



Reference: SWC 2024

Issued to: Local authority and academy school workforce census contacts

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School workforce census 2024

Coverage and Dates

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

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

The collection:

- Opens on Thursday 7 November 2024
- Ealing return date: Friday 8th November 2024
- Data providers are encouraged to make returns as soon as possible to allow time for data cleaning.

You can find more information, including instructions for schools, academies, MATs, and local authorities to complete the SWC 2024 on [our website](#).

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.

DfE Sign-in Service Requests for access and password resets

Access to COLLECT is via [DfE Sign-in](#). If you are having difficulty signing in, you will need to contact your local approver. If your local approver cannot assist you will need to go to [DfE Sign-in \(education.gov.uk\)](#). For other support in using DfE Sign-in please go to [DfE Sign-in support](#).

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

Please take this opportunity to review your establishment's record in Get Information About Schools (GIAS). To update your record, please go to the [GIAS home page](#), "Sign in" using your "DfE Sign-in" credentials and select GIAS from your available services.

Familiarisation site access

The [COLLECT](#) familiarisation blade for SWC 2024 is now available. The familiarisation blade mirrors the look, feel and functionality of the live COLLECT blade. All data providers are strongly encouraged to use this facility to assist in assessing the quality of their data in preparation for the live collection.

No data will be transferred from the familiarisation blade to the live collection blade and no data will be taken from it to be analysed or published. If you wish to take a copy of your data, please do so before familiarisation closes on 1 November 2024.

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.

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](#) and the [data protection toolkit for schools](#).

Data requirements

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

Providers should run the credibility check reports available in COLLECT to identify any areas where your return may be incorrect, after having responded to validation errors your data raised on submission by amending the data or entering return level notes.

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

We ask that the following items should be given specific attention when making your returns:

- Where Computer Science is taught it is recorded as such, (code CSI), and not ICT
- Each school's return identifies the qualified 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 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
- Only Teacher vacancies are required in the census.

XML generator

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

The XML generators and guidance documents are available on [Slack](#). If you are not registered for Slack, the XML generators and guidance documents can be requested via a [data collections service request form](#).

Background

This collection is the department's primary source for data on the school workforce, covering both teachers and the wider workforce. It feeds into decisions on teachers' pay and teacher supply and is one of our main tools for evaluating the effect of decisions on a multi-billion-pound budget.

We publish [school workforce statistics](#) each year in June at national, regional, local authority and school level.

Further updates

We will issue further email communications as required before and during the collection period for the school workforce 2024 data collection.

Contact details for data collections service desk

If you have any queries, the Data Collections Service Desk can be contacted via the [data collection service request form](#).

Regards

Data Collections Service Desk

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