

**ScholarPack –
School Workforce Census
Census Day – 7th November 2024**

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Overview

This document has been created to assist you in preparing and completing the School Workforce Census 2024 Return in ScholarPack. The census is collected yearly and requires data about the school (school level data) and individual staff (staff level data). The date for the School Workforce Census return, this year is **Thursday 7th November**.

The School Workforce Census Return is required to be run by English schools in the maintained sector. These include Pupil Referral Units, Community, Foundation, Voluntary Aided and Voluntary Controlled schools, as well as Academies and Free Schools.

A checklist has been provided at the end of this document to help you make sure you have covered all areas of the census return.

Please call the NYES Digital Helpdesk (01609 536086) and select option 1 (MIS), for assistance with the School Workforce Census

Notes:

Update to data items

Since the previous Workforce Census, the DfE have made some changes to data items, in terms of what is collected. Please see the following information from the DfE website:

DfE guidance:

https://assets.publishing.service.gov.uk/media/662a3d0d690acb1c0ba7e5de/2024_School_Workforce_Census_Specification.pdf

New data items

No new data items for the School Workforce Census 2024.

Changes to existing data items

The most significant change is that Sex has replaced Gender.

Key Dates for School Workforce Census 2024

- Census date: 07/11/2024
- Absence collected from 01/09/2023 to 31/08/2024
- Continuous Contracts collected from 01/09/2023 to 07/11/2024.

Notes:

Data Items Collected in the Return

The following staff member data items are collected:

- Staff details
- Contract details (including the employment start date for the period of employment that applies to each contract)
- Service Agreement details for agency teachers (including the employment start date for the period of employment that applies to each service agreement)
- Payment details for categories of staff
- Additional payment data is collected for non-teaching school leaders as well as teachers and teaching assistants. Additional payment data for other support staff is no longer required.
- Absence details for teachers and teaching assistants in regular service, working for schools through a contract (not an agency agreement)
- Curriculum details for teachers and teaching assistants in the timetable cycle in which the census falls (Secondary and All-Through schools only)
- Qualification details for (NQF Level 4+) Post A Level.
- Qualification data is collected for teachers, teaching assistants and non-teaching school leaders. Qualification data is no longer required for other support staff.

The following school level data items are collected:

- Vacancies
- Occasional teachers
- Third party staff count.
- The return collects staff data for both teachers and support staff.
- Teachers and Support Staff with contracts:
 - who are employed by the school via a current contract that has lasted for 28 days or more on census day
 - or**
 - who are have been employed by the school via a contract for 28 days or more during the collection period
 - or**
 - who are have been employed by the school via a permanent contract or via a contract with a contract end date at least 27 days after the contract start date.
- Teachers with service agreements (agency teachers):
 - who are employed by the school via a current service agreement with a third party on census day
 - or**

Notes:

- who have been employed by the school via a service agreement for 28 days or more during the collection period.

On School Workforce Census Day Details

Headcount data (on the day) is required for supply teachers who have a contract or are employed under a service agreement with a school for less than 28 days (occasional teachers) that are in school on census day.

Headcount data is also required for support staff who are not employed directly by the school or LA who are in school on census day, i.e. contract cleaners or outsourced IT technicians.

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 and who are not expected to complete service of 28 days or more
- casual staff without contracts employed on an ad hoc basis.

If these staff are in school on census day, then head count data should be reported for them.

Data held outside ScholarPack

Some schools may not hold all necessary data in the system to complete the Workforce Census as contract information may be stored on the local authority's HR or payroll systems - if this is the case please contact your local authority for further advice. If you have partial census data in ScholarPack and have another system (HR/Payroll) that contains the remainder, you may need to change the workforce census settings. This will be detailed further in this guidance document.

ScholarPack Permissions

To create the School Workforce Census, you will require the following Roles – **Admin** and **Human Resources**. HR role is required to see Staff Absences and Contract details.

This can be added via your Staff Profile.

Notes:

Accessing the School Workforce Census module

The school census module can be accessed through the route: **Admin > Census**. You will then need to select the relevant Census return from the following screen (**Workforce**).



Navigate to the Workforce Census button and click to access the census.

All 2024/2025 Standard Census

Census	Census Date	Census Status	Run Census
Autumn	03/10/2024	Live	Autumn 2024
Workforce	07/11/2024	Live	Workforce Census

Navigating the census return screen.

The screenshot displays the 'Census - School Workforce Census 2024' interface. On the left-hand side, there is a 'Documentation' section with links for 'ScholarPack Guidance', 'DfE Guidance', and 'Contact The DfE'. Below this is a 'Known Issues' section stating 'There are no known issues'. The 'New Data Items' section contains a table with two entries: 'School Business Professional' and 'Member of the Senior Leadership Team'. A blue box below the table provides instructions on how to find or edit data items. On the right-hand side, the 'Output Information' section contains a question about providing a Partial Census Return, followed by buttons for 'Calculate Full Census Return', 'Generate Official School Summary', and 'Download Full Census File'. At the bottom right, there is a video player for 'ScholarPack Workforce Census Webinar 2023'.

ScholarPack documentation for the School Workforce census can be accessed from a link on the left-hand side. Here you will also find links to 'DfE Guidance' and 'Contact the DfE'. These links all

Notes:

open in new tabs and can be used in conjunction with this document as well as provide further information on specific areas of the census return.

The table on the left-hand side provides links to editable areas in ScholarPack for required fields.

These should be checked to ensure your data is current and complete. Click the buttons in the **View/Edit** column to check your information before calculating your census return. Each button will take you to the area of ScholarPack where you can view or update your information. There is also a note to explain what is meant by each data item.

Section	Data Items	View/Edit
	School Business Professional Record anyone who should be logged as a School Business Professional (SBP) using the Post held field on their Staff contract. Anyone with this Post will need their Professional Qualifications recording from their staff profile, and a Destination and Leaving reason when their contracts ends.	All Staff Contracts
	Member of the Senior Leadership Team There's a new flag to identify members of the Senior Leadership Team (SLT).	SLT

2024 Staff Workforce Census Data

Level	Data Items	View/Edit
Workforce	School workforce level data is required for teachers and support staff that 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. This includes former staff who were employed for 28 days or more between 1 September 2022 and 2 November 2023. Data is also required for third party support staff (support staff not employed directly by the school or local authority) who are in school on the census day. For a full explanation of which staff are in scope, see the DfE guide . There are currently 0 member(s) of staff in scope for the Workforce Census	All Staff Contracts Staff in Scope Staff in Scope by Post
2024 Vacancies	Information must be provided for each teacher post that is vacant or temporarily filled on the Census day.	Staff Vacancies
2024 Occasional Teachers	This is an area to record how many members of occasional staff are in your school on Census day, so this ranges from Supply Teachers to Staff that support children with learning difficulties.	Occasional Teachers
2024 Other Staff	This data item is a count of the number of support staff (teaching assistants and other support staff) by role, who are not employed directly by the local authority or the school and who are in school on the Census day, or the next working day. Examples might include contract cleaners, nurses employed by a PCT and outsourced IT technicians.	Other Staff
Staff Details	Staff details collected for all staff are highlighted in red on the individual profiles. This includes the following which can be updated using the Group Updater. This is not a full list of all the data collected, but these are the items that cause the most errors and queries. For a full list, please see the DfE Guidance	QT Status HLTA Status QTS Route ECT
Contract Details	Contract details collected for all staff are highlighted in red on the individual profiles. This includes the following which can be updated using the Group Updater. This is not a full list of all the data collected, but these are the items that cause the most errors and queries. For a full list, please see the DfE Guidance Destination - Any permanent contract with a leaving date should also have a Destination on Leaving. If the contract ended because it was replaced by a new contract, choose 'Not applicable - change of contract'.	Contract Type Start Date End Date Post

We will work through each topic to ensure the data is up to date and correct for the census return. The topics open in a new tab therefore you can easily navigate back to the census screen.

The links on the right-hand side of the screen will be used to calculate and complete the census return after the data preparation has been completed. We will cover this area towards the end of the document.

Notes:

School Information

Click on your school's name in the top right-hand corner of the system to take you to the school details within your system. If you need to make any amendments, click on the 'Edit' button at the top of the screen.

Configuration - Core Setup
To be done in conjunction with the ScholarPack Team



Forms



Groups



Sets



Room

School Details

[Edit](#)

School Details	
LA (Code)	999
Establishment No.	0397
URN	No URN
School Name	ScholarPack Unicorn Demo School
Phase	PS

Checking Establishment Details

The following establishment details are required for the return and therefore need to be checked to ensure that they are recorded correctly in ScholarPack:

- **School Phase**
- **School Type**
- **School Governance**
- **Intake Type**
- **Curriculum Years** (highest and lowest national curriculum year group).

The following *read-only* items are also collected. Please contact NYES Digital if the information displayed in ScholarPack is incorrect.

- **LA number**
- **Establishment Number**
- **Unique Reference Number (URN)**
- **School Name**

Notes:

Ensure that the establishment's six-digit Unique Reference Number (URN) is entered. The number is available via the **Get Information about Schools** website (<https://get-information-schools.service.gov.uk/>). Ensure the telephone number including the STD code and the school's email address is entered via the **Contact Details** hyperlink. e.g: admin@school.n-yorks.sch.uk

If you have edited any information in the **School Details**, click the **Update** button.

Academies should also ensure that the following information is recorded, if applicable:

- The **School Type** and **School Governance**. Select **Academies** from the drop-down lists.

This information is used by School Census. If the establishment number (DfE number) has changed for *sponsor-led* Academies, historical information is not collected, and the earliest date of admission is reported in the School Census.

This information is used by the School Workforce Census. For *all* types of Academies opened in the collection period, the date that the establishment's URN changed is used to determine when the academy was formed. Historical information is not collected from before the date the URN changed.

1st Time Setup - School Info

School Details	
LA (Code)	999
Estab	0397
URN	
School Name	ScholarPack Unicorn Demo School
Phase	Primary
School Type	Infant and junior school, 5-11
Sixth Form Gender	None
Entry Gender	Mixed
Highest Year Group	Year 6
Lowest Year Group	Early second year
Intake	Comprehensive
Governance	Voluntary Controlled
School Website	
School Contact Email	admin@scholarpack.com
School Phone Number	01522 716049
Addressline 1	1

Update

Checking School Telephone and Email Information

The following school contact details are collected for the return and therefore need to be checked to ensure that they are up-to-date and correctly recorded in ScholarPack:

- **School Contact Email Address**
- **School Phone Number.**

If you make any changes, please click **Update** at the bottom of the screen.

Notes:

Staff Information

Before beginning the School Workforce Census return, ensure that all current staff are recorded in ScholarPack and that the information is up-to-date and accurate.

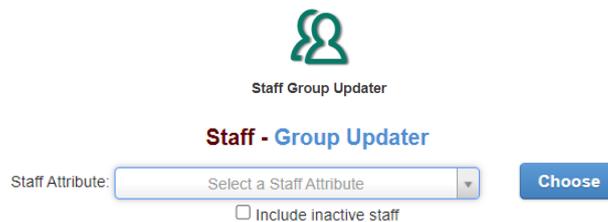
Ensure that:

- new staff have been added.
- any leavers/contract end dates have been recorded.
- any duplicated or unwanted staff records have been amended.
- part-time details have been checked/updated for all applicable members of staff.

Basic staff information and contract information is included in the return for all teachers and support staff with contracts of one month or greater on census day. Minimal information is collected regarding occasional staff (staff with service of one month or less).

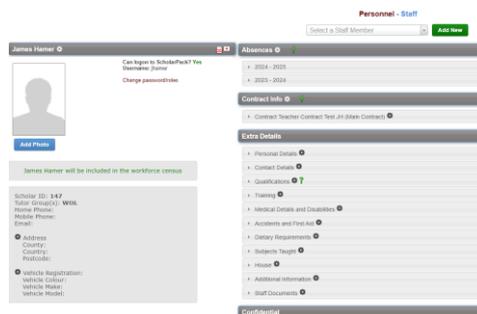
Checking/Editing Personal Details

Much of the staff information that will be collected for the Workforce Census can be updated in bulk in the Staff Group Updater area, providing the admin user has HR permissions. This can be accessed via the route **Admin > Personnel > Staff Group Updater**.



Staff Profile

From the Staff Profile you can check and edit the details of staff stored in ScholarPack.



Notes:

Checking Personal Details

To enter or amend details you will need to access a staff member's profile through **Admin > Personnel > Staff > Select a Staff Member > Personal Details (cog next to staff name)**, or you can alternatively update everyone's information in bulk through the **Staff Group Updater**.

- Surname & Firstname
- Previous Surname (where applicable and available)
- Date of Birth
- Sex
- Disability
- National Insurance Number
- Ethnicity
- Qualified Teacher Status (QTS/EYTS or QTLS)
- Qualified Teacher 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.)
- Teacher Number – If a teacher number cannot be located, please leave blank and submit a note to the DfE or your Local Authority.
- Member of Senior Leadership Team
- Higher Level Teaching Assistant Status (HLTA)

All fields highlighted in red are mandatory

Personal Details

Teacher Number	<input type="text"/> ? 7 Characters	Faith	None
School Identifier	<input type="text"/> ? 3 Characters	Country of Origin	United Kingdom
Title	None	Nationality	British
Firstname	James	QTS	No
Middle Names		QTLS	No
Surname	Hamer	EYTS	No
Preferred Firstname		QTS Route	None
Preferred Surname		Newly Qualified Teacher	
Previous Surname		Member of the Senior Leadership Team	Yes
Trust Level	No	HLTA Status	No
NI Number	<input type="text"/> ? 9 Characters	Disability	No
Sex	Male	Disability Description	
Gender Identity	Man / boy / male	Contract Renewal Date	<input type="text"/> ?
Self-described Gender Identity		Home Phone	
Date of Birth	01/01/1999	Mobile Phone	
Ethnicity	White British	Primary Email	
Continuous Service Start Date	<input type="text"/> ?	Secondary Email	
		Language 1	
		Language 2	

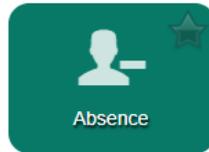
Notes:

Staff Absences

Absence information is collected in School Workforce Census is for teaching contracted teachers and teaching assistants only and not centrally employed staff.

Staff absence report

Go to **Reporting > Reports > Staff > Absence**.



Select the date range, for SWC this is **01/09/2023 to 31/08/2024**, then click **Choose**.

Reporting - Staff Attendance Report

Between Dates:

Attendance by: Staff Episode Reason Lates

Include Inactive Staff Members

Staff Attendance by Staff 01/09/2023 - 31/08/2024

First Name	Surname	Payroll Number	Post	Sessions	Absences	Episodes	Attendance	Summary
Steph	Abbas		Teaching Assistant	130	1	1	99.23	
Amy	Adams			522	340	7	34.87	

Editing Absences Information

Absence data is required for teachers and teaching assistants employed directly by schools. Absence information is optional for agency/service agreement teachers, leadership staff who are not teachers and for 'other support staff'. The census will be collecting absence data for teachers and teaching assistants active during last year.

To view Staff absence on the individual Staff profiles, click on the academic year

Personnel - Staff

Select a Staff Member

James Hamer

Can logon to ScholarPack? **Yes**
Username: jhamer

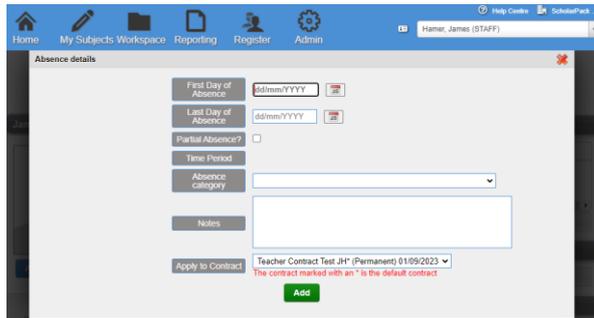
[Change password/roles](#)

Absences

- ▶ 2024 - 2025
- ▶ 2023 - 2024

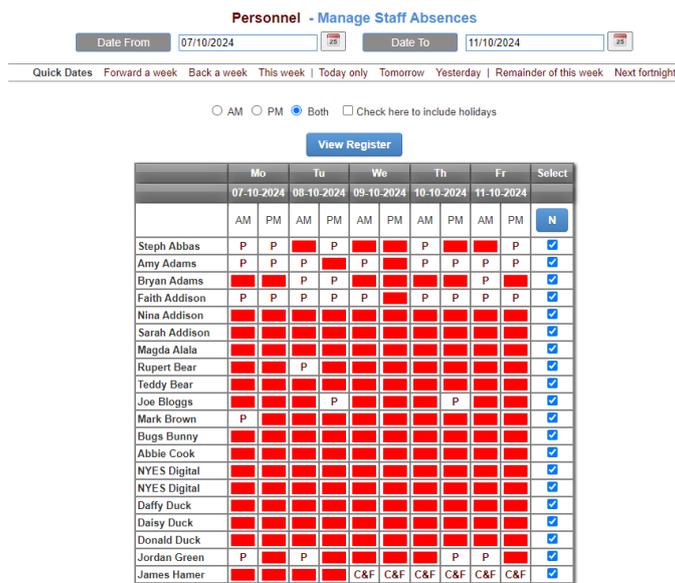
Notes:

To add an absence, click the **cog** next to **Absences**. This will bring a new window where you can add the **Absence**.



You will need to say which **Contract** the absence applies to and if the member of staff has more than one **Contract** they will need to add a separate Absence for that Contract.

To enter an absence, you can also go to **Admin > Personnel > Manage Staff Attendance**. Choose your Date range and click **View Register**. This will bring up a list of staff and their attendance.



Click the red square and complete the absence, including which Contract it is to apply too. The census will be looking for the first and last day of each absence, working days lost and the absence category for all contracted teachers and teaching assistants. Information is required on any activity or circumstances, except for training, that takes a teacher or teaching assistant away from normal duties with their usual employer for half a day or more.

Notes:

Checking Qualifications

Information is required on the type and subject of certain qualifications held by **all** teachers and by **all** non-teaching school leaders in regular service, including school business professionals (SBP).

Qualification information is not required for 'Other Support Staff' but some systems may return this data to the department if it is present.

Qualifications in England, Wales and Northern Ireland are grouped into levels from entry level to level 8. All qualifications graded Level 4 or above (higher than A-level) should be supplied.

Staff Qualifications Report

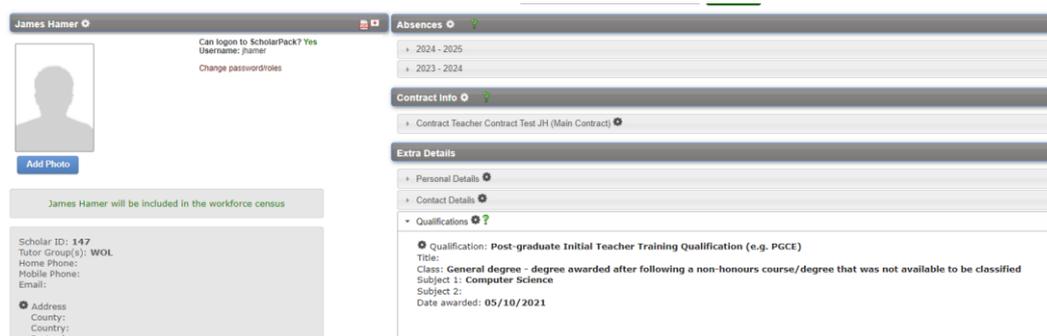
To get an overview of the current recorded Staff Qualifications you can run a ScholarPack Report from **Reporting > Reports > Staff > Qualifications**.

Reporting - Staff Qualifications 

Title	First Name	Surname	QT Status	Q11 Status	EYF Status	QT Route	Qualification	Degree	Subject 1	Subject 2	Award Date
None	Josephine	White	No	No	No		Post-graduate Initial Teacher Training Qualification (e.g. PGCE)	First class honours	Biology	Applied biology	14/10/2021
Ms	Elie	Smith	No	No	No		Post-graduate Initial Teacher Training Qualification (e.g. PGCE)	SEN - SENCO	SEN - SENCO		14/10/2021
Mr	Julian	Thornton	No	No	No		Post-graduate Initial Teacher Training Qualification (e.g. PGCE)	Ordinary Or Pass - applicable for a non-degree course	SEN - SENCO		14/10/2021
Mrs	Sarah	Addison	No	No	No		Any other qualification at level 4 or equivalent	Pass - degree awarded without honours following an honours degree course	SEN - SENCO		04/09/2023
Mrs	Sarah	Addison	No	No	No		Any other qualification at level 4 or equivalent		Level 4 Diploma School Business Management (SBM)		04/09/2023

Adding qualifications

To enter employee qualifications, you will need to go to **Admin > Personnel > Staff > Staff Profile > Qualifications** and click on the black cog. All qualifications provided in the drop-down box are supplied directly from the DfE common basic data sets.



The screenshot shows the Staff Profile for James Hamer. The 'Qualifications' section is expanded, showing a single qualification entry:

- Qualification:** Post-graduate Initial Teacher Training Qualification (e.g. PGCE)
- Title:** [Blank]
- Class:** General degree - degree awarded after following a non-honours course/degree that was not available to be classified
- Subject 1:** Computer Science
- Subject 2:** [Blank]
- Date awarded:** 05/10/2021

Notes:

Click the Arrow next to Qualification to see current Qualifications and click the Cog to **Edit/Delete** or **Add** a new one.

Qualification Details						
Qualification	Class	Subject	Subject 2	Awarded	Edit	Delete
Post-graduate Initial Teacher Training Qualification (e.g. PGCE)	General degree - degree awarded after following a non-honours course/degree that was not available to be classified	Computer Science		05/10/2021	Edit	Delete

[Add New](#)

Click **Add New** to bring up a new window to add the **Qualification Information**.

Adding Qualification Information

Qualification code	<input type="text" value="None"/>
Qualification subject 1	<input type="text" value="Select a Qualification"/>
Qualification subject 2	<input type="text" value="Select a Qualification"/>
Award Date	<input type="text"/> <input type="button" value="Calendar"/>
Class of degree	<input type="text"/>

[Save](#)

Please note you only must enter the 1st Qualification subject; you can leave Qualification subject 2 empty.

Contracted teaching staff will need to declare their class of degree if their school arrival date is from 1st August 2013. For all teachers, the following information is required for previous degrees as well as PGCEs:

- Their initial teacher training qualification for example, PGCE, BEd, Certificate in Education
- for those with a PGCE, information on prior degrees
- for those without QTS (or QTLS or EYTS) or those trained overseas, all qualifications relevant to their engagement as a teacher
- any subsequent qualifications gained relevant to their job as a teacher that appear on the list below.

For **non-teaching school leaders**, information about their degree or about any other qualifications listed below should be provided:

- Post-graduate Certificate in Education (PGCE)
- BEd or other first degree combined with teacher qualifications
- Certificate in Education or equivalent
- Doctorate, for example PhD
- Master's Degree, for example MSc, MEd
- Postgraduate certificates and diplomas
- Other first degree (that is degrees other than BEd or other first degree combined with teacher qualifications) such as BA and BSc

Notes:

- Graduate certificates and diplomas
- Diplomas of higher education and further education
- Foundation degrees
- Higher national diplomas
- Certificates of higher education
- Non-UK teaching qualification

For School Business Professionals, details of these qualifications should be recorded:

- Z206 – Level 3 School Administration Foundation Certificate
- Z207 – Level 3 Procurement & Supply Assistant
- Z208 – Level 4 Diploma School Business Management (SBM)
- Z209 – Level 4 SBP Apprenticeship
- Z210 – Level 4 Commercial procurement & supply
- Z211 – Level 4 CIPFA Certificate in Public Sector Asset Management for School Business
- Z212 – Level 5 Diploma SBM
- Z213 – Level 6 Chartered Manager Degree Apprenticeship
- Z214 – Level 7 CIPFA Diploma in School Financial and Operational Leadership
- Z215 – Level 7 Senior Leaders Masters Degree Apprenticeship.

The SENCO qualification must be recorded where present for any SENCOs.

Qualification	Any other qualification at level 4 or equivalent	*
Qualification subject 1	Z201: SEN - SENCO	*
Qualification subject 2	None	
Award Date	04/09/2023	
Classofdegree	Pass - degree awarded without honours following an honours degree course	

Notes:

Contract Information

For the School Workforce Census the Contract details collected are:

- Continuous Contracts collected from 01/09/2023 to 07/11/2024.

We would advise that contract and employment dates are checked for all staff.

Contract Information Report

To view a Staff Contract Report, go to **Reporting > Reports > Staff > Contracts**.

Reporting - Staff Contracts 

Show Inactive Staff Members:

Show Expired Contracts:

Staff Contract Details

Firstname	Surname	Date of Birth	Ethnicity	NJ Number	Post	Role Identifier	SLT	ECT	QTS	QTL	EYT	Contract type	School start date	Contract start	Contract end	Daily rate	Destination code	Origin	Hours per week	FTE hours per week	FTE Rate	Working Weeks per year	Scale	Region	Spine	Spine point	Salary amount	Pay frame reason	Safeguarded	Payments	Payroll Number	Teacher Number
Sarah	Addison	17/12/1982	White - British	JL112237B	Assistant Head	SEN Co-ordinator	No	No	No	No	No	Fixed Term	01/11/2023	01/11/2023															No	SEN Allowances: 3000		
Sarah	Addison	17/12/1982	White - British	JL112237B	Teaching Assistant		No	No	No	No	No	Temporary / open-ended	01/01/2023	01/09/2023															No			
Donald	Duck	01/01/1999	White - British		Other Support Staff	Playleader	No	No	No	No	No	Permanent	01/02/2023	01/02/2023					10.0	32.5	0.31	39.0	National Joint Council / Local Government Services	East of England	NJC 20	350000.00		No				

This will show all the current Staff Contract Details, including if a member of staff has more than one. You can choose to show Expired and Inactive Staff Members, please remember it is all contracts from **01/09/2023 to 07/11/2024** that the School Workforce Census is looking at.

To enter or edit details you can either

- access each staff member's profile through **Admin > Personnel > Staff > Select a Staff Member > Contracts**
- update some fields in everyone's information in bulk using the **Staff Group Updater**
- It is considered best practice to give each contract a name. You could for example name each contract with the associated job role i.e. 'teacher contract'.
- The census will be collecting all contract data where the end date is after 1st September.
- Each contract must have a base pay (or daily rate) and hours recorded.
- Contracts with neither base pay/daily rate or hours recorded 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.

Notes:

Contract Type

- If a staff member has a contract with a school then one of the following values must be selected from the codeset: permanent, fixed term, or temporary.

Contract Dates

- The contract dates must be in the format of DD/MM/YYYY.
- Start date and end date (or blank)

Post

- The classroom teacher post may be used to record teachers on the main or the upper pay range
- Unqualified teachers must be recorded in the post of classroom teacher
- Executive head teacher should be used for a head teacher who directly leads two or more schools in a federation or partnership agreement.
- Support staff based in the classroom for learning and pupil support must be assigned the post of Teaching Assistant.
- School Business Professionals (SBP) must be given this Post.

Role Identifier

- This list is provided directly by the DfE. If a role cannot be located please select the role that has the closest description to your role type.

Date of Arrival in School

- The arrival date must be in the format of DD/MM/YYYY and must be provided for all teachers and teaching assistants that started their current period of continuous service with the school on or after 1 September 2009. Its is optional for other support staff.
- Used to show the start of the current period of continuous service.

Pay Review Date

- For contracted teachers and Agency/SLA teachers this should be the most recent determination of a teacher's pay since 1st September (the review may not have taken place by the time of the school workforce census, so the previous year's determination should be entered).

Notes:

Pay Range

- For non-teachers this will be either “National Joint Council (Local Government Services)” or “Other”. For teachers this will depend on their post and whether or not they have crossed the threshold to the upper pay range. Academies that use their own pay range should assign “Other”.
- The Leadership Pay Range should only be used for staff in leadership positions (head teachers, executive head teachers, deputy heads and assistant heads) and not for classroom teachers.

Pay Framework (Leadership members only)

- Contracts starting before 01/09/2014 will default to the Pre 2014 framework, whereas contracts starting after this date will link to the 2014 framework.

Pay Range Minimum and Pay Range Maximum (Leadership members only)

- Every leadership teacher paid on the leadership pay scale will have a basic salary range within which they can expect to be paid while they remain in the same post at the same school.

Origin (Where From)

- If an employee has a new contract and has not changed job role please ensure you choose ‘Not Applicable – Change of Contract’ from the available options. You will need to supply this information for teachers and teaching assistants if the contract start date is later than the 1st September 2009.

Reason for Leaving

- Reason for leaving is separate from Destination and indicates the reason for a teacher or teaching assistant ending their period of employment with the school or local authority.
- Examples include Voluntary Redundancy, Compulsory Redundancy, Left for other teaching post.
- Reason for leaving must be provided for all contracted teachers and teaching assistants that left during the previous academic year (from 1st September). It is not required for other staff, such as agency staff

Notes:

Destination

- Required for all teachers and teaching assistants if they have a finished contract and the contract end date is after 1st September.

Daily Rate

- Only required for Agency/SLA teachers. If daily rate is 'Yes' then hours worked per week and FTE hours per week must be provided. If daily rate is provided, no base pay is needed.

Base Pay

- Please ensure when inputting your base pay that no special characters are used, such as the '£' symbol. The Base Pay is the employee's gross actual annual salary.
- It should not include any additional payments or allowances.
- The pay of part-time or term time only staff must not be adjusted upwards to the pay of a full-time equivalent member of staff.
- If any elements of the salary are safeguarded these must be reflected in the base pay.
- Necessary for all staff not paid by daily rates.

Safe Guarded Salary

- Only required for contracted teachers.

Category of Additional Payments

- The actual amount paid should be given. Any one-off payments should show the amount received in full
- Should include all additional payments earned
- TLR3 payments need to be reported separately from other TLR payments
- This data is not required for the post of 'Other Support Staff'

Additional Payment Amount

- The annual actual amount should be given.

Pay Start Date and End Date

- For TLR3 payments

Notes:

Hours Worked Per Week

- This number should be no more than one decimal place (e.g. 32.5). The hours per week represents how many actual hours the employee works.
- Hours are recorded as decimal figures, not as hours and minutes (27.5 means 27 and a half hours). See Appendix 1

FTE Hours Per Week

- This number should be no more than one decimal place (e.g. 32.5). The FTE hours per week represents how many hours a full time person would be completing. FTE hours per week may vary.

Weeks Per Year

- Records the number of weeks per year the member of staff is paid, including any paid holiday.
- If someone is on a term-time only contract for 37 weeks per year but receives their pay in twelve monthly instalments, it is 37 weeks not 52 that should be entered.

Notes:

Subjects Taught [Applicable to schools with Secondary phase]

In the School Workforce Census, curriculum information is collected on the subjects taught by teachers in Secondary schools this is not required from nursery, primary, special schools or from Pupil Referral Units (PRUs).

On the **Staff Profile** you can add this information in the **Subject Taught** area.

Personnel - Staff

Select a Staff Member Add New

James Hamer ✖

Can logon to ScholarPack? **Yes**

Username: jhamer

[Change password/roles](#)

[Add Photo](#)

James Hamer will be included in the workforce census

Scholar ID: 147

Tutor Group(s): WOL

Home Phone:

Mobile Phone:

Email:

Address

County:

Country:

Postcode:

Vehicle Registration:

Vehicle Colour:

Vehicle Make:

Vehicle Model:

Absences ✖

- ▶ 2024 - 2025
- ▶ 2023 - 2024

Contract Info ✖

- ▶ Contract Teacher Contract Test JH (Main Contract) ✖

Extra Details

- ▶ Personal Details ✖
- ▶ Contact Details ✖
- ▶ Qualifications ✖ ?
- ▶ Training ✖
- ▶ Medical Details and Disabilities ✖
- ▶ Accidents and First Aid ✖
- ▶ Dietary Requirements ✖
- ▼ **Subjects Taught** ✖

Subject	Subject Hours	Years	Delete
Information and Communication Technology	32.5	2	✖

To add a **Subject**, click the **Cog** and enter the **Subject** from the dropdown menu, enter how many hours and the year group taught. You will need to add a separate entry for each year group (NC year groups 5 and above).

To delete a **Subject** entry click the Delete **X** for that entry.

Subject codes are set in **Admin > Config > Core Setup > Subjects**

Configuration - Core Setup
To be done in conjunction with the ScholarPack Team

School

Holidays

Years

Subjects

Forms

Groups

Sets

Rooms

Images

Houses

Customisation

[Add Subjects](#)

Create New Subject

Subject Abbreviation

Currently Available Subjects for Academic Classes

Subject Description	Subject Abbreviation	
Art and Design	ART	Delete

Subject codes should match the DfE subject codes if you are adding a new one.

Notes:

Pay Spine Points

If you have the Human Resources (HR) user role on ScholarPack, you can generate Staff Pay Spine Points at **Admin > Personnel > Pay Spine Points**.

Staff - Pay Spine Points

Add New
Bulk Edit

Spine Point Code	Description	Pay Amount	Active	Edit
M1	Main Scale	31650.0	Yes	Edit
M2	Main Scale	33483.0	Yes	Edit

This feature allows you to generate Pay Spine Points, give each Spine Point a salary value and if needed rename the Pay Spine Point. Once set, these are then available to set against a member of staff's contract and if you have set a monetary value against the pay spine, this will automatically populate the base pay of a staff contract.

Please note: Changing a spine point will not automatically update the base pay if a base pay has already been assigned.

Once you have selected the icon, you are able to edit or add a new spine level.

The **Edit** function allows you to change the Spine Point code (e.g. M3), the Description and the Pay Amount. After new details have been entered, click **Update** to save.

Staff - Pay Spine Points

Spine Point Code	<input style="width: 80%;" type="text" value="M3"/>
Description	<input style="width: 80%;" type="text" value="Main Scale"/>
Pay Amount	<input style="width: 80%;" type="text" value="35674"/>
Active	<input checked="" type="checkbox"/>

Update
Delete

You can also create a new Spine Point by clicking on green **Add New** button at the top of the page.
Note: Spine Point Codes are unique, you must not have two the same. If you have two with the same value, then the contract will be duplicated on the staff profile.

Notes:

The **Bulk Edit** option allows you to apply any changes made to either the Pay Amount or the Pay Spine Code or Description to existing staff contracts. It also allows you to apply a percentage increase to all pay amounts. These can then be used in a staff contract.

Removing staff from the census

If you go to **Admin > Personnel > Staff**, on each account you will see a note specifying if that account ‘will be included in the workforce census’.

To exclude an account simply click on the green note saying ‘[Account Name] will be included in the workforce census’

You will be presented with a pop-up message to agree to:

When **OK** is selected, and the note will then change to red text saying ‘[Account Name] will be excluded from the workforce census’

Steph Abbas will be excluded from the workforce census

This completes the data preparation section. The next section covers how to complete the census return.

Notes:

Changing School Workforce Census Settings (Partial Return)

Changes to the settings may be required if:

- Your school does not record contract/service agreements, as these are provided by your Local Authority. Some Local Authorities may supply contract details from an HR/Payroll system.
- ScholarPack is not used to record contract/service agreements, but they are recorded in a different system.
- The editing of Base Pay is required before the pay details are collected for the return.

Select **Admin > Census > Workforce**. In the far-right hand panel **Output Information** click on the below area:

Output Information

Please be aware that options in this panel require a great deal of processing and could therefore take a few minutes to complete, please be patient. Make sure you check the census before downloading.

Has your Local Authority asked you to provide a Partial Census Return? If so, click here to choose which sections to generate.

This will open the options to be deselected.

Please refer to your LA for guidance on which sections to include in your partial return.
Available sections are:

- Contracts
 Absences
 Curriculum
 Qualifications

The data items deselected will then grey out and not be collected in your partial workforce census return. To run the census based on partial data select the **Calculate Partial Census Return** option.

[Click here to go back to the Full Census Return](#)

Please refer to your LA for guidance on which sections to include in your partial return.
Available sections are:

Contracts
 Absences
 Curriculum
 Qualifications

[Calculate Partial Census Return](#)

There is also the option to go back to a **Full Census Return**.

[Click here to go back to the Full Census Return](#)

Notes:

Resolving Errors and Queries

The data in your system has now been thoroughly checked and updated where necessary. This section moves on to cover calculating a new census return and resolving any errors and queries.

Open the School Workforce census module by clicking on **Admin > Census > Workforce**. To calculate the census return, click on '**Calculate Full Census Return**' located in the output information panel on the right-hand side.

Output Information

Please be aware that options in this panel require a great deal of processing and could therefore take a few minutes to complete, please be patient. Make sure you check the census before downloading.

Has your Local Authority asked you to provide a Partial Census Return? If so, click here to choose which sections to generate.

[Calculate Full Census Return](#)

[Generate Official School Summary](#)

[Download Full Census File](#)

This will open the 'School Census Validation Report' page and will show all errors and queries found on the census return. The total number of errors and queries are shown at the top of the validation report.

Notes:

School Workforce Census Validation Report

XSLT Version: 2023.1.1 Released 2023-09-06

School F [REDACTED]

Census Date: 02-11-2023

Teachers in regular service: 0
 Agency / SA teachers in regular service: 0
 Teaching Assistants: 0
 School Business Professional: 0
 Leadership, Non-Teacher: 0
 Other support staff: 0
 No valid contract: 0

There are 1 errors and 5 queries.

Type	Rule Number	Problem	Error Details	Complete
Error	4085	Please note that this return contains no contract records. Please ensure that this is correct and that contract data is being supplied to the Department by another source	Error 4085 Details	✘
Query	4095Q	Please note that this return contains no absence records. Please ensure that this is correct and that absence data is being uploaded to COLLECT in a separate xml file and that MnR is being completed	Query 4095Q Details	✘
Query	4517Q	This return contains no Pay Review Dates, please ensure that this is correct	Query 4517Q Details	✘
Query	6540Q	At least one staff record in this school's return should show a role of Head Teacher or Executive Head Teacher	Query 6540Q Details	✘
Query	6550Q	At least one staff record in this school's return should show a role of SENCO (SEN Co-ordinator) under a current contract. Where SENCO is missing please add this additional role to the appropriate open contract staff record	Query 6550Q Details	✘
Query	7240Q	Please note that this return contains no Teacher vacancy records. Please ensure that is correct, in which case a note of confirmation must be provided in COLLECT. Please check the 'School Workforce Census: Minimum notepad entries' guidance document for the accepted wording	Query 7240Q Details	✘

You will need to work through each error in turn to resolve them and check over each query to either resolve these too or ensure you are happy with them being included on your return. The errors and queries are listed along with a small description of the issue. More information is displayed when you click on the error.

Type	Rule Number	Problem	Error Details	Complete
Error	4085	Please note that this return contains no contract records. Please ensure that this is correct and that contract data is being supplied to the Department by another source	Error 4085 Details	✘
Query	4095Q	Please note that this return contains no absence records. Please ensure that this is correct and that absence data is being uploaded to COLLECT in a separate xml file and that MnR is being completed	Query 4095Q Details	✘

Most errors will include a button to 'Error or Query Details'. This opens the relevant area in ScholarPack Help so that you can understand what needs to be done.

Click the **Return to Census Page** button and make the required changes.

To clear an error from the validation report after you have resolved it, you will need to use the 'Recalculate Census' button.



Notes:

We would advise resolving a couple of errors before recalculating the return, as this can take some time to run. You should see the number of errors and queries reduce each time the census is recalculated. You can recalculate your return as many times as you like.

The most common acceptable queries are:

- 4100Q – Teacher with Teacher Number missing.
- Every school will be expected to have a SENCO and to have a headteacher or executive headteacher. If this is a combined role within the school, for example the Head is also the SENCO then a note will need to put on COLLECT for queries 6540Q and 6550Q
- 6260Q – SENCOs should have a NASENSCO qualification or be working towards one.
- 4095Q – The return contains no absence records. This could be due to no staff absences or a new school/academy or recently converted academy.
- 4470Q – Qualified Status inconsistent with Pay Range type.
- 4935Q – Last day of absence is missing for non-maternity leave.
- 6560Q – The school has School Business Professional, but none are on the SLT.
- 7240Q – Please note that this return contains no vacancy records.

Common errors that will require a resolution are:

- Error 4160 – Member of the workforce with missing NI number.
- Error 4516 – Teacher should have had a pay review since beginning of the previous academic year.

DfE Notepad entries guidance:

https://assets.publishing.service.gov.uk/media/6540e80f15099000124bf7b5/SWF_Minimum_Notepad_Entries_Guide_2023.pdf

DfE Summary and ScholarPack Summary

You might want to check through the DfE summary at this point, which is accessible from the '**Generate Official School Summary**'. Check through the information to make sure the data matches what you would expect of your school.

The **Official School Summary** will need to be printed, **signed and dated** by the Headteacher on census day. This is covered in the next section of this document.

Notes:

On Census Day

Teacher Vacancies

The census will be collecting information about each vacant or temporarily filled teaching post on census day including:

- Vacancy Post
- Vacancy Temporarily Filled
- Vacancy Advertised

To input this information, you will need to go to **Admin > Census > Workforce Census > Vacancies**.

Occasional Teacher Headcount

This is an area to record how many members of occasional teachers are in your school on Census day, for example, Supply Teachers.

To input this information, you will need to go to **Admin > Census > Workforce Census > 2024**

Occasional Teachers

- Input occasional teacher count

If the count is 'zero' then please enter 0. If you completed your Workforce Census with ScholarPack last year you may see your count from the previous census when accessing this area, please amend this.

Other Staff Headcount

This is an area to record how many members of occasional staff are in your school on Census day, for example, IT Technicians, Grounds maintenance or speech language therapists.

To input this information, you will need to go to **Admin > Census > Workforce Census > 2024**

Other Staff

- Input other staff head count

If the count is 'zero' then please enter 0. If you completed your Workforce Census with ScholarPack last year you may see your count from the previous census when accessing this area, please amend this.

2024 Vacancies	Information must be provided for each teacher post that is vacant or temporarily filled on the Census day.	Staff Vacancies
2024 Occasional Teachers	This is an area to record how many members of occasional staff are in your school on Census day, so this ranges from Supply Teachers to Staff that support children with learning difficulties.	Occasional Teachers
2024 Other Staff	This data item is a count of the number of support staff (teaching assistants and other support staff) by role, who are not employed directly by the local authority or the school and who are in school on the Census day, or the next working day. Examples might include contract cleaners, nurses employed by a PCT and outsourced IT technicians.	Other Staff

Notes:

Calculate New Census Return

From the census return screen (**Admin > Census > Workforce Census 2024**), click on the button **'Calculate Full Census Return'** on the right-hand side. This checks through the data and validates the return. You will need to check that you have no further errors and queries to resolve before you send through your census return. You will have already done this whilst working through the instructions, but it is important to calculate the return again on census day in case anything has changed.

School Workforce Census Validation Report

XSLT Version: 2022.1.0 Released XXXX-XX-XX

School Ref: 222/3928

Census Date: 03-11-2022

Teachers in regular service: 8
 Agency / SA teachers in regular service: 0
 Teaching Assistants: 1
 Leadership, Non-Teacher: 0
 Other support staff: 5
 No valid contract: 0

There are 51 errors and 33 queries.

Type	Rule Number	Problem	Error Details	Complete
Error	70	LA Number is invalid	Error 70 Details	✘
Query	7240Q	Please note that this return contains no Teacher vacancy records. Please ensure that is correct, in which case a note of confirmation must be provided in COLLECT. Please check the 'School Workforce Census: Minimum notepad entries' guidance document for the accepted wording	Query 7240Q Details	✘
		Teacher Number: . NI Number: . Name: Richardson, John. Date of Birth: 1972-03-22, .	Details	✘
Error	4105	Teacher Number: 100001 . NI Number: . Name: Cooper, Oliver. Date of Birth: 1995-11-19, Male : Teacher Number must be 7 or 8 digits	Error 4105 Details	✘
Error	4105	Teacher Number: 198562 . NI Number: MJ785646S. Name: Swinton, Sally. Date of Birth: 1950-01-01, Female : Teacher Number must be 7 or 8 digits	Error 4105 Details	✘

Information on how to work through the errors and queries can be found earlier in this document within the section **'Resolving Errors and Queries'**. You might want to print a copy of the school census validation report when all errors and queries have been resolved. You might still have some remaining queries where the data is correct but still showing a query – these are fine to send through.

Print the Summary

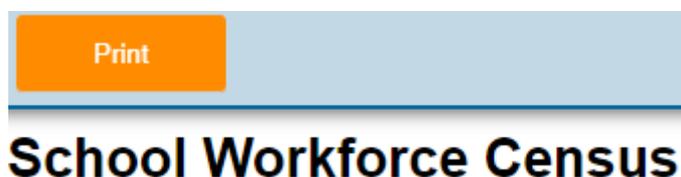
Once you have cleared the errors and queries, you will need to print the **Official School Summary** and have this dated and signed off and dated by the Headteacher. If the screen is still open on the census validation report, you can open the DofE summary using the button on the right-hand side of the screen.

If you had returned to the 'Census Page', the same summary can be opened using the **'Generate Official School Summary'** button on the right-hand side of the screen.

[Generate Official School Summary](#)

Notes:

The summary can then be printed using the print button at the top of the summary screen. Remember that The **Official School Summary** will need to be printed, **signed and dated** by the Headteacher on census day.



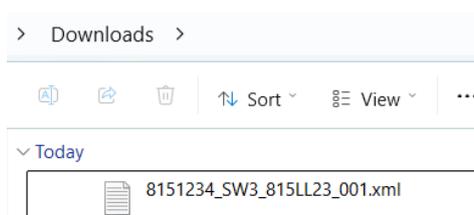
Download Census File

When you have finished resolving the errors and queries (all that can be resolved) and the Headteacher has signed and dated a copy of the summary, this is when you need to click on the **'Download Census File'** button from the census screen (**Admin > Census > Workforce 2024**). This is the final 'authorisation' button and you should only click this when you are satisfied that the school census is correct and complete.



Download Full Census File

Depending on which web browser you are using, you might be asked where you want to save the file to. If you are not asked where to save the file, then it is likely to be automatically saved to your **'Downloads'** folder (or a different default folder). The file will be an XML file and will be in the following format **'815****_SW3_815LL24_***.xml'**.



It does not matter where you choose to save the file, as long as you remember the location, as you need to find the file in order to upload it. The census file is an XML file; you will need to upload this to **COLLECT**.

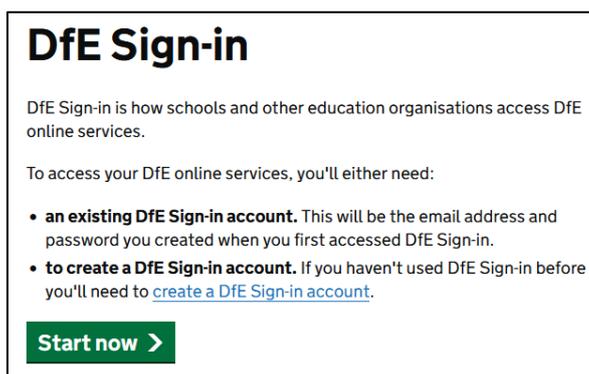
Notes:

Uploading your Census to COLLECT

Your completed census return file now needs to be uploaded and submitted to **COLLECT**. This is accessed via the **DfE Sign-in** website - <https://services.signin.education.gov.uk/>

Uploading the return:

1. When you first access the site, you will see the screen below. Click on '**Start now**'.



DfE Sign-in

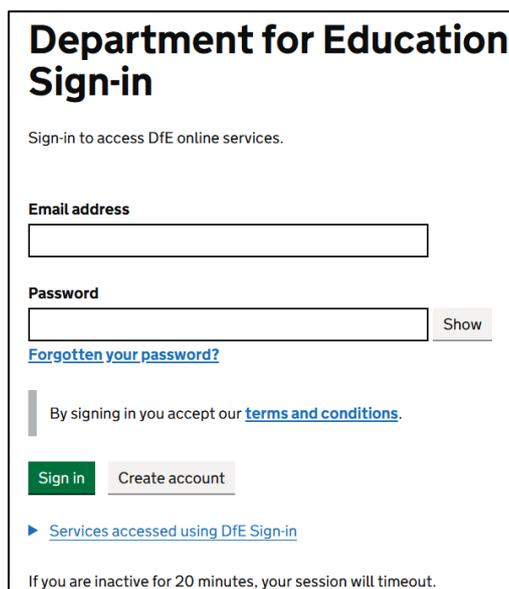
DfE Sign-in is how schools and other education organisations access DfE online services.

To access your DfE online services, you'll either need:

- **an existing DfE Sign-in account.** This will be the email address and password you created when you first accessed DfE Sign-in.
- **to create a DfE Sign-in account.** If you haven't used DfE Sign-in before you'll need to [create a DfE Sign-in account](#).

Start now >

2. Enter your username and password then click on the '**Sign in**' button.



Department for Education Sign-in

Sign-in to access DfE online services.

Email address

Password

 Show

[Forgotten your password?](#)

By signing in you accept our [terms and conditions](#).

Sign in Create account

▶ [Services accessed using DfE Sign-in](#)

If you are inactive for 20 minutes, your session will timeout.

3. When you have logged in you should see a screen similar to below:

Notes:

My services

Here you can access services associated with your account. Need a new service, form, role, or census? Request a service under the related actions menu.

Related actions

[Request access to a service](#)

[See approvers at an organisation](#)

[Help with services](#)

Service	Description
Analyse school performance	Analyse school performance (ASP) is a secure system where DfE users, schools, academies, MATs, LAs, Dioceses, Ofsted and governors can access detailed performance data to help support school improvement.
Collect	COLLECT (Collections Online: Learners, Education, Children and Teachers) allows users to see and submit data collections and censuses to the Department for Education.
Get information about pupils	GIAP is the replacement for Key to Success. Access selected pupil level census and attainment data from the national pupil database, create and monitor the progress of virtual cohorts of pupils and access pupil premium information.

NYES Digital unfortunately do not have access to a COLLECT for the School Workforce Census and so we can't currently provide screenshots for this area.

Submitting the School Workforce Census is similar to the normal School census but if you need any help please do contact us.

You will be expected to:

1. Upload the Return
2. Open the Return and check the queries, adding a Return Level Note for any queries.
3. Submit the Report
4. Launch any Reports (although they may not be show data until 24 hours after submitting)

A more detailed guide to the use of **COLLECT** can be accessed here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/821208/Collect_guide_for_schools_July-2019.pdf

Notes:

Checklist for Workforce Census

Please use the following checklist to ensure you have completed every step of the census return:

	Completed
School Information	<input type="checkbox"/>
Staff Details	<input type="checkbox"/>
Staff Absences	<input type="checkbox"/>
Checking Qualification	<input type="checkbox"/>
Employment Details	<input type="checkbox"/>
Resolving Errors and Queries	<input type="checkbox"/>
On Census Day (Head Counts)	<input type="checkbox"/>
Sending your Census to COLLECT	<input type="checkbox"/>

Please call the NYES Digital Helpdesk (01609 536086) and select option1, (MIS) for assistance with the School Workforce Census

Congratulations your School Workforce Census is now complete!

Notes:

Appendix 1

FTE ratio	Directed hours per week
0.1	3.25
0.2	6.5
0.3	9.75
0.4	13
0.5	16.25
0.6	19.5
0.7	22.75
0.8	26
0.9	29.25
1.0	32.5

Notes:
