but the other is out of scope.**

Running Reports to check your data

- Bromcom provides several reports which you can use to check your SWC data.

- These can be found at **Reports > Census > School Workforce Census**

Coventry Created SWC Data Check Report

- Reports > Quick Report > View Reports

- Actions > Import Report

- **SWC Data Check Report**

Reminders

Pay Review	Complete the Latest Pay Review Date field for all teaching staff
Absence	For on-going absences leave end date blank
Working Days	For on-going sickness absences leave working days lost blank
Casual	Ensure that no casual staff are included. Either add a tick to Employee details to exclude the person completely or if person has 2 contracts, for the uncollected contract, tick 'Do not include Census'
Notes	Notes must be added in COLLECT to unresolved queries
Dry Run	Carry out a Dry Run

SLT Flag

- Members of staff who are part of SLT should have their flag set. This will happen automatically for some roles, but you should still check.

- This is set on an individual contract level.

Date of Last Pay Review

- **Staff > Staff Profile > Contracts > Add/Edit Contract > Contract Information tab**

Qualifications for use with School Business Professional

- Level 3 School Administration Foundation Certificate

- Level 3 Procurement & Supply Assistant

- Level 4 SBP Apprenticeship

- Level 4 Diploma SBM

- Level 4 Commercial procurement & supply

- CIPFA Certificate in Public Sector Asset Management for School Business

- Level 5 Diploma SBM

- Level 6 Chartered Manager Degree Apprenticeship

- CIPFA Diploma in School Financial and Operational Leadership

- Level 7 Senior Leaders Masters Degree Apprenticeship

Teacher Number ECT Qualified Teacher Type, QTS, HLTA

- Staff > Staff Profile > Background Check > Qualification Checks

Creating your census return

Using Bromcom

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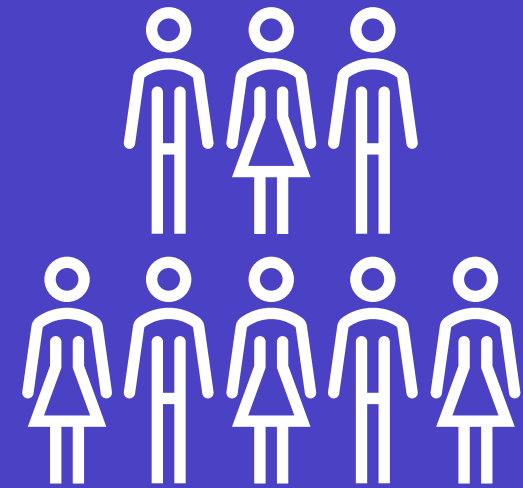
Creating your return

- Modules > Census > School Workforce

- Click New

Generating the Census Return

- Check you are producing the correct census for 2024 and then click **Generate**

Select Census Items to Include

- Leave all tick boxes ticked.

- This feature exists for schools in areas where the LA returns some of the information. In Coventry, schools are expected to return all of their data.

- The LA only returns data for centrally employed staff.

- **Note: The curriculum module is not required from Primary Schools, Special Schools, or PRUs.**
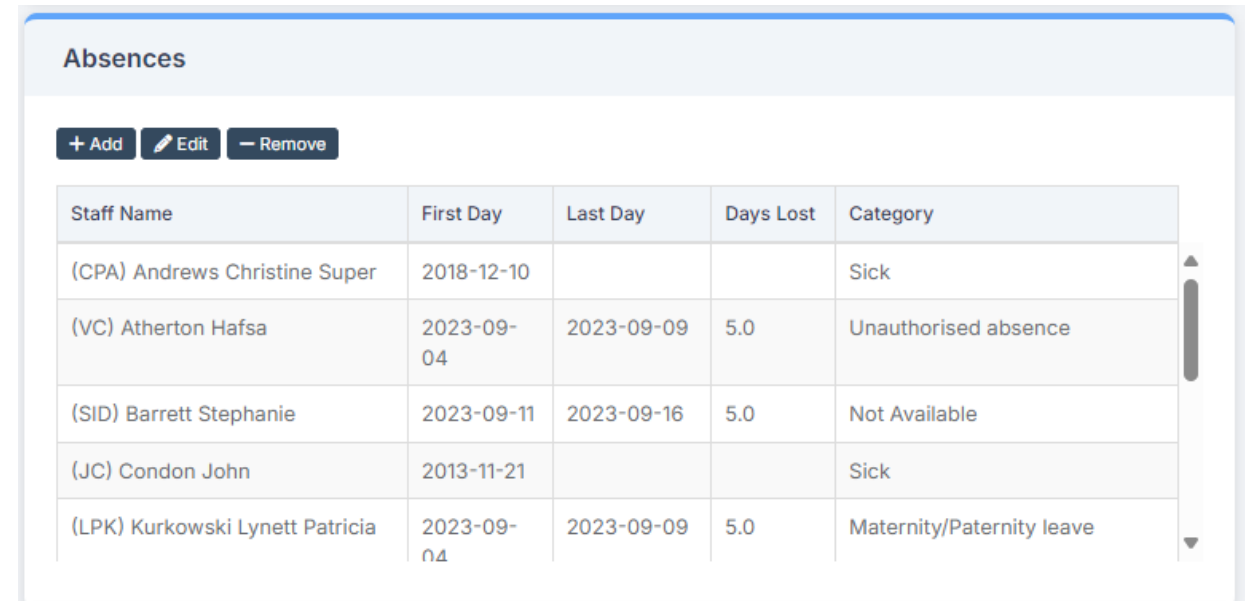
Select Census Items to include

The Census return will automatically include the minimum data set used to cross match records from different sources
-Staff Names, Date of Birth, National Insurance Number and Teacher Number (where available)
We have also checked the additional items below for you. Remove ticks as required and use the arrows to reveal related items to manage partial returns

- ▸ ☑ Additional Staff Details
- ▸ ☑ Contract / Agreement
- ☑ Staff Absence records for preceding calendar year
- ▸ ☑ Timetable where appropriate
- ▸ ☑ Qualifications

Check Absences

- Check the absences collected.

- Pay particular attention to open ended absences – are these correct or has an end date been forgotten?

- You can add edit and remove using the buttons at the top of this panel.

Absences

+ Add   ✎ Edit   — Remove

Staff Name	First Day	Last Day	Days Lost	Category
(CPA) Andrews Christine Super	2018-12-10			Sick
(VC) Atherton Hafsa	2023-09-04	2023-09-09	5.0	Unauthorised absence
(SID) Barrett Stephanie	2023-09-11	2023-09-16	5.0	Not Available
(JC) Condon John	2013-11-21			Sick
(LPK) Kurkowski Lynett Patricia	2023-09-04	2023-09-09	5.0	Maternity/Paternity leave

Teacher Vacancies

- Use the Add button to add vacancies if any exist. You can create a vacancy from a leaver by selecting the staff member when you click add, otherwise you can enter the data in manually.

Occasional Teachers on Census Day

- Add in the numbers of occasional teachers in on census day.

Occasional Teachers on Census Day

Occasional Teachers in school on Census Day e.g Supply or Agency staff - enter 0(zero) if none

|	
Qualified	2
Unqualified	0
Not Known	0

Cover / Agency Staff on Census Day

- Click Add to add in the cover/agency staff who are in on census day.

Cover / Agency Staff on Census Day

Support staff not directly employed by the School or Local Authority, working at the school on Census Day

(e.g. cleaners employed by a contract cleaning company)

Role	No. in school on Census Day
Nurse	2
Cleaner	3

Save and Validate

- Once you are happy with the information you have entered, click **Save and Validate.** Bromcom will produce a return and generate the errors/queries that you need to work through.

- From the Census menu, click the Census return and then click **View Errors**

Return		Date Generated	By	Errors	Queries	Authorised	Date Authorised
2024 Autumn-001		22/10/2024	D Admin	77	79	No	

Errors vs Queries

- Errors must be fixed.

- Queries may be ok, but you should review each one and make a note on COLLECT if necessary.

Dealing with errors & queries (1)

- Click the return and click **View Errors,** make a note of the error and click the **magnifying glass** to open the affected record to fix it.

- Change the **x** to a ✔ by clicking it, this only has the effect of marking the item as complete. (You still need to fix the issue).

- From the list of errors, you can sort the list by each column heading.

Dealing with errors & queries (2)

- Once you have dealt with your errors you should create a new census file to check the errors have been completed correctly.

- Don't be alarmed if more errors appear, this is normal.

- You should deal with all your errors and as many queries as possible.

- **Remember:** The errors and queries screen can only do so much; these errors and queries may not alert you to data you have haven't entered (missing staff) or if there is too much data (e.g. staff that shouldn't be on the system because they have left.).

View the Summary Return

- View the summary report, this may download, and you may need to open it from your downloads.

- Click the census file and then click View Summary

⊕ New	✎ Edit	🗑 Delete	View Summary	View Errors	View File	Authorise		Year	2024 ▾

School Workforce Census

Select a return and then click the required action button

Return		Date Generated	By	Errors	Queries	Authorised	Date Authorised
2024 Autumn-001		22/10/2024	D Admin	77	79	No	

Authorise the Return

Using Bromcom

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Authorise the return

- Once you have dealt with all errors and as many queries as possible, you should
    - View the summary of the return.
    - This should be presented to the headteacher for their sign off. You may want to keep a copy of this report with your headteachers authorisation.
    - The return will have an effect on your school's funding, so it's imperative that it is correct.
- Once you are happy the data is correct, you can authorise the return.

Upload the return

- Once authorised, click the return and click **View File** this will download the file to your machine.

- The file name will be in the formation
  - **3314567_SWF_331LL24_001.XML**
    - Where 3314567 is your school's DfE number

- You should now upload this file to COLLECT.

- You can only upload .XML files to collect, don't try to upload any other file.

Any Questions?

Further guidance & Help

- **DfE Guidance – complete the school census**
  - [School workforce census 2024](#)

- **DfE Guidance – Collect for Schools**
  - **https://assets.publishing.service.gov.uk/media/5d3ade7aed915d0d0446889e/Collect_guide_for_schools_July-2019.pdf**

- **Data Queries**
  - Check with your staff member or HR
  - Data Team – Rayna Begum 024 7697 2076

- **Issues with Bromcom – Contact Digital Services**
  - 024 7678 6620 or email schoolsict@coventry.gov.uk

Thank you for your time

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