Producing the School Workforce Census 2018 Return handbook

SBS

School Business Services

SIMS

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01 | **Introduction**

Overview

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. This year the return takes place on Thursday 8 November 2018.

This handbook provides the information required by all schools to complete and run the School Workforce Census 2018 Return in SIMS.

> *NOTE: The contents of the graphics in this handbook (dates, names, etc.) are examples <u>only</u> of what you might expect to see when using SIMS to produce the School Workforce Census.*

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 all categories of staff
- Absence details for teachers and teaching assistants in regular service, working for schools through a contract (<u>not</u> 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 all staff (NQF Level 4+) Post A Level.

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 08/11/2018

    <u>or</u>

    - who are have been employed by the school via a contract for 28 days or more during the period 01/09/2017 to 07/11/2018 inclusive

    <u>or</u>

    - 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 08/11/2018

    <u>or</u>

    - who have been employed by the school via a service agreement for 28 days or more during the period 01/09/2017 to 07/11/2018 inclusive.

How has the School Workforce Census Changed since Last Year?

The School Workforce Census 2018 Return includes the following changes.

Key Dates for the School Workforce Census 2018 Return

Routines | Statutory Returns | School Workforce Census

- Census date: 08/11/2018
- Absence collected from 01/09/2017 to 31/08/2018
- Continuous contracts collected from 01/09/2017 to 08/11/2018.

Workforce Member Contract/Service Agreement Details Report

To enable the reason for leaving (now collected for the School Workforce Census) to be displayed in the Workforce Member Contract/Service Agreement Details report, an additional column (**Reason for Leaving**) has been added next to the existing **Destination** column.

More Information:
Workforce Member Contract/Service Agreement Details Report on page *28*

Additional Resources:
Setting Up and Administrating SIMS handbook
Maintaining Lookups in SIMS quick reference sheet

Workforce Member Professional Details Report

To enable all qualified teacher statuses to be displayed in the Workforce Member Professional Details report, two additional columns (in addition to the existing **QTS** column) have been added to the report:

- **QTLS** (qualified teacher learning and skills)
- **EYT** (early years teacher).

It is possible for a qualified teacher to have all three statuses.

More Information:
Workforce Member Professional Details Report on page *28*

Additional Resources:
Managing Staff handbook

Workforce Member Payment Report

To assist with pay gender gap analysis, an additional column (**Gender**) has been added to the Workforce Member Payment report.

More Information:
Workforce Member Payment Details Report on page *28*

Additional Resources:
Managing Staff handbook

Where to Find More Information

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button (located on the top right-hand side of the SIMS **Home Page**), select the required category and then select the document you require. Alternatively, use the **Search** facility to locate the required document.

1. Enter the required text in the **Search** field to display a list of documents that match the search criteria.

2. To refine the search further, click **Documents** and then select the required **Document type**, **File type** and/or **Date** range (click **Show more** to view additional options, if required).

Alternatively, click **SIMS Publications** (located in the **Popular Searches** list) to display a list of all SIMS publications.

The search results are displayed automatically.

Where to find School workforce Specific Information

In addition to this handbook, a preparation guide (which describes how to prepare your data for the School Workforce Census) and a Validation Errors and Resolutions document (which provides suggestions on how to resolve any validation errors or queries) are available.

The School Workforce Census 2018 guidance information provided by the DfE is available on the DfE website (http://www.gov.uk/guidance/school-workforce-census).

Steps to Producing the School Workforce Census

```
                    ┌─────────────────────────┐
                    │ * Upgrade to the latest  │
                    │   available release of   │
                    │         SIMS.            │
                    └─────────────────────────┘
                                │
                    ┌─────────────────────────┐
                    │ * Check that saff and    │
                    │   school information is  │
                    │  present and up-to-date  │
                    │        in SIMS.          │
                    └─────────────────────────┘
                                │
                    ┌─────────────────────────┐
                    │ * Licence the School     │
                    │   Workforce Census.      │
                    └─────────────────────────┘
                                │
                    ┌─────────────────────────┐
                    │ * Configure the return   │
                    │        defaults.         │
                    └─────────────────────────┘
                                │
                    ┌─────────────────────────┐
                    │ * Import predefined      │
                    │        reports.          │
                    └─────────────────────────┘
                                │
                    ┌─────────────────────────┐
                    │   Create a new return.   │◄────────┐
                    └─────────────────────────┘         │
                                │                        │
```

Change settings via Tools | Statutory Return Tools | School Workforce Census Settings, if required.

Check the School Workforce Census settings.

Check all information displayed on the **School Workforce Census Details** page, then add or edit details, if required.

Create and validate the return.

Any errors or queries?

YES | **NO**

Produce the Validation Errors Summary report to assist with the resolution of errors and queries.

Produce the detail reports and the Summary report to assist with the resolution of errors and queries.

Resolve errors and check queries.

Produce the Summary report then check the report content to ensure that the return is acceptable before authorising the return.

Authorise the return.

Confirm that the Head Teacher is satisfied that the return file is ready for upload. Enter additional text to be displayed on the authorisation report, if required.

On authorisation, the Validation Errors Summary report, Summary report and Authorisation report are generated and displayed in your web browser. All reports (including the detail reports) can be viewed via the Retrieve Authorised Census Return Files routine.

Submit the return.

NOTE: Detailed information regarding items marked with an ***** are described in the *Preparing for the School Workforce Census* guide, which is available via the SIMS **Documentation Centre** (accessed via the **Documentation** button on the SIMS **Home Page**) or My Account (https://myaccount.capita-cs.co.uk).

02| Preparing for the School Workforce Census

Applying the School Workforce Census Licence

Applicable to schools using SIMS Personnel in read/write mode

A patch is available from SOLUS (Patch ID 11118) to license the SIMS School Workforce Census functionality.

The patch needs to be applied only once. If you have applied the patch in the past, it is not necessary to re-apply it for this year's return.

Setting Permissions

The following permissions are applicable to users who deal with returns.

Running and Editing the Return

To run and edit the School Workforce Census, you must be a member of any of the following user groups in System Manager:

- Personnel Officer
- Returns Manager.

Having these permissions also enables you to correct data related to vacancies, staff and any curriculum information (if applicable) that fails validation.

Importing Revised Files

The Import Fileset functionality enables updates to the Validation Errors Summary and the Summary report (derived from files supplied by the Statutory Body), and detail reports (provided by SIMS), to be imported into SIMS between SIMS releases.

To use the Import Fileset functionality (via **Tools | Setups | Import Fileset**), you must be a member of any of the following user groups in System Manager:

- Returns Manager
- System Manager.

For more information about the Import Fileset functionality, please refer to the applicable preparation guide, available via the **Documentation** button on the SIMS **Home Page**

Where to find More Information about Permissions

Please contact your System Administrator/Manager if you are not sure whether you have the required permissions. For more information, please refer to the *Managing SIMS Users, Groups and Databases* handbook.

An Excel spreadsheet describing the numerous permissions available in SIMS is available To find the spreadsheet, search for `<sims version>` `sims permissions`, e.g. `7.182 sims permissions`.

What Version of SIMS is Required?

To run the return, you must have the SIMS 2018 Summer Release (7.182) or later installed.

To check which version of SIMS is installed, open SIMS and then select **Help | About SIMS**. A dialog similar to the one shown in the following graphic is displayed.

The version should read 7.182 or later.

Carrying Out a Dry Run

Once the SIMS 2018 Summer Release (7.182) has been installed, you can carry out one or more dry runs of the School Workforce Census. It is advisable to do this as early as possible, even if you know that your data has not yet been fully prepared or checked. The purpose of the dry run is to produce the Validation Errors Summary, which details the corrections that need to be made to your data.

Additional Resources:

Preparing for the School Workforce Census 2018 Return guide
School Workforce Census 2018 Validation Errors and Resolutions document

More Information:

Creating and Validating the School Workforce Census on page *23*
Producing Detail Reports on page *26*

03| Producing the School Workforce Census

Creating a New School Workforce Census

Before creating a new School Workforce Census return, ensure that all staff and school information is present and accurate in SIMS.

It is possible to create more than one test return, i.e. dry runs. This enables you to check that all data required for the return exists and is up-to-date. Information can then be added or updated, if necessary, before running the final return. Any unwanted returns can be deleted, provided they have not been authorised.

1. Select **Routines | Statutory Returns | School Workforce Census** to load the School Workforce Census validation and reporting files.

2. When the files are loaded, the **School Workforce Census Browser** is displayed. The Fileset ID is displayed in the browser header (for information purposes only).

3. Ensure that the **School Workforce Census Folder** is selected correctly and that the required **Security message for Reports** is specified, as described in the following sections.

Configuring the Census Folder

Before creating a return, the folder in which the return file will be saved must be specified.

> **IMPORTANT NOTES:** *Due to the sensitive nature of some of the data stored in SIMS, careful consideration must be given when specifying the location of any folder into which you save sensitive data, e.g. census returns, imported and exported CTFs, etc.*
>
> *You should be mindful of your school's responsibilities with respect to information security. Consider which users have access to the chosen folder, especially if the folder is shared on a server. Please refer to the government website for more information about securing your information (https://www.gov.uk/service-manual/technology/securing-your-information). If you are in any doubt, you should consult with your IT Security Officer before proceeding.*
>
> *The General Data Protection Regulation (GDPR), which replaces the Data Protection Act 1998, is a directive for certain safeguards regarding the use of personal data. It is important that schools process all data (not just the data collected for the school census) in accordance with the full requirements of the GDPR.*
>
> *Further information on the GDPR can be found on the Guide to the General Data protection Regulations (GDPR) page of the Information Commissioners Office (ICO) website (https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr).*

1. Specify the folder where the return files are to be stored by entering the folder location in the **Census Folder** field.

    Alternatively, click the **Browse** button to display the **Browse For Folder** dialog.

     Browse button

    Navigate to the location of the required folder and highlight it. If a suitable folder does not exist, click the **Make New Folder** button and enter a suitable name for the new folder.

2. Click the **OK** button to select or create the folder and return to the browser, where the new folder name is displayed.

> **IMPORTANT NOTE:** *If you are changing the location of the folder, ensure that only authorised personnel have access to the new folder, as it will contain sensitive data. For more information, please see the important note at the beginning of this section.*

3. Ensure that the **Security Message for Reports** is appropriate for your school.

Specifying the Security Message for Reports

At the bottom of the browser is a **Security Message for Reports** field, which contains text that will be displayed at the top of each report.

1. The security message text defaults to **This report contains sensitive information**, but can be edited, if required.

2. If any edits are made, you can click the **Default Message** button to revert to the default text.
3. Click the **New** button to display the **School Workforce Census Details** page.

Checking the School Workforce Census Details

The **School Workforce Census Details** panel displays key collection dates for the return. These dates are read-only and cannot be edited.

Census Date: 08/11/2018

Absence Start Date: 01/09/2017

Absence End Date: 31/08/2018

Continuous Contracts Start Date: 01/09/2017

Continuous Contracts End Date: 08/11/2018.

1	The **Calculate All Details** button is displayed in certain circumstances only (please see *Calculating Details* on page *13*).
2	The Curriculum option is displayed for Secondary and All-Through schools only.

By default, the return **Description** is displayed as **School Workforce Census 2018**. The description can be edited, if required. This can be particularly useful when attempting to distinguish between dry runs and actual returns.

> *NOTES about the **Calculate All Details** button:*
>
> *In all non-Secondary/All-Through schools (including Pupil Referral Units), this button is used to calculate pay details. If the **Allow editing of Base Pay** check box is* <u>deselected</u> *(via **Tools | Statutory Returns Tools | School Workforce Census Settings**) the button is not required and is therefore not displayed.*

> *In Secondary and All-Through schools this button is used to calculate curriculum details for teachers and teaching assistants. Pay details are also calculated provided that the **Allow editing of Base Pay** check box has been selected via **Tools | Statutory Returns Tools | School Workforce Census Settings**.*

If applicable click the **Calculate All Details** button to extract the data held in SIMS then populate the applicable panels on the **School Workforce Census Details** page.

About the School Workforce Census Settings

The **School Workforce Census Settings** panel displays a read-only list of all possible data items that can be collected in the return. A selected check box indicates that the associated data item is collected.

> *NOTE: The **Curriculum** check box is displayed for Secondary and All-Through schools only, indicating whether curriculum details for teachers and teaching assistants will be included in the return.*

An option to **Allow editing of Base Pay** before the pay details are collected is also available. If selected the **Pay Details** panel is displayed on the **School Workforce Census Details** page when creating the return. This panel displays the calculated values of **Base Pay** for each school workforce member of staff. The values can be edited, if required.

Changes to the settings may be required if:

- your school does not record contract/service agreements because these are provided by your Local Authority. Some Local Authorities may supply contract details from an HR/Payroll system.

- SIMS Personnel 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.

The Returns Manager can change the School Workforce Census settings via **Tools | Statutory Return Tools | School Workforce Census Settings**. These settings are preserved when SIMS is upgraded but can be edited, if required.

Additional Resources:

The *Changing the School Workforce Census Settings* section in the *Preparing for the School Workforce Census 2018 Return* guide.

Calculating Details

The Calculate All Details routine extracts the required information from SIMS and displays the results in the applicable panels on the **School Workforce Census Details** page. This routine does <u>not</u> populate the **Vacancies on Census Day**, **Occasional Teachers on Census Day** and **Agency/Third Party support staff** panels.

NOTES about the ***Calculate All Details*** *button: In all non-Secondary/All-Through schools including Pupil Referral Units, this button is used to calculate pay details. If the* ***Allow editing of Base Pay*** *check box is* <u>deselected</u> *(via* ***Tools | Statutory Returns Tools | School Workforce Census Settings****) the button is not required and is therefore not displayed.*

In Secondary and All-Through schools this button is used to calculate curriculum details for teachers and teaching assistants. Pay details are also calculated provided the ***Allow editing of Base Pay*** *check box has been selected via* ***Tools | Statutory Returns Tools | School Workforce Census Settings****.*

If the **Calculate All Details** button is displayed, you must calculate all details at least once for each return.

1. Click the **Calculate All Details** button in the **School Workforce Census Details** panel.

   A warning is displayed explaining that any data previously collected or edited will be overwritten.
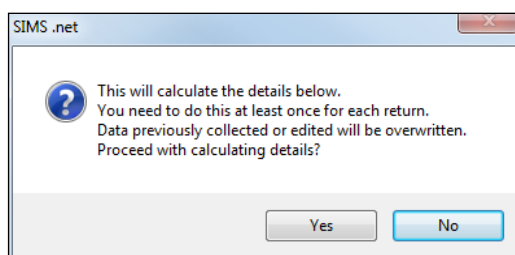
2. Click the **Yes** button to calculate the details (and <u>overwrite</u> any data collected or edited previously).

   Progress is reported on the Status Bar at the bottom of the screen. When complete, the applicable panel(s) is populated with the data extracted from SIMS.

3. The return can be saved at any point by clicking the **Save** button.

WARNING: *If you use the Calculate All Details routine again, any manual changes that have been made in the calculated panels are overwritten and must be re-entered.*

Editing School Information

The **School Information** panel displays read-only information that has been recorded on the **School Details** page of SIMS (**Focus | School | School Details**).

The **Previous Name** and **Date Name Changed**, **Previous Estab Number** and **Earliest DOA** (date of admission), **Previous URN** and **Date Number Changed** fields are displayed for all schools. However, the fields are populated only if the information is relevant to your school, e.g. your school has converted to an Academy, and has been entered on the **School Details** page.

The **School Information** should always be checked.

1. If any details are missing or incorrect, click the **School Detail** button to display the **School Detail** dialog, where information applicable to your school is displayed.

2. Add or amend the school details, selecting from the drop-down lists, where applicable.

> *NOTE: The **Establishment Number** and the **School Phase** cannot be edited. If the information displayed is incorrect, please contact your Local Support Unit.*

Information for Academies:

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

- The **School Type** and **School Governance**.

  Select **Academies** from the applicable drop-down lists.

- The school's **Previous Name** and **Date Name Changed**.

- The **Previous Estab Number** and **Earliest DOA** (date of admission).

  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 as the date the DfE number changed.

- The **Previous URN Number** and **Date Number Changed**.

  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.

3. Click the **Save** button then click the **OK** button to return to the **School Workforce Census Details** page, where the updated details are displayed.

Editing Base Pay Details

Base pay is the pre-tax annual salary of a member of staff as at census day. It does not include the annual amount of any additional payments or allowances. In other words it is the annual salary that will be earned, based on the salary rate at the census date.

Base pay is not collected for staff paid by a daily rate.

> *IMPORTANT NOTE: The **Pay Details** panel is visible only if your Returns Manager has selected the **Allow editing of Base Pay** check box via **Tools | Statutory Returns Tools | School workforce Census Settings**.*

The pay details are retrieved/calculated from SIMS Personnel and displayed in the **Pay Details** panel, where the base pay can be edited, if required, e.g. Academies that do not use the National Pay Scales might need to edit the pay details.

The base pay value recorded in SIMS Personnel is collected in the School Workforce Census, unless the value is edited in the **Pay Details** panel. If the value is edited, the new value is collected instead.

- For existing pay scales, base pay is still reported as the pay award amount on census day.

- For converted or new pay ranges, base pay is reported as the actual salary on census day.

The panel is populated when the **Calculate All Details** button is clicked (please see *Calculating Details* on page *13*).

> *NOTES: It is possible for a staff member's name to be displayed twice, e.g. a classroom assistant who is also a playground assistant would be displayed twice in the **Non-Leadership** panel.*
>
> *Regional pay range (**Region**) is no longer collected for the return but is displayed for information purposes only.*

Non-Leadership

The **Base Pay** (retrieved from SIMS Personnel) can be edited, if required.

Base pay does not include benefits, bonuses or any other reward from the employer.

Leadership

1. The **Minimum** and **Maximum** pay range (calculated from SIMS Personnel) can be edited, if required.

    Each leadership teacher has a basic salary range within which they can expect to be paid while they remain in the same post at the same school.

2. The **Pay Framework**, under which the Leadership teachers are paid, is calculated from SIMS Personnel but can be edited, if required. Select from the drop-down list:

    -   **Pre 2014** framework (for contracts with a start date before 01/09/2014).
    -   **2014** framework (for contracts with a start date from 01/09/2014).

3. The **Base Pay** (retrieved from SIMS Personnel) can be edited, if required.

Recalculate

If you wish to recalculate all pay details in the **Pay Details** panel for either Non-Leadership or Leadership teachers, click the adjacent **Recalculate** button.

> *IMPORTANT NOTE: Clicking the **Recalculate** button recalculates all pay details for teachers, teaching assistants and support staff. All information previously saved or edited is lost when performing this routine.*

Additional Resources:

Changing the School Workforce Census Setting section *of the Preparing for the School Workforce Census 2018 Return* handbook

Editing Curriculum Details

Applicable to Secondary and All-Through Schools only

> *NOTES: To minimise the manual correcting of staff details, you may wish to run the Create and Validate routine before editing the **Curriculum for Teachers and Teaching Assistants** panel (please see* Creating and Validating the School Workforce Census *on page* 23*).*
>
> *The **Curriculum for Teachers and Teaching Assistants** panel is only populated if the timetable has been transferred from Nova-T into the relevant academic year in SIMS and if the subject codes have been mapped to DfE subjects. For more information, please refer to the Preparing for the School Workforce Census 2018 Return handbook.*

Records can be added manually to this list. For example, some staff may teach outside of the normal timetable, e.g. special support units, and will not be included here.

Please note that the description of the method used to calculate the hours is based on the DfE specification.

Staff Name	General Subject	Hours Taught	Year Group Taught	
(AA) - Abell Anita	(ENG) - English	37.5	Curriculum Year 11	Recalculate
(JB) - Brown James	(ECO) - Economics	37.5	Curriculum Year 12	New
(SA) - Andrews Selina	(BIO) - Biology / Botany / Zoology / Ecology	15	Curriculum Year 12	Delete

All subjects from the timetable cycle in which census day falls are included.
NB: Hours Taught is based on the following: (Hours Taught in cycle / Days in cycle) * 5

1. Click the **New** button to display an additional row in the **Curriculum for Teachers and Teaching Assistants** panel.

2. Click the **Staff Name** cell then select the required member of staff from the drop-down list.

> *IMPORTANT NOTE: When a member of staff has been recorded in SIMS as a teacher or teaching assistant, SIMS <u>must</u> be restarted for their name to be available for selection from the **Staff Name** drop-down list.*

3. Click the **General Subject** cell then select the required subject, e.g. **(ENG) - English**, from the drop-down list.

> *NOTE: The subject codes displayed are the DfE subject codes, not the school's timetable subject codes.*

4. Enter the number of hours taught in the **Hours Taught** cell.

> *NOTE: Records are required on hours per National Curriculum Year group basis.*

5. Click the **Year Group Taught** cell then select the required National Curriculum Year from the drop-down list.

To permanently delete a manually entered record that is no longer required, highlight the line then click the **Delete** button.

Records displayed in the **Curriculum for Teachers and Teaching Assistants** panel that are held in SIMS can be deleted temporarily but are displayed again when the **Recalculate** or **Calculate All Details** button is clicked.

Recording the Vacancies on Census Day

The **Vacancies on Census Day** panel enables you to add any current job vacancies for all teachers (qualified and unqualified) that exist in your school. This information is not stored in SIMS so it must be added manually.

In a Local Authority Maintained school, a teacher vacancy is one where the applicant is expected to have either Qualified Teacher Status (QTS) or to be an Overseas Trained Teacher.

In Academies and Free Schools, QTS is not required for teaching posts but these schools must return data on teaching post vacancies, which if they occurred in a Local Authority Maintained school, would be filled by teachers with QTS or those who were Overseas Trained Teachers.

Each QTS (permanent or a contract of one or more terms) that is vacant or temporarily filled on census day must be recorded. A vacant or temporarily-filled post is defined as one that fulfils any of the following criteria:

- The vacant post is not covered.
- The post is covered temporarily by other staff within the school.
- The post is covered by a teacher on a contract of less than one term.
- The post is covered by a teacher on a contract of between one and three terms (except if the incumbent is on recognised long-term absence, such as maternity leave).

The following posts should be included:

- Posts that the school has tried to fill but have not been filled on census day.

- Posts where an appointment has been made but the appointee is not in the post on census day.

- Posts for all types of teachers, from classroom teachers to head teachers.

IMPORTANT NOTE: Posts that will become vacant after census day (e.g. where a teacher has resigned but is serving notice) should not be included.

1. Click the **New** button to add a new vacancy.

   The **Post Number** is read-only and increments automatically when vacancies are added to the list.

2. Click the **Post Name** cell then select the required description from the drop-down list, e.g. **(LDP) - Leading Practitioner**.

3. Click the **General Subject** cell then select the required description from the drop-down list, e.g. **(PRI) - Primary Curriculum**, **(CHM) - Chemistry**, etc. depending on the school phase.

4. Indicate the **Tenure** of the vacancy by clicking the cell and selecting **Full Time** or **Part Time** from the drop-down list.

5. Indicate whether the vacancy has been **Temporarily Filled**, by clicking the cell then selecting **Yes** or **No** from the drop-down list.

6. Indicate whether the post has been **Advertised**, by clicking the cell then selecting **Yes** or **No** from the drop-down list.

   NOTE: The record can be saved only if all of the data has been entered.

   To delete a vacancy, highlight the record then click the **Delete** button.

Editing Occasional Teachers Information

An example of an Occasional Teacher is a supply teacher who is in school on census day but is not in regular service (i.e. less than 28 days).

The **Occasional Teachers on Census Day** panel enables you to enter the number of occasional teachers in the following categories:

- Number of Occasional Teachers With QTS
- Number of Occasional Teachers Without QTS
- Number of Occasional Teachers Where QTS is Not Known.

The **Number of Occasional Teachers (Total)** is read-only but updates automatically as the **Count** column is completed.

Recording Agency/Third Party Support Staff

Schools are required to provide the number of occasional support staff who are not directly employed by the school/LA on census day. These members of staff are likely to be employed through an agency/third party company, for example food services staff working for a catering company or occasional staff who work for an agency.

The **Agency/Third Party support staff** panel enables you to record the number of positions in your school that are filled by agency/third party support staff on census day.

1. Click the **New** button to display the **Role Chooser** dialog.
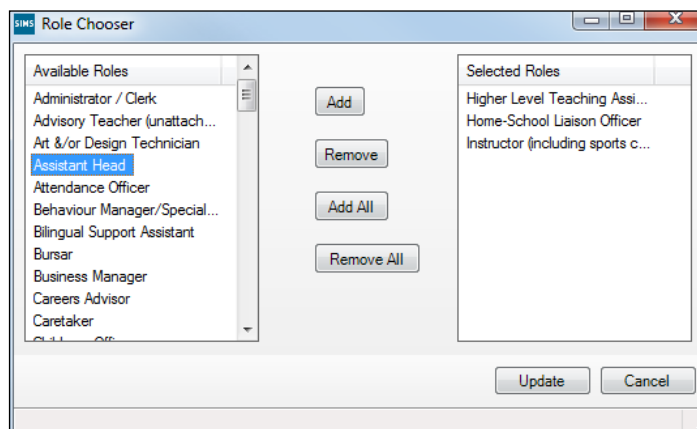
2. Highlight the relevant position(s) in the **Available Roles** panel then click the **Add** button to move them into the **Selected Roles** panel.

    Alternatively, click the **Add All** button to move all the **Available Roles** into the **Selected Roles** panel then **Remove** any roles not required.

    If you wish to make your selections again, click the **Remove All** button to clear the **Selected Roles** panel and repopulate the **Available Roles** panel.

3. When the required roles have been selected, click the **Update** button to return to the **Agency/Third Party support staff** panel, where the selected **Roles** are displayed.

4. In the **Count** column, enter the number of third party staff who fill each of the roles.

The **Number of Agency/Third Party support staff (Total)** is read-only but updates automatically as the **Count** column is completed.

04| Completing the School Workforce Census

Creating and Validating the School Workforce Census

A School Workforce Census Return must be validated and authorised before it can be uploaded to the DfE COLLECT data collection website or sent to your LA, depending on the instructions you have been given.

Validating the return creates an unauthorised School Workforce Census Return file, which is then validated against a set of DfE rules. Once the validation is complete, a list of errors and queries is displayed.

An error is caused by either missing or inaccurate data, whilst a query highlights data that is unusual or not as expected, e.g. staff member's age falling outside the expected range.

When the return has been validated, detail reports can be produced as an aid to resolving any issues (please see *Producing Detail Reports* on page *26*).

1. Select **Routines | Statutory Returns | School Workforce Census** to display the **School Workforce Census Browser**.

2. Search for then double-click the required return to display the **School Workforce Census Details** page.

3. Click the **Create & Validate** button to start the Create and Validate process, which might take some time depending on the number of staff at your school.

   If the value for historical spot allowances has not been specified, the **Historical Allowances** dialog is displayed. For your historical spot allowances to show correctly, you must indicate whether they have been entered as an actual or an annual amount.

a. Click the **OK** button to close the **Historical Allowances** dialog.

b. Select **Tools | Setups | Employment Parameters** to display the **Employment Parameters** page.

c. In the **Historical Spot Allowance Type** panel, select either the **Actual** or **Annual** radio button.

- Actual - for example, if you wanted to report a Spot Allowance of £100 it is calculated as follows:

  Actual allowance x pay factor, e.g. £100 x 1 = £100

- Annual - for example, if you wanted to report a Spot Allowance of £100 it is calculated as follows:

  ((Annual allowance x pay factor)/12) x applicable months, e.g. £1200 x 1 ÷ 12 x 1 = £100

d. Click the **Save** button.

e. Return to the **School Workforce Census Details** page and then click the **Create & Validate** button again.

4. Run the Workforce Member Allowances Details report and then check the data in the following columns:

- **SWC Additional Payment Amount** (the value collected in the return)

- **Allowance Annual Amount**

- **Applicable Months**.

If a hyphen (**-**) only is displayed in the **Allowance Annual Amount** and **Applicable Months** columns, this is an indication that the **SWC Additional Payment Amount** is a spot allowance that has been entered as an actual amount.

Historical spot allowances recorded before the SIMS 2017 Spring Release:

- **Actual** - if the historical spot allowance type is specified as actual, the School Workforce Census additional payment amount is the actual amount.

- **Annual** - if the historical spot allowance type is specified as annual, the School Workforce Census additional payment amount is derived from (annual allowance x pay factor)/12) x applicable months.

Resolving Validation Errors and Queries

After creating the return file and validating the data, any errors and queries found are listed in the **Validation Errors Summary** panel at the bottom of the **School Workforce Census Details** page.

The **Validation Errors Summary** panel header displays the number of errors and queries found during the Create and Validate process. The **Validation Fileset ID**, which indicates the version of the DfE fileset currently in use, is also shown (for information purposes only).

Details about the errors and queries that have been found are displayed in the following columns.

Column	Description
Type	Displays the type of validation rule. Failure (**F** displayed in red) indicates an error, which must be corrected. Query (**Q** displayed in black) indicates that there are unusual data conditions. These should be checked and corrected, if necessary.
Error Number	Displays the error or query number.
Error Message	Displays the text of the error or query message.
Individual Data Item	Displays the specific record containing the error.
Solution	Provides a suggestion on how the error can be corrected or the query checked. Many solutions have a hyperlink (indicated by a **#**) to the applicable areas of SIMS.

To assist in the resolution of any errors and queries:

- Use the **Validation Search** to display the required error or query you want to view. This is achieved by selecting **ALL**, **ERRORS**, **QUERIES** or the required number from the drop-down list.

- When **ALL** errors and queries are selected, the errors are displayed at the top of the list by default. Use the scroll bar located at the right-hand side of the panel to view all items.

- When the pointer is hovered over an **Error Message**, **Individual Data Item** or **Solution** cell, hover help displays the entire content of that cell.

- When the pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the problem can be checked.

> *NOTE: A hyperlink is also indicated by a hash symbol (**#**) preceding the **Solution** text.*

  Click the appropriate hyperlink to display the specific SIMS area where the record(s) can be checked/corrected.

- Change the order of the summary by clicking the appropriate column heading. If required, change the width of the columns by dragging the dividing line between the column headings until the required size is achieved.

- View a summary of errors/queries by clicking the **Report** button, located at the top left-hand side of the **Validation Errors Summary** panel. The summary is displayed in your web browser, e.g. Internet Explorer, from where it can be printed or transferred to a spreadsheet, if required (please see *Transferring Report Data to a Spreadsheet* on page *32*).

The errors and queries are displayed until they are resolved and the Create and Validate process is run again.

Resolve as many errors and check as many queries as possible then revalidate the return details. Continue to resolve failures and revalidate the return as many times as necessary.

> *NOTE: All errors must be resolved and all queries must be investigated unless specific instructions to the contrary are received from your LA.*

If at any point you wish to hide the list of error and queries, click the **Close** button located at the top right-hand side of the **Validation Errors Summary** panel. The list is displayed again when the Create and Validate process is run.

In addition to the **Validation Errors Summary**, a Validation Errors and Resolutions document containing a list of all errors and queries that can be generated is being produced. Explanations and information on how to resolve the errors or whether the queries can be ignored are included. The *School Workforce Census Validation Errors and Resolutions* document can be found on the BLOG

Producing Detail Reports

Detail Reports can be used to check the data stored in SIMS, which is used to generate the School Workforce Census Return. The reports can be produced as soon as the return has been validated.

Each detail report header displays the **Security Message** that was defined in the **School Workforce Census** browser, the **Report Criteria** and the **Total number of staff** in the report.

Also shown at the top of the report is the **School Name**, the **Fileset Number**, the **Filename**, the **Report Created** date and the **XML Version**.

The following reports are currently available.

Workforce Member Basic Details Report

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, Other Contracted Support Staff (excludes Teaching Assistants/Other Support Staff who only have service agreements).

- Snapshot Data – staff in regular service on census day (08/11/2018).
- Historical Data – staff with regular service who have either or both:
  - contracts/service agreements which started/ended between 01/09/2017 and 07/11/2018.
  - absences in the period 01/09/2017 to 31/08/2018
    - sickness absences are only included if working days lost is greater or equal to half a day
    - absences are not collected for other support staff or agency teachers
    - training absences are not collected.

The following information is displayed in the report: surname, forename, middle name(s), National Insurance number, former surname, gender, date of birth, ethnicity and disability.

Workforce Member Area Details Report

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, Other Contracted Support Staff (excludes Teaching Assistants/Other Support Staff who only have service agreements).

- Snapshot Data – staff in regular service on census day (08/11/2018).
- Historical Data – staff with regular service who have either or both:
  - contracts/service agreements which started/ended between 01/09/2017 and 07/11/2018.
  - absences in the period 01/09/2017 to 31/08/2018
    - sickness absences are only included if working days lost is greater or equal to half a day
    - absences are not collected for other support staff or agency teachers
    - training absences are not collected.

√ = data is included for this area.

X = data not included.

– = data not available/not applicable.

The following information is displayed in the report:

- Personal data: surname, forename, National Insurance number.
- Snapshot data on census day: SWC post, contracts, pay related, service agreements and qualifications.
- Historical data: SWC post, contracts, service agreements and absence.

Workforce Member Professional Details Report

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, Other Contracted Support Staff (excludes Teaching Assistants/Other Support Staff who only have service agreements).

- Snapshot Data – staff in regular service on census day (08/11/2018).
- Historical Data – staff with regular service who have either or both:
  - contracts/service agreements which started/ended between 01/09/2017 and 07/11/2018.
  - absences in the period 01/09/2017 to 31/08/2018
    - sickness absences are only included if working days lost is greater or equal to half a day
    - absences are not collected for other support staff or agency teachers
    - training absences are not collected.

The following information is displayed in the report: surname, forename, National Insurance number, teacher number, qualified teacher (QT) status, qualified teacher learning and skills (QTLS) status, early years teacher (EYT) status, higher level teaching assistant (HLTA) status and qualified teacher status (QTS) route, e.g. overseas trained teacher programme.

Workforce Member Contract/Service Agreement Details Report

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, Other Contracted Support Staff (excludes Teaching Assistants/Other Support Staff who only have service agreements).

Snapshot Data – staff in regular service on census day (08/11/2018) with current contracts/service agreements.

Historical Data – staff with regular service and contracts/service agreements which started/ended between 01/09/2017 and 07/11/2018.

The following information is displayed in the report: surname, forename, National Insurance number, contract/service agreement type, start date, end date, post, contract/service agreement latest pay review date, school arrival date, destination, reason for leaving, origin, e.g. Break for family reasons, hours per week, full time equivalent (FTE) hours, weeks per year and role, e.g. Midday Supervisor.

Workforce Member Payment Details Report

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, Other Contracted Support Staff (excludes Teaching Assistants/Other Support Staff who only have service agreements).

Snapshot Data – staff in regular service on census day (08/11/2018) with payment details.

The total number of staff, staff with leadership posts and staff with non-leadership posts are displayed at the top of the report.

Information for Leadership and Non-Leadership staff is displayed in two separate tables:

- Member Payment Details for staff with Leadership posts

    Surname, forename, gender, National Insurance number, contract/service agreement type, post, role, scale/range, minimum, maximum, framework, base pay (excluding allowances), safeguarded salary, additional payment type, additional payment amount and daily rate.

- Member Payment Details for staff with Non-Leadership posts

    Surname, forename, gender, National Insurance number, contract/service agreement type, post, role, scale/range, base pay (excluding allowances), safeguarded salary, additional payment type, additional payment amount and daily rate.

Workforce Member Pay Details Comparison Report

> NOTE: This report is available only if the **Allow editing of Base Pay** option is selected (via **Tools | Statutory Returns Tools | School Workforce Census Settings**).

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, Other Contracted Support Staff (excludes Teaching Assistants/Other Support Staff who only have service agreements).

Snapshot Data – staff in regular service on census day (08/11/2018) with payment details that have been edited.

The report compares the base pay recorded in School Workforce Census with that recorded in SIMS Personnel.

The following information is displayed in the report: surname, forename, National Insurance number, contract/service agreement type, post, role, base pay reported in the School Workforce Census and base pay recorded in SIMS Personnel.

Workforce Member Allowance Details Report

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, Other Contracted Support Staff (excludes Teaching Assistants/Other Support Staff who only have service agreements).

- Snapshot Data – staff in regular service on census day (08/11/2018) with allowances.

- Permanent and temporary allowances – SWC additional payment amount is derived from ((Annual allowance x pay factor)/12) x applicable months.

- Spot allowances – the SWC additional payment amount is actual amount.

- Historical spot allowances recorded before the SIMS 2016 Spring release:
  - Actual – if historical spot allowance type is set as Actual, the SWC additional payment amount is the actual amount.
  - Annual – if historical spot allowance type is set as Annual, the SWC additional payment amount is derived from (Annual allowance x pay factor)/12) x applicable months.
- For agency teachers not on daily rate, SWC base pay and SWC additional payment amount are derived directly from the service agreement.
- Payment date is assumed to be the 28th of the month.

The following information is displayed in the report: surname, forename, National Insurance number, contract/service agreement type, e.g. permanent, post, role, additional payment type, start date, end date, SWC additional payment amount, allowance annual amount, allowance pay factor and applicable months.

Workforce Member Curriculum Details Report

Applicable to Secondary and All-Through schools only

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants (excludes Teaching Assistants who only have service agreements and Other Support Staff).

Snapshot Data – staff in regular service on census day (08/11/2018) with curriculum information.

The following information is displayed in the report: surname, forename, National Insurance number, subject, hours taught and year group taught.

Workforce Member Qualification Details Report

Report Criteria: Contracted Teachers, Agency Teachers, Contracted Teaching Assistants, Other Contracted Support Staff (excludes Teaching Assistants/Other Support Staff who only have service agreements).

Snapshot Data – staff in regular service on census day (08/11/2018) with qualification information.

The following information is displayed in the report: surname, forename, National Insurance number, qualification, class of degree, first subject and second subject.

Workforce Member Absence Details Report

Report Criteria: Contracted Teachers, Contracted Teaching Assistants (excludes Teaching Assistants who only have service agreements and Agency Teachers and Other Support Staff).

Historical Data – staff with regular service and absence in the period 01/09/2017 to 31/08/2018.

- Sickness absences are only included if working days lost is greater or equal to half a day.
- Absences are not collected for other support staff or agency teachers.
- Training absences are not collected.

The following information is displayed in the report: surname, forename, National Insurance number, first day of absence, last day of absence, working days lost and absence category, e.g. maternity/paternity leave.

Generating Detail Reports

To select a single detail report, select the required report from the **Detail Report** drop-down list located at the top of the **School Workforce Census Details** page.

> *NOTE: The Workforce Member Curriculum Details report is applicable to Secondary and All-Through schools only.*

Example of the **Detail Report** drop-down list:
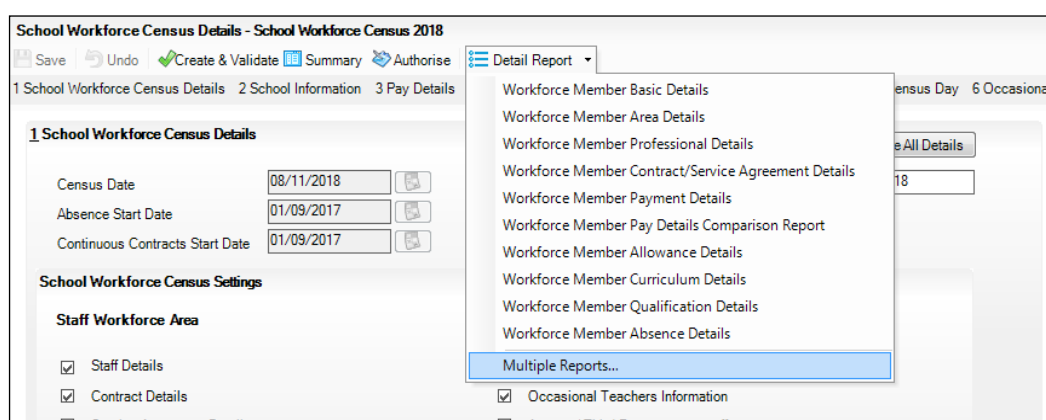
The selected report is generated automatically and displayed in your web browser, e.g. Internet Explorer.

To select several detail reports, select **Multiple Reports** from the bottom of the **Detail Report** drop-down list to display the **Detail Reports** dialog.
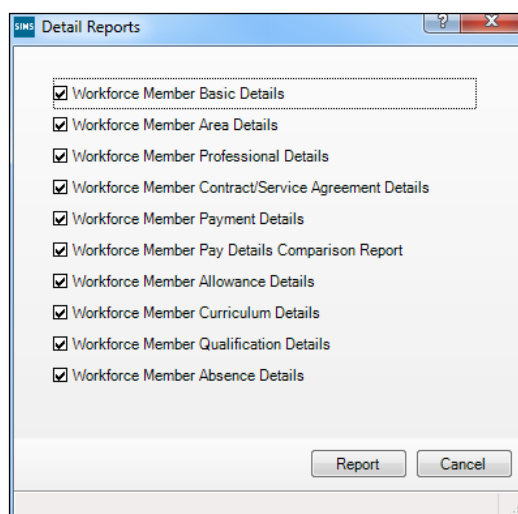
By default, all detail reports are selected. If any reports are not required, deselect the associated check box. Click the **Report** button to generate the selected reports.

The report(s) are displayed in your web browser, from where the data can be transferred to a spreadsheet, such as Microsoft® Excel, if required.

The report(s) are saved automatically in the folder specified in the **School Workforce Census Browser**, e.g. `S:\School Workforce Census`. For guidance on navigating to files on your local workstation when you are working in a <u>Hosted</u> environment, please contact your System Manager or Local Support Unit.

The report is saved with a filename that is made up of the following data fields separated by underscores ('**_**'):

<LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_ <SerialNumber>_<name of the report>_detail_report.html

For example: `8232999_SWC_823LL18_001_Basic_Details.html`.

Example of a **Workforce Member Basic Details** report:

Printing a Report from your Web Browser

> **IMPORTANT NOTE:** *Any printed reports containing information that could identify a person (e.g. their name, address, UPN, etc.) should be used for validation purposes <u>only</u> and should not be retained. The Security Message (displayed at the top of each report) can be customised to include instructions for the destruction of the printed reports, if required.*

1. With the generated report displayed in your web browser, select **File | Print** to display the **Print** dialog.
2. Ensure that the print settings are correct then click the **Print** button.
3. Click the **Close** button on the top right-hand corner of the web page to close the report and return to the census page.

Transferring Report Data to a Spreadsheet

Transferring a report to a spreadsheet application enables the data to be sorted, the column order to be changed, etc.

In your web browser, right-click the report then select the required option, e.g. **Export to Microsoft Excel**, from the drop-down list.

The spreadsheet contains the same level of sensitive information as the original HTML report from which it was transferred therefore, it is important that the file is saved to a folder with the same level of security.

Deleting Temporary Web Browser Files

It is recommended that, after viewing statutory returns reports, you delete any temporary web browser files to ensure that any cached data (i.e. data stored on the PC itself, which enables high-speed access to previously viewed data) is removed.

This prevents the information, e.g. copies of web pages that are stored in the local cache for faster viewing, remaining on the hard disk of the PC in the temporary directory, where they are <u>not</u> secure because they can still be accessed.

Deleting the cache in Internet Explorer 10

1. Open Internet Explorer 10, then select **Tools | Internet options** to display the **Internet Options** dialog.
2. Select the **General** tab.
3. In the **Browsing history** section, click the **Delete** button to display the **Delete Browsing History** dialog.
4. Ensure that the **Temporary Internet Files and website files** check box is selected then click the **Delete** button.

   All temporary files (including any Statutory Returns reports files) that the browser has cached are deleted.
5. Click the **OK** button.

Deleting the cache in Internet Explorer 8 and 9

1. Open Internet Explorer 8 or 9, then click the **Tools** button located at the far right-hand side of the toolbar.
2. Select **Internet options** from the drop-down list to display the **Internet Options** dialog.
3. Select the **General** tab.
4. In the **Browsing history** section, click the **Delete** button to display the **Delete Browsing History** dialog.
5. Ensure that the **Temporary Internet Files** check box is selected then click the **Delete** button.

   All temporary files (including any Statutory Returns reports files) that the browser has cached are deleted.
6. Click the **OK** button.

   If a different web browser is in use, please refer to the help file applicable to that software package.

Producing the Summary Report

The Summary report enables the accuracy and completeness of the return to be assessed by the school staff involved in preparing the return. It can also be used to assist the Head Teacher in the checking of data before authorising the return.

> *NOTE: When the return is authorised, the Summary report is automatically generated and displayed in your web browser, e.g. Windows® Internet Explorer.*

Generating the Summary Report

The Summary report can be run at any time after the return is created and validated.

Click the **Summary** button located at the top of the **School Workforce Census Details** page. The report is automatically displayed in your web browser but can be transferred to a spreadsheet, such as Microsoft® Excel, if required.

The report is saved automatically in the folder specified in the **School Workforce Census Browser**, e.g. `S:\School Workforce Census`. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

The report is saved with a filename that is made up of the following data fields separated by underscores ('**_**'):

<LACode><SchoolNumber>_<SurveyType>_<LACode><LL><Year>_ <SerialNumber>_<name of the report>_Summary_Report.html

For example: `8232999_SWC_823LL18_001_Summary_Report.html`.

Retrieving Authorised Census Return Files

Authorised returns are stored in your Document Management Server (DMS). The Returns Manager can download and run the reports associated with previous authorised returns enabling the data for the current return to be compared with that submitted previously.

1. Select **Tools | Statutory Returns Tools | Retrieve Authorised Census Return Files** to display the **Retrieve Authorised Census Return Files for <census name>** page.
2. Select the type of census required from the **Return Type** drop-down list to display a list of previous returns that match the selected criteria.

3. By default, the files **Download to** the folder specified in the census browser. To specify a different folder:

   a. Click the **Select a Folder** button (**...**) to display the **Browse For Folder** dialog. Navigate to the location of the required folder then highlight it. If a suitable folder does not exist, click the **Make New Folder** button then enter a suitable folder name.

   > **IMPORTANT NOTE:** *Ensure that authorised personnel only have access to the download folder because the retrieved files contain sensitive information.*

   For guidance on navigating to files on your local workstation when you are working in a <u>Hosted</u> environment, please contact your System Manager or Local Support Unit.

   b. Click the **OK** button to select or create the folder then return to the **Retrieve Authorised Return Files for <census name>** page where the chosen folder name is displayed in the **Download to** field.

4. Highlight the return you wish to retrieve then click the **Retrieve Files** button.

   The authorised return file (i.e. the XML file) and all reports associated with the selected return are downloaded from your DMS to the specified folder. The folder and its contents are then displayed automatically, enabling you to open the required files in your web browser.

5. The contents of the specified folder can be viewed again by clicking the **Folder** button adjacent to the **Download to** field.

   If you want to create reports based on cohorts, so that items collected in the return can be tracked, a sub-report is available (via **Reports | Design Reports**).

The **Statutory Returns** sub-report is available for selection only if **Student** has been selected as the Data Area.

When you **Select fields to be included in the report**, the **Statutory Returns** sub-report is located at the bottom of the list (the last node). Three options are available for selection under this sub-report: **Authorised Date**, **File Name** and **Return Description**.

Additional Resources:

Designing and Running Reports handbook

Editing an Unauthorised Return

The return details, e.g. **Description**, **School Information**, etc. can be edited via the **Census Return Details** page at any time prior to authorisation.

*IMPORTANT NOTE: An authorised return cannot be edited. If changes are required to an authorised return, use the **Copy** facility to produce a duplicate return (with a unique description) in which the changes can be made.*

1. Select **Routines | Statutory Returns | <census name>** to display the browser.
2. Ensure that the **Census Folder** and the **Security message for Reports** are correct then click the **Search** button to display any previously created returns. Unauthorised returns can be recognised by their .UNA suffix.
3. Double-click the required return. Alternatively, highlight the required return then click the **Open** button to display the **Census Return Details** page.
4. Edit the return details as required.
5. Ensure that the correct value for historical spot allowances has not been specified via **Tools | Setups | Employment Parameters**.
6. Click the **Create & Validate** button to display the **Validation Errors Summary** panel.
7. Resolve any errors and check any queries before running the Summary report and detail reports to ensure that the information is correct.
8. Repeat the editing process again, if necessary.
9. Click the **Save** button.

More Information:
Configuring the Census Folder on page *10*
*Specifying the Security Message for Reports* on page *10*
Producing the Summary Report on page *34*

Authorising the School Workforce Census

A School Workforce Census must be authorised before it can be uploaded to the DfE COLLECT data collection website or sent to your LA, depending on the instructions you have been given. Before authorising the return, you should ensure that all the information displayed on the **School Workforce Census Details** page is correct and does not require further editing. This is best achieved by reviewing the Summary and detail reports.
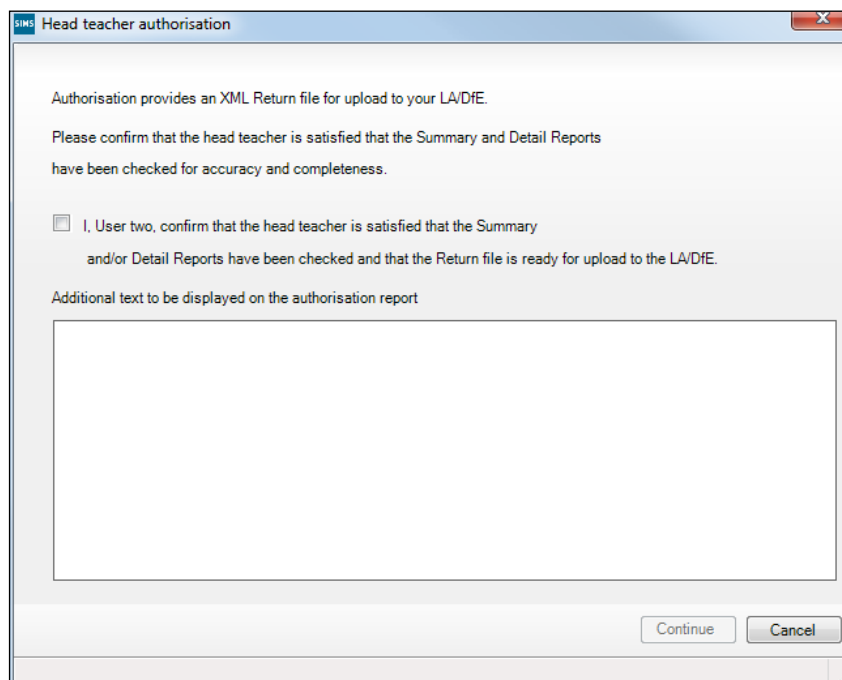
1. Click the **Authorise** button at the top of the **Schools Workforce Census Details** page.

    A message advising you that the return cannot be edited once it is authorised is displayed.
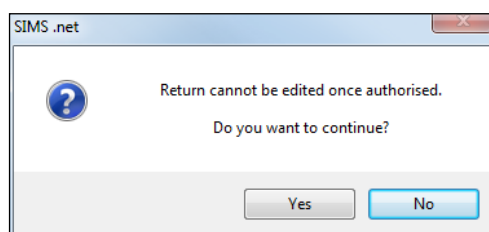
2. Click the **Yes** button to continue or the **No** button to return to SIMS where edits can be made.

    If you choose to continue, the **Head teacher authorisation** dialog is displayed.

3. Enter any additional text to be displayed on the authorisation report. This may be requested by your LA, e.g. to explain the reason for any validation failures.

4. Select the confirmation check box to confirm that the Head Teacher is satisfied that the Summary and detail reports have been checked and that the return file is ready to upload to the DfE COLLECT website/send to your LA.

   When the confirmation check box is selected, the **Continue** button is activated, enabling the authorisation process to be completed.

5. Click the **Continue** button to authorise the return.

   - The Summary report, Authorisation report and Validation Errors Summary report are generated automatically and displayed in your web browser, from where they can be printed, if required.

   - The return file extension changes automatically from UNA (unauthorised) to XML (authorised).

   - All details, i.e. the reports and the XML file, are saved in the **Census Folder**, which was specified previously in the **Census Return for <season> <year> Term** browser.

     These details can be viewed via **Tools | Statutory Tools | Retrieve Authorised Census Return Files**.

     For guidance on navigating to files on your local workstation when you are working in a <u>Hosted</u> environment, please contact your System Manager or Local Support Unit.

   When a return has been authorised, it is no longer possible to edit the details displayed on the **School Workforce Census Details** page. If you authorise a return and subsequently need to make amendments, you must make a copy of the return then edit the copy, or create a new return.

Submitting the Return

When the return has been completed and the Summary report has been signed by the Head Teacher (if requested to do so by your LA), the .XML file can be uploaded to the DfE COLLECT data collection website or sent to your LA, depending on the instructions you have been given.

The authorised return file is located in the folder previously specified in the return browser. For guidance on navigating to files on your local workstation when you are working in a <u>Hosted</u> environment, please contact your System Manager or Local Support Unit.

> **IMPORTANT NOTE:** *An authorised file cannot be edited. If you need to make changes to an authorised file, you must make a copy of the original file, rename it and work on the copy.*

More Information:
Configuring the Census Folder on page *10*
Copying a Return on page *39*

Copying a Return

An unauthorised return can be copied and saved as a new return. This enables a 'snapshot' of a return to be taken at any time providing a backup of any manual changes that have been made to the return, for example before recalculating details.

This functionality can also be used to make a copy of an authorised return if the LA or DfE requires it to be resubmitted. The necessary corrections can then be made to the data. The copied return must be saved, created, validated and authorised before resubmitting.

> *NOTE: Ensure that the return you wish to replicate is not open at the time of copying.*

1. Select **Routines | Statutory Returns | <name of census>** to display the census browser.
2. Click the **Search** button to ensure that the list of returns is displayed.
3. Highlight the file you wish to copy then click the **Copy** button.

    A message requests confirmation that you wish to make a copy of the selected return.

> *IMPORTANT NOTE: Any values for attendance (where applicable), Early Years, Post Looked After Arrangements and Top-up Funding will <u>not</u> be copied but will be populated from the current values held in the database.*
>
> *The Create & Validate routine must be run to generate a new census file.*

4. Click the **Yes** button to make the copy, which is then displayed in the browser as:

    Copy of <description of selected file>.
5. To rename the copied return, highlight it then click the **Open** button to display the **Return Details** page.
6. In the **Census Details** panel, edit the **Description** then click the **Save** button.

> *IMPORTANT NOTE: The new **Description** must be unique for this return. SIMS will not save the data if a duplicate return description is found.*

Deleting an Unauthorised Return

During the return process, a number of copies of the return may be created, e.g. to track progress. When the return has been authorised successfully, it is advisable to delete any versions of the return that are no longer required. This keeps the number of files in the storage folder and listed in the browser to a minimum, therefore removing confusion and lessening the risk of selecting the wrong return.

The delete routine can be used to remove unwanted returns at any time prior to the relevant return being authorised.

> *IMPORTANT NOTES: When a return file is deleted, any associated files, e.g. Validation Errors Summary, detail reports, etc. that have been produced are also deleted.*
>
> *Any return files that have already been authorised cannot be deleted.*

1. Select **Routines | Statutory Returns | <Return name>** to display the browser.
2. Click the **Search** button to ensure that the list of return files is displayed.
3. Highlight the return file to be deleted then click the **Delete** button. A message prompts for confirmation that the selected return should be deleted.
4. Click the **Yes** button to permanently delete the selected return file and all associated report files.

   The deleted return file is removed from the browser and the storage folder, along with any associated reports.

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SBS
School Business Services

Contact the Service Desk today on
0345 222 1551 • Option 3

or email us on
misservicedesk@
schoolbusinessservices.co.uk