

**School Workforce Census (SWE)**  
**Wiltshire Council Update**

**Pilot volume 2**

This bulletin provides feedback about the Spring return and includes some reminders about the forthcoming Summer Census. As always, if you need any support with the project please do not hesitate to contact me.

Regards

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**1. Feedback from DCSF regarding the Spring census Data**

We recently received an evaluation report from the DCSF regarding the quality of the workforce data submitted by Wiltshire schools in January 2009 (i.e. the Spring Census). With this being our first attempt at submitting a return, we weren't overly concerned about the accuracy of the data, but wanted everyone to have a go at making a return. Nevertheless, our expectations were surpassed - with the DCSF reporting that all returns were 'approved' and that Wiltshire had a very small error/query total.

A few areas highlighted for improvement were as follows:

- i) In the staff details module, the 'absent on census day' figures were slightly high. For example, eight Wiltshire schools had 20% or more of their staff recorded as absent on census day. Please note that Sims.net can populate this section automatically with incorrect data; and staff therefore need to check for errors when inputting this information manually.
- ii) Some schools have yet to obtain ethnicity and disability details from their staff. This has been highlighted on your individual school reports which I have created, so please refer to these for your individual figures (see section 2 for details).
- iii) The 'contact details' module had the largest proportion of missing/incorrect data. The majority of these errors were linked to pay: For example, 67% of spine point data and 42% of regional spine point data was missing. In addition, salary rate and safeguarded salary data fields both had 22% of the data missing. A complete breakdown of all the fields in the contract module that were missing data is shown below:

Element	% of missing data	Who does it apply to?
Contract Type	1	All
Start Date	1	All
Post	1	All
Pay Scale	5	All
Regional Pay Scale	42	Teachers
Spine point	67	Teachers
Salary rate	22	Teachers & TAs
Safeguarded Salary	22	Teachers
LA or School level	1	All
Hours per week	17	Teachers & TAs
FTE hours	17	Teachers & TAs
Weeks per year	17	Teachers & TAs

We do not expect these figures to reduce to 0% for the Summer Census, but it would be great if we could work together to decrease the errors over the next year. In order to assist you with this task, I have listed the codes used for pay scale, spine point and regional pay scale in the table below. However, if you require any further help, please do not hesitate to contact me.

<u>Pay Scale</u>		<u>Spine Point</u>	
LD	Leadership	M1	Main Scale, point 1
TE	Teachers (main pay scale)	M2	Main Scale, point 2
TU	Teachers Upper	M3	Main Scale, point 3
AS	Advanced Skills Teachers	M4	Main Scale, point 4
EX	Excellent Teacher	M5	Main Scale, point 5
UQ	Unqualified Teachers	M6	Main Scale, point 6
SO	Soulbury	U1	Upper Pay Scale, point 1
NJ	National Joint Council (Local Government Services)	U2	Upper Pay Scale, point 2
OT	Other (Support Staff)	U3	Upper Pay Scale, point 3
		L1 to L43	Leadership Spine
<u>Regional Pay Spine</u>		UQT1 to UQT 6	Unqualified Teachers Spine (from 1/9/2008)
LI	Inner London		
LO	Outer London		
LF	London Fringe		
EW	Rest of England & Wales		

## **2. Individual School Reports**

You should have all now received an individual school report, taken from the information provided in the spring census return. The 'raw data' sheet/section of the report is very useful in helping to identify any gaps or incorrect information identified in the DCSF evaluation report (see above). [Please call me on 01225 718208, if you still need a password to open the report.] If you, or your Headteacher, require help understanding certain elements of the report, please call me and I will talk you through the report.

*Many thanks to all those who have provided feedback about the project so far. Your comments throughout the pilot process have proved vital in planning for the live data collection exercise next year.*

## **3. Summer census and COLLECT dates**

The census date for the summer return is the 21<sup>st</sup> May. Due to the problems with COLLECT in the previous census, the DCSF has timetabled when each Local Authority will be allowed to upload their data. **COLLECT will be available to Wiltshire schools from Thursday 28<sup>th</sup> May.** As this date is in the half term holiday I am not expecting you to all rush into school and upload straight away! The live COLLECT site will be available **until 17<sup>th</sup> June**, with possible plans to extend this date further.

A familiarisation or practice site has been made available again and can be found at the following web address:

<https://datauat.dcsf.gov.uk/SchoolWorkforceFamiliarisation/login.aspx?ReturnUrl=%2fSchoolWorkforceFamiliarisation%2fMainPage.aspx>

The site is pre-populated with your spring returns which can be overwritten to allow any new returns to be loaded.

As a reminder the following data items will be collected during the summer census:

<b>School Workforce Census - Data Items</b>						
<b>Modules</b>	<b>Data Items</b>	<b>Teachers in Regular Service</b>	<b>Agency/ SA Teachers in Regular Service</b>	<b>Teaching Assistants</b>	<b>Other Support Staff</b>	<b>Service Agreements (Schools)</b>
<b>Staff Details</b>	Teacher Number	√	√	√	√	√
	Family Name	√	√	√	√	√
	Given Name	√	√	√	√	√
	Former Family Names	√		√		
	NI Number	√	√	√	√	√
	Gender	√	√	√	√	√
	Date of Birth	√	√	√	√	√
	Ethnic Code	√	√	√	√	
	Disability	√	√	√	√	
	QT Status	√	√	√		
	HLTA Status	√		√	√	
	QTS Route	√	√			
	Absent on Census Day	√	√	√	√	√
<b>Contract/ Agreement</b>	Contract	√	√	√	√	
	Start Date	√	√	√	√	
	End Date	√	√	√	√	
	Post	√	√	√	√	√
	Date of Arrival in School	√	√	√		
	Pay Scale	√	√	√		
	Regional Pay Spine	√	√			
	Spine Point	√	√			
	Salary Rate	√	√	√		
	Safeguarded Salary	√				
	Daily Rate		√	√		
	Destination	√	√			
	Origin	√		√		
	LA or School Level	√	√	√	√	
	Role	√	√	√	√	√
	Hours Worked Per Week	√	√	√	√	√
	FTE Hours Per Week	√	√	√	√	
	Weeks Per Year	√	√	√	√	
	Category of Additional Payment	√	√	√		
	Additional Payment Amount	√	√	√		