



Department
for Education

School Workforce Census 2024

**SWF School Summary
Technical Specification version 1**

July 2024

Contents

Introduction	4
Presentation	5
School workforce census summary 2024	6
School workforce modules	6
Section 1 – Outline data	7
A. Staff records and contracts / service agreements	7
B. Missing staff details	8
C. Missing contract / service agreement data	8
Section 2 – Staff Member Data	9
D. QT and HLTA status of staff in regular service as at census reference date	9
E. Ethnicity of staff in regular service as at census reference date	9
F. Disability status of staff in regular service as of census reference date	10
G. Early Career Teachers in regular service as of census reference date	10
Section 3 – Contract data	11
H. All current contracted staff in regular service as at census reference date	11
I. Types of contract and agreements open for staff in regular service on census reference date	12
J. Summary of pay review dates	12
K. Summary of pay frameworks	12
L. Number of open agreements on census reference date paid by daily rates	13
Section 4 – Role data	14
M. Current support staff in regular service as at census reference date	14
N. Number of third party support staff in school on census reference date	14
Section 5 – Other data	15
O. Sickness and pregnancy related absence for the previous academic year	15
P. Types of absence (other than sickness or pregnancy related) taken during the previous academic year	15
Q. Number of regular teachers and teaching assistants delivering the curriculum by NC year group.	15
R. Number of hours spent by teachers and teaching assistants delivering the curriculum: by NC year group.	15
S. Vacancies as at census reference date	16

	T. Number of occasional teachers in school on census reference date	16
4	School workforce census 2024: Workforce summary business rules	17
5	Annex A	33
	Guide on implementing business rules	33

Introduction

This specification is for the 2024 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 2024 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 2024 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 2024

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.

Workforce Module	Value
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.

Sex	Total number of staff records	Number of staff records with an open contract / service agreement on census reference date	Number of staff records with one or more contract / service agreement records – whether open or closed on census reference date.	Number of staff records with two or more contract / service agreement records – whether open or closed on census reference date.	Number of staff records with three or more contract / service agreement records – whether open or closed on census reference date.	Number of staff records with no contract / service agreement record
All	A1	A2	A3	A4	A5	A6
Male	A7	A8	A9	A10	A11	A12
Female	A13	A14	A15	A16	A17	A18
Not Known / Not specified	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 sex is Not Known
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. 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. 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 2024 or later	J1
Pay Review Date from 1 September 2023 to 31 August 2024 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.

	Number of staff
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
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 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 (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 2024: 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. <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. <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. <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. <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. <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 <i>Please see Annex A for a guide on business rules</i>
A7	Total number of staff records for the school with Sex equal to 'M'. <i>Please see Annex A for a guide on business rules</i>
A8	Total number of staff records for the school with Sex equal to 'M' and which have one or more corresponding contract records with end date not present, or on or after census reference date. <i>Please see Annex A for a guide on business rules</i>
A9	Total number of staff records for the school with Sex equal to 'M' and which have one or more corresponding contract records, regardless of end date. <i>Please see Annex A for a guide on business rules</i>

Rule number	Table A rule specification
A10	Total number of staff records for the school with Sex equal to 'M' and which have two or more corresponding contract records, regardless of end date. <i>Please see Annex A for a guide on business rules</i>
A11	Total number of staff records for the school with Sex equal to 'M' and which have three or more corresponding contract records, regardless of end date. <i>Please see Annex A for a guide on business rules</i>
A12	Total number of staff records for the school with Sex equal to 'M' and where contract/agreement record not present <i>Please see Annex A for a guide on business rules</i>
A13	Total number of staff records for the school with Sex equal to 'F'. <i>Please see Annex A for a guide on business rules</i>
A14	Total number of staff records for the school with Sex equal to 'F' and which have one or more corresponding contract records with end date not present, or on or after census reference date. <i>Please see Annex A for a guide on business rules</i>
A15	Total number of staff records for the school with Sex equal to 'F' and which have one or more corresponding contract records, regardless of end date. <i>Please see Annex A for a guide on business rules</i>
A16	Total number of staff records for the school with Sex equal to 'F' and which have two or more corresponding contract records, regardless of end date. <i>Please see Annex A for a guide on business rules</i>
A17	Total number of staff records for the school with Sex equal to 'F' and which have three or more corresponding contract records, regardless of end date. <i>Please see Annex A for a guide on business rules</i>
A18	Total number of staff records for the school with Sex equal to 'F' and where contract/agreement record not present <i>Please see Annex A for a guide on business rules</i>
A19	Total number of staff records for the school with Sex not supplied. <i>Please see Annex A for a guide on business rules</i>
A20	Total number of staff records for the school with Sex not supplied and which have one or more corresponding contract records with end date not present, or on or after census reference date. <i>Please see Annex A for a guide on business rules</i>
A21	Total number of staff records for the school with Sex not supplied and which have one or more corresponding contract records, regardless of end date. <i>Please see Annex A for a guide on business rules</i>
A22	Total number of staff records for the school with Sex not supplied and which have two or more corresponding contract records, regardless of end date. <i>Please see Annex A for a guide on business rules</i>
A23	Total number of staff records for the school with Sex not supplied and which have three or more corresponding contract records, regardless of end date. <i>Please see Annex A for a guide on business rules</i>

Rule number	Table A rule specification
A24	Total number of staff records for the school with Sex not supplied and where contract/agreement record not present <i>Please see Annex A for a guide on business rules</i>

Rule number	Table B rule specification
B1	Total number of staff records for the school. <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. <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. <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. <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. <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. <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. <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. <i>Please see Annex A for a guide on business rules</i>

Rule number	Table C rule specification
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.
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.

Rule number	Table C rule specification
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.

Rule number	Table D rule specification
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. <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. <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. <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. <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. <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. <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. <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. <i>Please see Annex A for a guide on business rules</i>
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. <i>Please see Annex A for a guide on business rules</i>

Rule number	Table D rule specification
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. <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. <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. <i>Please see Annex A for a guide on business rules</i>
D13	Total number of staff records for the school with Sex equal to 'M' 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. <i>Please see Annex A for a guide on business rules</i>
D14	Total number of staff records for the school with Sex equal to 'M' 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. <i>Please see Annex A for a guide on business rules</i>
D15	Total number of staff records for the school with Sex equal to 'M' 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. <i>Please see Annex A for a guide on business rules</i>
D16	Total number of staff records for the school with Sex equal to 'M' 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. <i>Please see Annex A for a guide on business rules</i>
D17	Total number of staff records for the school with Sex equal to 'M' 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. <i>Please see Annex A for a guide on business rules</i>
D18	Total number of staff records for the school with Sex equal to 'M' 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. <i>Please see Annex A for a guide on business rules</i>
D19	Total number of staff records for the school with Sex equal to 'M' 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. <i>Please see Annex A for a guide on business rules</i>
D20	Total number of staff records for the school with Sex equal to 'M' 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. <i>Please see Annex A for a guide on business rules</i>

Rule number	Table D rule specification
D21	Total number of staff records for the school with Sex equal to 'M' 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. <i>Please see Annex A for a guide on business rules</i>
D22	Total number of staff records for the school with Sex equal to 'M' 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. <i>Please see Annex A for a guide on business rules</i>
D23	Total number of staff records for the school with Sex equal to 'M' 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. <i>Please see Annex A for a guide on business rules</i>
D24	Total number of staff records for the school with Sex equal to 'M' 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. <i>Please see Annex A for a guide on business rules</i>
D25	Total number of staff records for the school with Sex equal to 'F' 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. <i>Please see Annex A for a guide on business rules</i>
D26	Total number of staff records for the school with Sex equal to 'F' 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. <i>Please see Annex A for a guide on business rules</i>
D27	Total number of staff records for the school with Sex equal to 'F' 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. <i>Please see Annex A for a guide on business rules</i>
D28	Total number of staff records for the school with Sex equal to 'F' 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. <i>Please see Annex A for a guide on business rules</i>
D29	Total number of staff records for the school with Sex equal to 'F' 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. <i>Please see Annex A for a guide on business rules</i>
D30	Total number of staff records for the school with Sex equal to 'F' 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. <i>Please see Annex A for a guide on business rules</i>
D31	Total number of staff records for the school with Sex equal to 'F' 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. <i>Please see Annex A for a guide on business rules</i>

Rule number	Table D rule specification
D32	Total number of staff records for the school with Sex equal to 'F' 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. <i>Please see Annex A for a guide on business rules</i>
D33	Total number of staff records for the school with Sex equal to 'F' 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. <i>Please see Annex A for a guide on business rules</i>
D34	Total number of staff records for the school with Sex equal to 'F' 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. <i>Please see Annex A for a guide on business rules</i>
D35	Total number of staff records for the school with Sex equal to 'F' 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. <i>Please see Annex A for a guide on business rules</i>
D36	Total number of staff records for the school with Sex equal to 'F' 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. <i>Please see Annex A for a guide on business rules</i>
D37	Total number of staff records for the school with Sex not supplied 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. <i>Please see Annex A for a guide on business rules</i>
D38	Total number of staff records for the school with Sex not supplied 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. <i>Please see Annex A for a guide on business rules</i>
D39	Total number of staff records for the school with Sex not supplied 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. <i>Please see Annex A for a guide on business rules</i>
D40	Total number of staff records for the school with Sex not supplied 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. <i>Please see Annex A for a guide on business rules</i>
D41	Total number of staff records for the school with Sex not supplied 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. <i>Please see Annex A for a guide on business rules</i>
D42	Total number of staff records for the school with Sex not supplied 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. <i>Please see Annex A for a guide on business rules</i>

Rule number	Table D rule specification
D43	Total number of staff records for the school with Sex not supplied 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. <i>Please see Annex A for a guide on business rules</i>
D44	Total number of staff records for the school with Sex not supplied 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. <i>Please see Annex A for a guide on business rules</i>
D45	Total number of staff records for the school with Sex not supplied 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. <i>Please see Annex A for a guide on business rules</i>
D46	Total number of staff records for the school with Sex not supplied 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. <i>Please see Annex A for a guide on business rules</i>
D47	Total number of staff records for the school with Sex not supplied 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. <i>Please see Annex A for a guide on business rules</i>
D48	Total number of staff records for the school with Sex not supplied 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. <i>Please see Annex A for a guide on business rules</i>

Rule number	Table E rule specification
	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. <i>Please see Annex A for a guide on business rules</i>
E3	Sum of all staff records included in E2 fields <i>Please see Annex A for a guide on business rules</i>

Rule number	Table F rule specification
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. <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. <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. <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. <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. <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

Rule number	Table G rule specification
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

Rule number	Table H rule specification
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` <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` <i>See Annex A for FTE calculation</i>

Rule number	Table H rule specification
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` <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` <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` <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` <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` <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` <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` <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` <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` <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` <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` <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` <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` <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` <i>See Annex A for FTE calculation</i>

Rule number	Table H rule specification
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` <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` <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` <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` <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` <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` <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` <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` <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` <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` <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` <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` <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.

Rule number	Table I rule specification
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' <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' <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' <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'. <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' <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' <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

Rule number	Table J rule specification
J1	Total number of contract records with a) Post = EXH, HDT, DHT, AHT, TCH, TCM, TCU, APP or LDP and b) Daily Rate not equal to 'Y' and c) Contract End not present, or on or after census reference date and d) Pay Review Date equal to or greater than 1/9/2024.
J2	Total number of contract records with a) Post = EXH, HDT, DHT, AHT, TCH, TCM, TCU, APP or LDP and b) Daily Rate not equal to 'Y' and c) Contract End not present, or on or after census reference date and d) Pay Review Date equal to or greater than 1/9/2023 and less than 1/9/2024.

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

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

Rule number	Table L rule specification
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' <i>Please see Annex A for a guide on business rules</i>

Rule number	Table M rule specification
	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'. 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'. <i>Please see Annex A for a guide on business rules</i>

Rule number	Table N rule specification
	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

Rule number	Table O rule specification
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. <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. <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 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 NB: Working days lost is only required for absence categories `PRG`

Rule number	Table P rule specification
	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. 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. <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. <i>Please see Annex A for a guide on business rules</i>

Rule number	Table Q rule specification
	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. 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`.

Rule number	Table Q rule specification
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. <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. <i>Please see Annex A for a guide on business rules</i>

Rule number	Table R rule specification
	Table R is to be completed by Secondary and Middle deemed Secondary schools only who have electronic timetabling systems that interface with their MIS. 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

Rule number	Table S rule specification
	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

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

Rule number	Table T rule specification
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 2024 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.



Department
for Education

© Crown copyright 2024

This publication is licensed under the terms of the Open Government Licence v3.0, except where otherwise stated. To view this licence, visit nationalarchives.gov.uk/doc/open-government-licence/version/3.

Where we have identified any third-party copyright information, you will need to obtain permission from the copyright holders concerned.

About this publication:

enquiries <https://www.gov.uk/contact-dfe>

download www.gov.uk/government/publications

Follow us on Twitter: [@educationgovuk](https://twitter.com/educationgovuk)

Connect with us on Facebook: facebook.com/educationgovuk