

To: All local authority school workforce census contacts, Academies, Free Schools and City Technology Colleges

November School Workforce Census 2021 – Final Readiness Bulletin

Purpose

The School Workforce Census is a statutory return therefore you have a legal obligation to submit data.

This collection is the department's primary source for data on the school workforce, covering both teachers and the wider workforce. It feeds into decisions on teachers' pay and teacher supply and is one of our main tools for evaluating the effect of decisions on a multi-billion-pound budget. It also has additional importance from 2020 in managing the department's response to COVID pressures, such as monitoring curriculum changes, increased vacancies, and modelling effects on budgets (for example from an increased use of supply teachers).

Data collection timetable and key dates

The [school workforce census](#) opens on **4 November 2021**.

The deadline for submitting data is **3 December 2021**.

We would be grateful if you submit your data as soon as possible after the opening date.

Reduction of burden in 2020

To reduce burden on schools and local authorities during the pandemic, data on qualifications and staff absences were not collected in 2020. They are being collected again in 2021.

How to make a return

You must submit your SWC data using COLLECT, our centralised data collection and management system. A separate COLLECT guide is available to help you use the system to complete and submit your return. A full guide to COLLECT is available at: <https://www.gov.uk/government/publications/collect-guides-for-schools-and-local-authorities>

Prepare for the census

You'll find all the [guidance you need to submit the school workforce census](#) on GOV.UK.

This includes:

- [Collect guides for schools and local authorities](#)
- [School workforce census 2021: technical information](#)
- [School workforce census 2021: notepad entries for COLLECT queries](#)
- School workforce census 2021: [guides](#) for school employed staff & centrally employed staff

XML generator

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

generators to create files in the correct format.

Secure Access (SA): Service Requests for access and password resets

Please sign in to the DfE [here](#)

If you need help with registering with the DfE sign in and do not know who your approver is please use the [DfE Sign-in request form](#)

Guidance for Secure Access approvers and end users is available [here](#). This guidance should be used as a first port of call before logging a service request. In many cases queries can be resolved from that source.

Getting it right

We have provided a wide range of reports in COLLECT to ensure that you can check that your school's data is correct. Details are available with the COLLECT guide. As a minimum please check the **credibility report** once your data is complete.

Important checks

Please check the following points before approving your return:

- Academies are responsible for returning their data direct to the department via COLLECT.
- A return is required for every individual school within a Multi Academy Trust (MAT). If this is an issue please contact the helpdesk using the [service request form](#).
- There is at least one contract for each staff member in the individual level return.
- Where Computer Science is taught it is recorded as such, (code CSI), and not ICT
- Each school's return identifies the teacher who has the role of SEN Coordinator
- Base pay for part-time staff must be reported as the actual annual salary and not the full-time equivalent
- Each teacher has the correct qualified teacher status, (QTS), recorded in the relevant field for QTS, EYTS or QTLS
- Each teacher in the first or second year of induction should be identified in the Newly Qualified Teacher field.

Further guidance is available [here](#).

Data protection: privacy notice model documents

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

at: <https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notice-model-documents>

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

For further information on UK GDPR please see: the Information Commissioner's Office (ICO) website at: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the->

[general-data-protection-regulation-gdpr/](#)

and the data protection toolkit for schools

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



Department for Education

Please do not reply to this email, this mailbox is not monitored.