



Department  
for Education

# **School Workforce Census 2023**

**SWF School Summary**

**Technical Specification version 1.0**

**November 2023**

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## Introduction

This specification is for the 2023 school workforce census school summary, which is designed to provide key school workforce level information from relevant modules in an easy to read format.

Where the school workforce census return is generated from a MIS, then the SWF school summary should be generated automatically by MIS software. It fulfils a number of purposes:

- to allow school staff preparing the return to check its accuracy and completeness before passing it to the head teacher,
- to allow the head teacher authorising the return to check its accuracy and completeness before passing it to the LA and/or DfE,
- where the summary is forwarded to the LA, it enables the LA to check the return from the school

## Presentation

The following sections specify how the summary should look for schools within the scope of the 2023 School workforce census. The SWF School summary must use the school workforce census extract file. The data is presented as a series of tables, for example table A, staff records and contracts.

Business rules, filters and CBDS numbers have been included at the back of the specification. Numbers, for example **A5**, have been used to provide a cross-reference to the business rules. The bracketed numbers should not appear in the summary itself.

The business rules have not been given for every cell in the tables to keep the number down to a minimum. Where there are cells containing the same information for different categories the rule has usually been given for one category and can then be repeated for subsequent categories. In most cases rules have been described for how cells work together and which data should be included. These are introduced by a guide in the first row of the business rule table (for example in table K).

All references to age are as at the census reference date.

There is a summary line, at the top of the report, that shows the number of errors and queries present in the data. This is equivalent to running the validation rules as shown in the 2023 school workforce specification and displaying the totals. Those suppliers using the DfE supplied XSLT components will be able to use the validation modules to generate this total and display it at the beginning of the summary report. The two variables [Error count] and [Query count] refer to these totals and are not defined in the business rules.

The SWF school summary should be read in conjunction with school workforce business and technical specification. Please check the DfE's website [technical specification](#) for the latest version of document.

This summary has been designed to provide the most useful level of analysis for the majority of schools. However, this does mean that where contract information is provided by the LA, rather than the school, the following tables will not be populated: C, D, E, F, G, H, I, J, K, L, M and Q.

**Please read the guide provided in Annex A – for definitions and calculations.**

## School workforce census summary 2023

This report has been designed to provide the most useful level of analysis for the majority of schools. However, this does mean that where contract information is provided by the LA, rather than the school, the following tables will not be populated: C, D, E, F, G, H, I, J, K, L M and Q.

There are [Error count] errors and [Query count] queries

### School workforce modules

Note: The modules section is included to assist suppliers in validating SWF returns, and consists of four data items. A value of `true` indicates that data has been included in the current return for the named module. If the table contains no values, it means that these identifiers have not been included within the return.

| <b>Workforce Module</b>       | <b>Value</b> |
|-------------------------------|--------------|
| Contract or service agreement |              |
| Absences                      |              |
| Curriculums                   |              |
| Qualifications                |              |

## Section 1 – Outline data

Table A provides an overview of the number of staff records in the return and the contracts that have been provided for them. Tables B and C highlight mandatory data that is not present and without which tables D to O may not show accurate results. It is recommended that the missing data is completed before analysing the content of tables D to O.

### A. Staff records and contracts / service agreements

Note: If a school is not returning its own contract data then fields A2 to A5, A8 to A11, A14 to A17 and A20 to A23 would be expected to be zero and field A6 should equal A1. Also, field A12 should equal A7, field A18 should equal A13 and field A24 should equal A19. If a school were returning its own contract data then fields A6, A12, A18 and A24 would be expected to be zero. Data on staff without a contract should not be returned and cannot be used by the department.

| <b>Gender</b>                    | <b>Total number of staff records</b> | <b>Number of staff records with an open contract / service agreement on census reference date</b> | <b>Number of staff records with one or more contract / service agreement records – whether open or closed on census reference date.</b> | <b>Number of staff records with two or more contract / service agreement records – whether open or closed on census reference date.</b> | <b>Number of staff records with three or more contract / service agreement records – whether open or closed on census reference date.</b> | <b>Number of staff records with no contract / service agreement record</b> |
|----------------------------------|--------------------------------------|---|---|---|---|--|
| <b>All</b>                       | A1                                   | A2  | A3  | A4  | A5  | A6   |
| <b>Male</b>                      | A7                                   | A8  | A9  | A10   | A11   | A12  |
| <b>Female</b>                    | A13                                  | A14   | A15   | A16   | A17   | A18  |
| <b>Not Known / Not specified</b> | A19                                  | A20   | A21   | A22   | A23   | A24  |

## B. Missing staff details

Note: QTS, QTLS and EYTS indicators are not mandatory for 'other support staff', School Business Professionals or non teaching leadership staff and HLTA indicator is not mandatory for agency teachers. For other staff these fields are required even if the value is '0' or 'false'.

| Total number of staff records | Number of staff records with no NI number | Number of staff records with no date of birth | Number of staff records with no ethnicity value | Number of staff records with no QTS indicator | Number of staff records with no QTLS indicator | Number of staff records with no EYTS indicator | Number of staff records with no HLTA status indicator |
|-------------------------------|---|---|---|---|--|--|---|
| B1                            | B2  | B3  | B4  | B5  | B6   | B7   | B8  |

## C. Missing contract / service agreement data

Note: If a school is not returning its own contract data then all fields in this table would be expected to be zero. If a school is returning its own contract data then the second, fifth and sixth fields would be expected to be zero.

| Total number of contracts / service agreements | Number of contracts / service agreements with no associated role | Total number of contracts / service agreements open on census reference date | Number of contracts / service agreements open on census reference date with no base pay | Number of contracts / service agreements open on census reference date with no base pay and not paid on a daily rate | Number of contracts / service agreements open on census reference date with no hours data |
|--|--|--|---|--|---|
| C1   | C2   | C3   | C4  | C5   | C6  |



## Section 2 – Staff Member Data

### D. QT and HLTA status of staff in regular service as at census reference date

Note: QTS, QTLS and EYTS status indicators are not mandatory for 'other support staff', other than advisory teachers, and HLTA indicator is not mandatory for agency teachers. The values of fields D3, (QTS is null), D6 (QTLS is null) and D9 (EYTS is null) should not, taken separately, exceed the number of 'other support staff'. The value of field D6 (HLTA status is null) should not exceed the number of agency teachers.

| Status              | Number of staff | Number of Male Staff | Number of Female Staff | Number of Staff whose gender is Not Known or Not Specified |
|---------------------|-----------------|----------------------|------------------------|--|
| QTS = true          | D1              | D13                  | D25                    | D37  |
| QTS = false         | D2              | D14                  | D26                    | D38  |
| QTS is null         | D3              | D15                  | D27                    | D39  |
| QTLS = true         | D4              | D16                  | D28                    | D40  |
| QTLS = false        | D5              | D17                  | D29                    | D41  |
| QTLS is null        | D6              | D18                  | D30                    | D42  |
| EYTS = true         | D7              | D19                  | D31                    | D43  |
| EYTS = false        | D8              | D20                  | D32                    | D44  |
| EYTS is null        | D9              | D21                  | D33                    | D45  |
| HLTA status = true  | D10             | D22                  | D34                    | D46  |
| HLTA status = false | D11             | D23                  | D35                    | D47  |
| HLTA status is null | D12             | D24                  | D36                    | D48  |

### E. Ethnicity of staff in regular service as at census reference date

| Ethnic Code | Number of staff |
|-------------|-----------------|
| E1          | E2              |
| Total       | E3              |

## F. Disability status of staff in regular service as of census reference date

| Disability                   | Number of staff |
|------------------------------|-----------------|
| Yes                          | F1              |
| No                           | F2              |
| Information not yet obtained | F3              |
| Refused                      | F4              |
| Disability status is null    | F5              |
| Total                        | F6              |

## G. Early Career Teachers in regular service as of census reference date

Note: This field identifies Early Career Teachers (NQTs) in the first or second year of induction.

All early career teachers undergoing statutory induction from September 2021 are entitled to 2 years of high-quality professional support based on the Early Career Framework. Funding for the second year of induction will depend on data submitted in the School Workforce Census, so special care should be taken that data entered in this field is correct.

| NQT Code                    | Number of staff |
|-----------------------------|-----------------|
| In first year of induction  | G1              |
| In second year of induction | G2              |
| Total                       | G3              |

## Section 3 – Contract data

Note: If a school is not returning its own contract data then the tables in this section would be expected to consist of zeros.

### H. All current contracted staff in regular service as at census reference date

Note: This table counts numbers of staff members holding each post and therefore a person holding more than one post may be counted more than once. For example, where a person holds two posts of the same type (for example, two posts as a classroom teacher) the person will be counted once in that category. Where a person holds two posts of different types (for example, one post of Deputy Head and one of Leading Practitioner) they will be counted once in each category.

| Post  | Number of Staff | FTE number of Staff |
|---|-----------------|---------------------|
| Head Teacher  | H1              | H2                  |
| Executive Head Teacher  | H3              | H4                  |
| Deputy Head   | H5              | H6                  |
| Assistant Head  | H7              | H8                  |
| Classroom Teacher   | H9              | H10                 |
| Classroom Teacher, upper pay range  | H11             | H12                 |
| Classroom Teacher, main pay range   | H13             | H14                 |
| Leading Practitioner  | H15             | H16                 |
| Apprentice Teacher  | H17             | H18                 |
| School Business Professional  | H19             | H20                 |
| Leadership - Non Teacher  | H21             | H22                 |
| Teaching Assistant  | H23             | H24                 |
| Other Support Staff   | H25             | H26                 |
| Advisory teacher  | H27             | H28                 |
|   |                 |                     |
| Total of staff who hold one or more of the above posts.<br>Note: the fields above may not add up to this total due to double counting of staff who hold more than one type of post. | H29             | H30                 |

## I. Types of contract and agreements open for staff in regular service on census reference date

| Contract/agreement type   | Number of contracts |
|---|---------------------|
| Permanent   | I1                  |
| Fixed Term  | I2                  |
| Temporary   | I3                  |
| Service agreement with LA   | I4                  |
| Service agreement with agency   | I5                  |
| Service agreement with other source   | I6                  |
|   |                     |
| Total of staff who have one or more contracts / service agreements.<br>Note: the fields above may not add up to this total due to double counting of staff who have more than one contract. | I7                  |

## J. Summary of pay review dates

Note: Pay Review Date is expected for all teachers not paid by daily rate.

| Pay Review date   | Number of open teacher contracts not paid by daily rate |
|---|---|
| Pay Review Date 1 September 2023 or later                         | J1  |
| Pay Review Date from 1 September 2022 to 31 August 2023 inclusive | J2  |

## K. Summary of pay frameworks

Note: Pay Framework is expected for all leadership teachers - that is, executive headteachers, headteachers, assistant headteachers and deputy headteachers.

If a contract has two roles, one paid under the 2014 framework and one paid under the pre 2014 framework then the contract will appear twice, once in each section.

| Framework | Number of contracts |
|-----------|---------------------|
| 2014      | K1                  |
| Pre 2014  | K2                  |

## L. Number of open agreements on census reference date paid by daily rates

Note: Daily rate is only applicable to service agreements. If, however, a daily rate has been incorrectly recorded for a contract it will be included in this table.

|         | <b>Number of staff</b> |
|---------|------------------------|
| Teacher | L1                     |

## Section 4 – Role data

### M. Current support staff in regular service as at census reference date

Note: If a school is not returning its own contract data then this table would be expected to be blank.

Where a person fills two roles of the same type (for example, two roles as a teaching assistant) the person will be counted once in that category. Where a person holds two roles of different types (for example, one role of teaching assistant and one of pastoral support) they will be counted once in each category.

The number of roles may not equal the number of teaching assistants and other support staff in table G, as a post may have more than one role.

| Role | Number of staff for role |
|------|--------------------------|
| M1   | M2                       |

### N. Number of third party support staff in school on census reference date

| Role  | Number of support staff with role |
|-------|-----------------------------------|
| N1    | N2                                |
| Total | N3                                |

## Section 5 – Other data

### O. Sickness and pregnancy related absence for the previous academic year

|  |    |
|--|----|
| Number of staff taking sickness absence                  | O1 |
| Number of staff taking pregnancy related absence         | O2 |
| Number of working days lost to sickness absence          | O3 |
| Number of working days lost to Pregnancy related absence | O4 |

### P. Types of absence (other than sickness or pregnancy related) taken during the previous academic year

| Category of absence | Number of staff with absences |
|---------------------|-------------------------------|
| P1                  | P2                            |

### Q. Number of regular teachers and teaching assistants delivering the curriculum by NC year group.

Note: Curriculum data is expected from secondary schools, from middle deemed secondary schools and from all-through schools where those schools have computerised timetable systems that interface with their MI systems. All-through schools only need to supply this data for NC year groups 5 and above.

For other schools this table should consist of zeros.

If a member of staff has open contracts as a teacher and as a teaching assistant they will be counted under the teacher columns.

|         | NC Year Group 7    |               | NC Year Group 8    |               | NC Year Group 9 etc |               |
|---------|--------------------|---------------|--------------------|---------------|---------------------|---------------|
| Subject | Number of teachers | Number of TAs | Number of teachers | Number of TAs | Number of teachers  | Number of TAs |
| Q1      | Q2                 | Q3            | Q2                 | Q3            | Q2                  | Q3            |

### R. Number of hours spent by teachers and teaching assistants delivering the curriculum: by NC year group.

Note: Curriculum data is expected from secondary schools, from middle deemed secondary schools and from all-through schools where those schools have computerised

timetable systems that interface with their MI systems. All-through schools only need to supply this data for NC year groups 5 and above.

For other schools this table should consist of zeros.

If a member of staff has open contracts as a teacher and as a teaching assistant, they will be counted under the teacher columns.

|         | NC Year Group 7 |          | NC Year Group 8<br>etc |          | All year groups     |                |
|---------|-----------------|----------|------------------------|----------|---------------------|----------------|
| Subject | Teacher hours   | TA hours | Teacher hours          | TA hours | Total teacher hours | Total TA hours |
| R1      | R2              | R3       | R2                     | R3       | R2                  | R3             |

### S. Vacancies as at census reference date

Note: If no vacancies are included, a query will be raised. If it is correct that the school has no vacancies, a note of confirmation must be provided in COLLECT. Please check the 'School Workforce Census: Minimum notepad entries' guidance document for the accepted wording.

| Post | Subject | Tenure<br>(FT or PT) | Temporarily filled | Advertised |
|------|---------|----------------------|--------------------|------------|
| S1   | S2      | S3                   | S4                 | S5         |

### T. Number of occasional teachers in school on census reference date

| Category of Teacher | Number of teachers |
|---------------------|--------------------|
| Qualified           | T1                 |
| Unqualified         | T2                 |
| Not known           | T3                 |
| Total               | T4                 |



## 4 School workforce census 2023: Workforce summary business rules

NB: Data as at census reference date

Where tables indicate that data should be provided 'as at census reference date', details should be provided for all staff whose contracts have no contract end date; or where the contract end date is greater than or equal to the census reference date. This guide is repeated in Annex A.

| Rule number | Heading rule specification |
|-------------|----------------------------|
| V1          | School's LA/Estab number   |

| Rule number | Table A rule specification  |
|-------------|---|
| A1          | Total number of staff records for the school.<br><i>Please see Annex A for a guide on business rules</i>  |
| A2          | Total number of staff records for the school which have one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>                              |
| A3          | Total number of staff records for the school which have one or more corresponding contract records, regardless of end date.<br><i>Please see Annex A for a guide on business rules</i>  |
| A4          | Total number of staff records for the school which have two or more corresponding contract records, regardless of end date.<br><i>Please see Annex A for a guide on business rules</i>  |
| A5          | Total number of staff records for the school which have three or more corresponding contract records, regardless of end date.<br><i>Please see Annex A for a guide on business rules</i>  |
| A6          | Total number of staff records for the school where contract/agreement record not present<br><i>Please see Annex A for a guide on business rules</i>   |
| A7          | Total number of staff records for the school with Gender equal to '1'.<br><i>Please see Annex A for a guide on business rules</i>   |
| A8          | Total number of staff records for the school with Gender equal to '1' and which have one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i> |
| A9          | Total number of staff records for the school with Gender equal to '1' and which have one or more corresponding contract records, regardless of end date.<br><i>Please see Annex A for a guide on business rules</i>   |

| <b>Rule number</b> | <b>Table A rule specification</b>  |
|--------------------|--|
| A10                | Total number of staff records for the school with Gender equal to '1' and which have two or more corresponding contract records, regardless of end date.<br><i>Please see Annex A for a guide on business rules</i>  |
| A11                | Total number of staff records for the school with Gender equal to '1' and which have three or more corresponding contract records, regardless of end date.<br><i>Please see Annex A for a guide on business rules</i>  |
| A12                | Total number of staff records for the school with Gender equal to '1' and where contract/agreement record not present<br><i>Please see Annex A for a guide on business rules</i>   |
| A13                | Total number of staff records for the school with Gender equal to '2'.<br><i>Please see Annex A for a guide on business rules</i>  |
| A14                | Total number of staff records for the school with Gender equal to '2' and which have one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>                                    |
| A15                | Total number of staff records for the school with Gender equal to '2' and which have one or more corresponding contract records, regardless of end date.<br><i>Please see Annex A for a guide on business rules</i>  |
| A16                | Total number of staff records for the school with Gender equal to '2' and which have two or more corresponding contract records, regardless of end date.<br><i>Please see Annex A for a guide on business rules</i>  |
| A17                | Total number of staff records for the school with Gender equal to '2' and which have three or more corresponding contract records, regardless of end date.<br><i>Please see Annex A for a guide on business rules</i>  |
| A18                | Total number of staff records for the school with Gender equal to '2' and where contract/agreement record not present<br><i>Please see Annex A for a guide on business rules</i>   |
| A19                | Total number of staff records for the school with Gender equal to '0' or '9' or with Gender not supplied.<br><i>Please see Annex A for a guide on business rules</i>   |
| A20                | Total number of staff records for the school with Gender equal to '0' or '9' or with Gender not supplied and which have one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i> |
| A21                | Total number of staff records for the school with Gender equal to '0' or '9' or with Gender not supplied and which have one or more corresponding contract records, regardless of end date.<br><i>Please see Annex A for a guide on business rules</i>   |
| A22                | Total number of staff records for the school with Gender equal to '0' or '9' or with Gender not supplied and which have two or more corresponding contract records, regardless of end date.<br><i>Please see Annex A for a guide on business rules</i>   |

| <b>Rule number</b> | <b>Table A rule specification</b>  |
|--------------------|--|
| A23                | Total number of staff records for the school with Gender equal to '0' or '9' or with Gender not supplied and which have three or more corresponding contract records, regardless of end date.<br><i>Please see Annex A for a guide on business rules</i> |
| A24                | Total number of staff records for the school with Gender equal to '0' or '9' or with Gender not supplied and where contract/agreement record not present<br><i>Please see Annex A for a guide on business rules</i>                                      |

| <b>Rule number</b> | <b>Table B rule specification</b>  |
|--------------------|--|
| B1                 | Total number of staff records for the school.<br><i>Please see Annex A for a guide on business rules</i>   |
| B2                 | Total number of staff records for the school where there is no corresponding NI number.<br><i>Please see Annex A for a guide on business rules</i>             |
| B3                 | Total number of staff records for the school where there is no corresponding Birth Date.<br><i>Please see Annex A for a guide on business rules</i>            |
| B4                 | Total number of staff records for the school where there is no corresponding Ethnicity.<br><i>Please see Annex A for a guide on business rules</i>             |
| B5                 | Total number of staff records for the school where there is no corresponding QTS indicator.<br><i>Please see Annex A for a guide on business rules</i>         |
| B6                 | Total number of staff records for the school where there is no corresponding QTLS indicator.<br><i>Please see Annex A for a guide on business rules</i>        |
| B7                 | Total number of staff records for the school where there is no corresponding EYTS indicator.<br><i>Please see Annex A for a guide on business rules</i>        |
| B8                 | Total number of staff records for the school where there is no corresponding HLTA Status indicator.<br><i>Please see Annex A for a guide on business rules</i> |

| <b>Rule number</b> | <b>Table C rule specification</b>  |
|--------------------|--|
| C1                 | Total number of contract records for the school.   |
| C2                 | Total number of contract records for the school with no associated role identifier.                              |
| C3                 | Total number of contract records for the school with end date not present, or on or after census reference date. |

| <b>Rule number</b> | <b>Table C rule specification</b>   |
|--------------------|---|
| C4                 | Total number of contract records for the school with end date not present, or on or after census reference date, which have no base pay data item at either role or post level.                               |
| C5                 | Total number of contract records for the school with end date not present, or on or after census reference date and daily rate not equal to Y, which have no base pay data item at either role or post level. |
| C6                 | Total number of contract records for the school with end date not present, or on or after census reference date, which have no associated hours record at either role or post level.                          |

| <b>Rule number</b> | <b>Table D rule specification</b>   |
|--------------------|---|
| D1                 | Total number of staff records for the school with QTS = 1 or `true` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>      |
| D2                 | Total number of staff records for the school with QTS = 0 or `false` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>     |
| D3                 | Total number of staff records for the school where QTS is null or blank and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>  |
| D4                 | Total number of staff records for the school with QTLS = 1 or `true` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>     |
| D5                 | Total number of staff records for the school with QTLS = 0 or `false` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>    |
| D6                 | Total number of staff records for the school where QTLS is null or blank and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i> |
| D7                 | Total number of staff records for the school with EYTS = 1 or `true` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>     |
| D8                 | Total number of staff records for the school with EYTS = 0 or `false` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>    |

| <b>Rule number</b> | <b>Table D rule specification</b>  |
|--------------------|--|
| D9                 | Total number of staff records for the school where EYTS is null or blank and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>                              |
| D10                | Total number of staff records for the school with HLTA Status = 1 or `true` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>                           |
| D11                | Total number of staff records for the school with HLTA status = 0 or `false` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>                          |
| D12                | Total number of staff records for the school where HLTA status is null or blank and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>                       |
| D13                | Total number of staff records for the school with Gender equal to '1' and with QTS = 1 or `true` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>      |
| D14                | Total number of staff records for the school with Gender equal to '1' and with QTS = 0 or `false` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>     |
| D15                | Total number of staff records for the school with Gender equal to '1' and where QTS is null or blank and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>  |
| D16                | Total number of staff records for the school with Gender equal to '1' and with QTLS = 1 or `true` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>     |
| D17                | Total number of staff records for the school with Gender equal to '1' and with QTLS = 0 or `false` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>    |
| D18                | Total number of staff records for the school with Gender equal to '1' and where QTLS is null or blank and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i> |
| D19                | Total number of staff records for the school with Gender equal to '1' and with EYTS = 1 or `true` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>     |

| <b>Rule number</b> | <b>Table D rule specification</b>   |
|--------------------|---|
| D20                | Total number of staff records for the school with Gender equal to '1' and with EYTS = 0 or `false` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>           |
| D21                | Total number of staff records for the school with Gender equal to '1' and where EYTS is null or blank and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>        |
| D22                | Total number of staff records for the school with Gender equal to '1' and with HLTA Status = 1 or `true` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>     |
| D23                | Total number of staff records for the school with Gender equal to '1' and with HLTA status = 0 or `false` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>    |
| D24                | Total number of staff records for the school with Gender equal to '1' and where HLTA status is null or blank and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i> |
| D25                | Total number of staff records for the school with Gender equal to '2' and with QTS = 1 or `true` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>             |
| D26                | Total number of staff records for the school with Gender equal to '2' and with QTS = 0 or `false` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>            |
| D27                | Total number of staff records for the school with Gender equal to '2' and where QTS is null or blank and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>         |
| D28                | Total number of staff records for the school with Gender equal to '2' and with QTLS = 1 or `true` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>            |
| D29                | Total number of staff records for the school with Gender equal to '2' and with QTLS = 0 or `false` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>           |
| D30                | Total number of staff records for the school with Gender equal to '2' and where QTLS is null or blank and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>        |

| <b>Rule number</b> | <b>Table D rule specification</b>   |
|--------------------|---|
| D31                | Total number of staff records for the school with Gender equal to '2' and with EYTS = 1 or 'true' and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>            |
| D32                | Total number of staff records for the school with Gender equal to '2' and with EYTS = 0 or 'false' and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>           |
| D33                | Total number of staff records for the school with Gender equal to '2' and where EYTS is null or blank and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>        |
| D34                | Total number of staff records for the school with Gender equal to '2' and with HLTA Status = 1 or 'true' and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>     |
| D35                | Total number of staff records for the school with Gender equal to '2' and with HLTA status = 0 or 'false' and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>    |
| D36                | Total number of staff records for the school with Gender equal to '2' and where HLTA status is null or blank and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i> |
| D37                | Total number of staff records for the school with Gender equal to '0' or '9' and with QTS = 1 or 'true' and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>      |
| D38                | Total number of staff records for the school with Gender equal to '0' or '9' and with QTS = 0 or 'false' and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>     |
| D39                | Total number of staff records for the school with Gender equal to '0' or '9' and where QTS is null or blank and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>  |
| D40                | Total number of staff records for the school with Gender equal to '0' or '9' and with QTLS = 1 or 'true' and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>     |
| D41                | Total number of staff records for the school with Gender equal to '0' or '9' and with QTLS = 0 or 'false' and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>    |

| <b>Rule number</b> | <b>Table D rule specification</b>  |
|--------------------|--|
| D42                | Total number of staff records for the school with Gender equal to '0' or '9' and where QTLS is null or blank and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>        |
| D43                | Total number of staff records for the school with Gender equal to '0' or '9' and with EYTS = 1 or `true` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>            |
| D44                | Total number of staff records for the school with Gender equal to '0' or '9' and with EYTS = 0 or `false` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>           |
| D45                | Total number of staff records for the school with Gender equal to '0' or '9' and where EYTS is null or blank and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>        |
| D46                | Total number of staff records for the school with Gender equal to '0' or '9' and with HLTA Status = 1 or `true` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>     |
| D47                | Total number of staff records for the school with Gender equal to '0' or '9' and with HLTA status = 0 or `false` and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>    |
| D48                | Total number of staff records for the school with Gender equal to '0' or '9' and where HLTA status is null or blank and one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i> |

| <b>Rule number</b> | <b>Table E rule specification</b>  |
|--------------------|--|
|                    | For table E, please use one E1 field for each Ethnic code required to report all staff. So where staff are represented by an Ethnic Code there should be one E1 field and an associated E2 field. There should be one row for staff who do not have an associated Ethnic code – that is, where field is null or blank. |
| E1                 | Ethnic Code  |
| E2                 | Total number of staff records for the school for each code provided in the associated E1 field where the staff record has one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>                       |
| E3                 | Sum of all staff records included in E2 fields<br><i>Please see Annex A for a guide on business rules</i>  |



| <b>Rule number</b> | <b>Table F rule specification</b>  |
|--------------------|--|
| F1                 | Total number of staff records for the school where Disability = `YES` and where the staff record has one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>          |
| F2                 | Total number of staff records for the school where Disability = `NO` and where the staff record has one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>           |
| F3                 | Total number of staff records for the school where Disability = `NOBT` and where the staff record has one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>         |
| F4                 | Total number of staff records for the school where Disability = `REFU` and where the staff record has one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i>         |
| F5                 | Total number of staff records for the school where Disability is null or blank and where the staff record has one or more corresponding contract records with end date not present, or on or after census reference date.<br><i>Please see Annex A for a guide on business rules</i> |
| F6                 | Total number of staff included in F1, F2, F3, F4 and F5  |

| <b>Rule number</b> | <b>Table G rule specification</b>  |
|--------------------|--|
| G1                 | Total number of staff records for the school where Newly Qualified Teacher = `NQT1` and where the staff record has one or more corresponding contract records with end date not present, or on or after census reference date. |
| G2                 | Total number of staff records for the school where Newly Qualified Teacher = `NQT2` and where the staff record has one or more corresponding contract records with end date not present, or on or after census reference date. |
| G3                 | Total of G1 and G2   |

| <b>Rule number</b> | <b>Table H rule specification</b>  |
|--------------------|--|
| H1                 | Total number of contract records for the school with end date not present, or on or after census reference date AND where post = `HDT`<br><i>See Annex A for a guide on business rules</i> |
| H2                 | FTE Total for contract records in the school with end date not present, or on or after census reference date AND where post = `HDT`<br><i>See Annex A for FTE calculation</i>              |

| <b>Rule number</b> | <b>Table H rule specification</b>  |
|--------------------|--|
| H3                 | Total number of contract records for the school with end date not present, or on or after census reference date AND where post = `EXH`<br><i>See Annex A for a guide on business rules</i> |
| H4                 | FTE Total for contract records in the school with end date not present, or on or after census reference date AND where post = `EXH`<br><i>See Annex A for a guide on business rules</i>    |
| H5                 | Total number of contract records for the school with end date not present, or on or after census reference date AND where post = `DHT`<br><i>See Annex A for a guide on business rules</i> |
| H6                 | FTE Total for contract records in the school with end date not present, or on or after census reference date AND where post = `DHT`<br><i>See Annex A for FTE calculation</i>              |
| H7                 | Total number of contract records for the school with end date not present, or on or after census reference date AND where post = `AHT`<br><i>See Annex A for a guide on business rules</i> |
| H8                 | FTE Total for contract records in the school with end date not present, or on or after census reference date AND where post = `AHT`<br><i>See Annex A for FTE calculation</i>              |
| H9                 | Total number of contract records for the school with end date not present, or on or after census reference date AND where post = `TCH`<br><i>See Annex A for a guide on business rules</i> |
| H10                | FTE Total for contract records in the school with end date not present, or on or after census reference date AND where post = `TCH`<br><i>See Annex A for FTE calculation</i>              |
| H11                | Total number of contract records for the school with end date not present, or on or after census reference date AND where post = `TCU`<br><i>See Annex A for a guide on business rules</i> |
| H12                | FTE Total for contract records in the school with end date not present, or on or after census reference date AND where post = `TCU`<br><i>See Annex A for FTE calculation</i>              |
| H13                | Total number of contract records for the school with end date not present, or on or after census reference date AND where post = `TCM`<br><i>See Annex A for a guide on business rules</i> |
| H14                | FTE Total for contract records in the school with end date not present, or on or after census reference date AND where post = `TCM`<br><i>See Annex A for FTE calculation</i>              |
| H15                | Total number of contract records for the school with end date not present, or on or after census reference date AND where post = `LDP`<br><i>See Annex A for a guide on business rules</i> |
| H16                | FTE Total for contract records in the school with end date not present, or on or after census reference date AND where post = `LDP`<br><i>See Annex A for FTE calculation</i>              |

| <b>Rule number</b> | <b>Table H rule specification</b>  |
|--------------------|--|
| H17                | Total number of contract records for the school with end date not present, or on or after census reference date AND where post = `APP`<br><i>See Annex A for a guide on business rules</i> |
| H18                | FTE Total for contract records in the school with end date not present, or on or after census reference date AND where post = `APP`<br><i>See Annex A for FTE calculation</i>              |
| H19                | Total number of contract records for the school with end date not present, or on or after census reference date AND where post = `SBP`<br><i>See Annex A for a guide on business rules</i> |
| H20                | FTE Total for contract records in the school with end date not present, or on or after census reference date AND where post = `SBP`<br><i>See Annex A for FTE calculation</i>              |
| H21                | Total number of contract records for the school with end date not present, or on or after census reference date AND where post = `LNT`<br><i>See Annex A for a guide on business rules</i> |
| H22                | FTE Total for contract records in the school with end date not present, or on or after census reference date AND where post = `LNT`<br><i>See Annex A for FTE calculation</i>              |
| H23                | Total number of contract records for the school with end date not present, or on or after census reference date AND where post = `TAS`<br><i>See Annex A for a guide on business rules</i> |
| H24                | FTE Total for contract records in the school with end date not present, or on or after census reference date AND where post = `TAS`<br><i>See Annex A for FTE calculation</i>              |
| H25                | Total number of contract records for the school with end date not present, or on or after census reference date AND where post = `OSP`<br><i>See Annex A for a guide on business rules</i> |
| H26                | FTE Total for contract records in the school with end date not present, or on or after census reference date AND where post = `OSP`<br><i>See Annex A for FTE calculation</i>              |
| H27                | Total number of contract records for the school with end date not present, or on or after census reference date AND where post = `AVT`<br><i>See Annex A for a guide on business rules</i> |
| H28                | FTE Total for contract records in the school with end date not present, or on or after census reference date AND where post = `AVT`<br><i>See Annex A for FTE calculation</i>              |
| H29                | Total number of individual staff members included in H1, H3, H5, H7, H9, H11, H13, H15, H17, H19, H21, H23, H25, H27.  |
| H30                | Total number of individual staff members included in H2, H4, H6, H8, H10, H12, H14, H16, H18, H20, H22, H24, H26, H28.   |

| <b>Rule number</b> | <b>Table I rule specification</b>   |
|--------------------|---|
| I1                 | Total number of contract records for the school with end date not present, or on or after census reference date AND where contract/Agreement Type = `PRM`<br><i>See Annex A for a guide on business rules</i>                                     |
| I2                 | Total number of contract records for the school with end date not present, or on or after census reference date AND where contract/Agreement Type = `FXT`<br><i>Please see Annex A for a guide on business rules</i>                              |
| I3                 | Total number of contract records for the school with end date not present, or on or after census reference date AND where contract/Agreement Type = `TMP`<br><i>Please see Annex A for a guide on business rules</i>                              |
| I4                 | Total number of contract records for the school with end date not present, or on or after census reference date AND where contract/Agreement Type = `SLA`.<br><i>Please see Annex A for a guide on business rules</i>                             |
| I5                 | Total number of contract records for the school with end date not present, or on or after census reference date AND where contract/Agreement Type = `SAG`<br><i>Please see Annex A for a guide on business rules</i>                              |
| I6                 | Total number of contract records for the school with end date not present, or on or after census reference date AND where contract/Agreement Type = `SOT`<br><i>Please see Annex A for a guide on business rules</i>                              |
| I7                 | Total number of staff records included in I1, I2, I3, I4, I5, and I6: meaning, total number of staff records for the school which have one or more corresponding contract records with end date not present, or on or after census reference date |

| <b>Rule number</b> | <b>Table J rule specification</b>   |
|--------------------|---|
| J1                 | Total number of contract records with<br>a) Post = EXH, HDT, DHT, AHT, TCH, TCM, TCU, APP or LDP and<br>b) Daily Rate not equal to `Y` and<br>c) Contract End not present, or on or after census reference date and<br>d) Pay Review Date equal to or greater than 1/9/2023.                        |
| J2                 | Total number of contract records with<br>a) Post = EXH, HDT, DHT, AHT, TCH, TCM, TCU, APP or LDP and<br>b) Daily Rate not equal to `Y` and<br>c) Contract End not present, or on or after census reference date and<br>d) Pay Review Date equal to or greater than 1/9/2022 and less than 1/9/2023. |

| <b>Rule number</b> | <b>Table K rule specification</b>  |
|--------------------|--|
| K1                 | Total number of contract records with<br>a) Post = EXH, HDT, DHT, AHT, and<br>b) Contract End not present, or on or after census reference date and<br>c) any Pay Framework at role or post level equal to `2014`. |

| <b>Rule number</b> | <b>Table K rule specification</b>  |
|--------------------|--|
| K2                 | Total number of contract records with<br>a) Post = EXH, HDT, DHT, AHT, and<br>b) Contract End not present, or on or after census reference date and<br>c) any Pay Framework at role or post level equal to 'Pre 2014'. |

| <b>Rule number</b> | <b>Table L rule specification</b>   |
|--------------------|---|
| L1                 | Total number of contract records for the school with end date not present, or on or after census reference date where post is not equal to `AVT`, `SBP`, `LNT`, `OSP` or `TAS`; and Daily Rate = `Y`<br><i>Please see Annex A for a guide on business rules</i> |

| <b>Rule number</b> | <b>Table M rule specification</b>  |
|--------------------|--|
|                    | For table M, role Identifiers should be listed in M1 fields (one per field). Each M1 field should have an associated M2 field showing the number of staff for the role included in the M1 field. That is, for each M1 field there should be an associated M2 field.  |
| M1                 | Role Identifier where role is linked to a post = `TAS`, `AVT`, `SBP`, `LNT` or `OSP`.<br>Use a separate M1 field, for each role included. All roles for which there are staff in regular service on census reference date should be included.  |
| M2                 | For each role Identifier provided in M1 - in other words, for each role included in a M1 field - there should be a total number of staff for the school who have at least one role Identifier equal to M1 where that role Identifier is associated with a contract record with end date not present, or on or after census reference date and post = `TAS`, `AVT`, `SBP`, `LNT` or `OSP`.<br><i>Please see Annex A for a guide on business rules</i> |

| <b>Rule number</b> | <b>Table N rule specification</b>  |
|--------------------|--|
|                    | For table N, Category of Agency/TP Support staff should be listed in N1 fields (one per field). Each N1 field should have an associated N2 field showing the number of third party support staff for each category, that is, for each N1 field there should be an associated N2 field. |
| N1                 | Category of Agency/TP Support staff  |
| N2                 | Support Head Count   |
| N3                 | Total number of staff for the school included in N2 fields   |

| <b>Rule number</b> | <b>Table O rule specification</b>   |
|--------------------|---|
| O1                 | Total number of staff for the school where Absence Category (N00558) `SIC` is recorded for an individual (one or more times) in the academic year prior to census reference date - in other words, only count each staff member once whether they have one or more absence episodes.<br><i>Please see Annex A for a guide on business rules</i> |
| O2                 | Total number of staff for the school where Absence Category (400205) `PRG` is recorded for an individual (one or more times) in the academic year prior to census reference date - in other words, only count each staff member once whether they have one or more absence episodes.<br><i>Please see Annex A for a guide on business rules</i> |
| O3                 | Total number of Working Days Lost for staff Sickness absence for the school<br>NB: Working days lost is only required for absence categories `SIC`  |
| O4                 | Total number of Working Days Lost for staff pregnancy related absence for the school<br>NB: Working days lost is only required for absence categories `PRG`   |

| <b>Rule number</b> | <b>Table P rule specification</b>  |
|--------------------|--|
|                    | For table P, each Absence Category that has been recorded in the previous academic year prior to census reference date should be listed in P1 fields (one per field). For each P1 field there will be an associated P2 field.<br>This table should include all absences, other than Sickness or Pregnancy related, reported in the census, whether they are ongoing at time of census or otherwise.<br><i>NB: Sickness absence should not be included in this table.</i> |
| P1                 | Absence Category, other than `SIC` or `PRG`, recorded in previous academic year prior to census reference date - in other words, one P1 field for each category included.  |
| P2                 | Total number of staff for the school where an Absence Category other than `SIC` or `PRG` has been recorded for an individual (one or more times) in the previous academic year prior to census reference date – that is, only count each staff member once whether they have one or more absence episodes.<br><i>Please see Annex A for a guide on business rules</i>  |

| <b>Rule number</b> | <b>Table Q rule specification</b>   |
|--------------------|---|
|                    | Table Q will be complete for Secondary, Middle deemed Secondary and all through schools, where these have electronic timetabling systems that interface with their MIS.<br>Each Subject Code included (by use of Q1 fields) will require the inclusion of, and association, with headcount fields (Q2 and Q3). This combination of fields should be provided for each NC Year Group in the timetable - that is, for each NC Year Group there will be one or more Q1 fields; with one or more of fields Q2, Q3 associated. To include Year Groups 5 -14 and `M` and `X`. |

| <b>Rule number</b> | <b>Table Q rule specification</b>   |
|--------------------|---|
| Q1                 | Subject Code (400343)   |
| Q2                 | Total number of staff for the school with one or more contract records with end date a) not present or b) on or after census reference date: (that is, an open contract) and at least one post on an open contract not equal to 'AVT', 'TAS', 'SBP', 'LNT' or 'OSP'; who teach the Subject Code in the associated Q1 field for each NC Year Group.<br><i>Please see Annex A for a guide on business rules</i>   |
| Q3                 | Total number of staff for the school with an associated contract record with end date a) not present or b) on or after census reference date: (that is, an open contract) and at least one post on an open contract equal to 'TAS' and who do not have any posts on open contracts equal to 'EXH', 'HDT', 'DHT', 'AHT', 'TCH', 'TCM', 'TCU', 'APP' or 'LDP'; who teach the Subject Code in the associated Q1 field for each NC Year Group.<br><i>Please see Annex A for a guide on business rules</i> |

| <b>Rule number</b> | <b>Table R rule specification</b>  |
|--------------------|--|
|                    | Table R is to be completed by Secondary and Middle deemed Secondary schools only who have electronic timetabling systems that interface with their MIS.<br>Each Subject included (by use of R1 fields) will require the inclusion and association of Hours fields (R2 and R3). This combination of fields should be provided for each NC Year Group in the timetable, that is, for each NC Year Group there will be one or more R1 fields; with one or more of fields R2, R3 associated. To include Year Groups 5 -14 and 'M' and 'X'. |
| R1                 | Subject Code   |
| R2                 | Total number of Hours that staff for the school with an associated contract record with end date a) not present or b) on or after census reference date: (that is, an open contract) and at least one post on an open contract not equal to 'AVT', 'TAS', 'SBP', 'LNT' or 'OSP'; spend teaching the Subject Code in the associated P1 field for each NC Year Group   |
| R3                 | Total number of Hours that staff for the school with an associated contract record with end date a) not present or b) on or after census reference date: (that is, an open contract) and at least one associated post on an open contract equal to 'TAS' and who do not have any associated post equal to 'EXH', 'HDT', 'DHT', 'AHT', 'TCH', 'TCM', 'TCU', 'APP' or 'LDP'; spend teaching the Subject Code (N00563) in the associated R1 field for each NC Year Group  |

| <b>Rule number</b> | <b>Table S rule specification</b>  |
|--------------------|--|
|                    | For table S, each vacancy post included should have fields S1- S5 associated with it. In other words, there should be one or more sets of fields S1- S5 (inclusive) unless there are no vacancy posts to report. |
| S1                 | Vacancy post   |
| S2                 | Vacancy subject  |

| <b>Rule number</b> | <b>Table S rule specification</b>               |
|--------------------|---|
| S3                 | Vacancy tenure ('F' or 'P')                     |
| S4                 | Vacancy temporarily filled = `1,0, true, false` |
| S5                 | Vacancy advertised = `1,0, true, false`         |

| <b>Rule number</b> | <b>Table T rule specification</b>   |
|--------------------|---|
| T1                 | Total number of staff for the school categorised as Occasional QTS              |
| T2                 | Total number of staff members for the school categorised as Occasional NOTQTS   |
| T3                 | Total number of staff members for the school categorised as Occasional NOTKNWN  |
| T4                 | Total number of staff in fields T1, T2 and T3, that is, sum of T1- T3 inclusive |



## 5 Annex A

### Guide on implementing business rules

#### Continuous/historical data and snapshot data

Two broad types of data are collected in the school workforce census: continuous/historical data; and snapshot data. A detailed description of these data can be found in para 2.4 of the business and technical specification.

A guide for the type of data required is in the title of each table (for example “in regular service on census date”).

#### Data as at census reference date

Where tables indicate that data should be provided ‘as at census reference date’, details should be provided for all staff whose contracts have no contract end date; or where the contract end date is greater than or equal to the census reference date.

#### Definition of regular service

Teachers and support staff are included in the census if they are in regular service. This is defined as continuous service of twenty eight days or more, already undertaken or planned, either under a specific contract or under a service agreement. For further guidance, please see 2023 school workforce census business and technical specification and the guidance documents.

#### Headcount guide

A staff member may appear in more than one count. For example, where a staff member has more than one post, (for example one post = Classroom Teacher, and one = Other Support Staff). In these cases, they should be counted once in the headcounts for each post for example a staff member who is 0.5 FTE Classroom Teacher and 0.5 FTE Other Support Staff - should appear as 1 in both the Teacher and Support Staff headcount totals.

If 2 or more contracts for the staff member are for the same post, then they should only appear as 1 for the relevant post, for example if they had 2 contracts as qualified teacher that added up to 1.5 FTE then they would still be counted as 1 in the qualified teacher headcounts.

## Important guide about hours data

Hours and pay data may be reported at post or role level. To provide a summary that is useful for schools, and clear for them to use, most tables have been specified at post (or contract) level.

To ensure that hours data are present for all staff, data should be aggregated up for each role associated with a post, unless hours are recorded at post level – in which case the post level hours should be used. Where there is more than one post for an individual staff member - hours data should only be aggregated for the post in question (not across all posts for the individual). It is acknowledged that this will provide a broad picture – but is considered the best balance between ease of use and appropriate levels of detail.

## FTE guide

FTE is derived by the use of two fields:

**Hours Worked per Week:** The number of hours worked by the member of staff per week

And

**FTE Hours per Week:** The number of hours the member of staff would work per week if they were full time.

By dividing Hours Worked per week by FTE Hours per Week – a ratio is derived, for example  $10/30 = .33$ .

If the staff member holds multiple roles for a given post, then the ratios are added together to give the FTE figure for the post, for example

Role 1:  $10/30 = .33$ ;

Role 2  $10/30 = .33$ ;

FTE = .66

A detailed guide can be found in SWF business and technical specification and guidance notes. Either contracted hours, or school timetable week (STTW) can be used. So long as the same measure is used for both hours per week and FTE hours the ratio will be correct. The ratio will be incorrect if STTW is used for one part of the calculation, and contracted hours for the other. It is the ratio that is important.

## FT/PT guide

PT/FT is calculated using the headcount rules above. Those with a total FTE of less than 1 will be classed as part time, those with a total FTE of 1 or greater will be classed as full time.



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