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Welsh Government

School workforce annual census (SWAC)
Census day: 5 November 2019

The collection of SWAC data for the 2019/2020 academic year

Technical completion notes
Part 2: Pay, HR and absence data return

Date of issue: 5 August 2019
Version: 1.1

School workforce annual census
5 November 2019

Audience

Headteachers, teachers and governing bodies of maintained schools that have opted out of human resource and/or payroll service level agreements, local authorities and national bodies with an interest in education.

Overview

These technical completion notes are provided by the Welsh Government as guidance to support the above audience in complying with their statutory duties.

Action required

The above audience must ensure that the requirements set out in this document are implemented in line with the dates specified.

Further information

If you need further advice on the completion of any part of your SWAC return, please contact your local authority in the first instance.

Enquiries about this document should be directed to the below, but **do not include any individual level or personal data**:

Information Management Strategy
Data Collections Team
School Information and Improvement Branch
The Education Directorate
Welsh Government
Cathays Park
Cardiff
CF10 3NQ
Tel: 0300 062 5014/0300 062 5105
e-mail: IMS@gov.wales / SWAC.CBGY@gov.wales

@WG_Education

@EducationWales

Additional copies

This document can be accessed from the Welsh Government website at gov.wales.

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

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1. Overview

The notes in this document are for use by all local authorities and any maintained schools (nursery, primary, middle, secondary, and special) or pupil referral units (PRUs) that have **opted out** of human resource (HR) and/or payroll service level agreements (SLA) with their local authority in completing the **pay, HR and absence** data return element of the School Workforce Annual Census (SWAC) in November 2019.

The SWAC is being introduced on a phased approach. This document covers the information to be collected in both phase 1, which is being introduced November 2019, and phase 2, which will include a *full* census. The document informs schools and local authorities of which staff members should be included in the SWAC return, and defines the data items required for them as part of both phases. This should assist schools and local authorities to provide the required data items to the specified definitions.

The use of the term "school" when used generically throughout this document includes all the school types listed above.

The SWAC is split into two data returns: the **school** data return and the **pay, human resource (HR) and absence** data return.

This document covers the **pay, HR and absence** data return element of the SWAC which must be returned by all maintained schools in Wales. A similar technical completion notes document for the **school** data return element of the SWAC is available here. All local authorities will be required to return the **pay, HR and absence** element for school staff on their payroll.

Schools which have **opted out** of SLAs for HR and/or payroll and do not provide information to their local authority **will have to provide both elements of the SWAC** to the Welsh Government, and therefore should read notes for both returns. Please discuss this arrangement with your local authority if there is any confusion as to whether they will submit the **pay, HR and absence** return for you.

This document should be used as a handbook for data entered into local authority and schools' management information systems (MIS) throughout the year for school staff, rather than just as guidance for the collection itself.

These completion notes should be read in conjunction with any software specific SWAC user guide, and with the documentation provided by your software supplier.

1.1 Changes from last year

This is a new data collection established for November 2019 and therefore the entire census is a change from previous years.

2. Future developments

2.1 Introduction of phase 2

Phase 2 of the census will be implemented in November 2020 to include the phase 1 **snapshot** data and additional **historical** data module for recruitment, retention, supply and absences. The November 2020 return will reflect the first full census.

Whilst the phase 2 **historical** information is not required to be submitted in November 2019, this document provides guidance for the data items to be returned in phase 2. This is in order for schools, and local authorities, to prepare, capture and record the relevant information in readiness for submission in phase 2 as inputting the data on an ongoing basis as things change will make submitting the data in November 2020 much easier for schools and local authorities.

3. Key dates

Local authorities and **opted out** schools should work to the following timetable to ensure a return clean of all errors and as accurate as possible is with the Welsh Government by **Wednesday 18 December 2019**. After this date no more data submissions will be admissible.

Date	Action	Electronic Calendar Entry
1 September 2019	School MIS providers will have functionality enabled for schools to record the required workforce level data in preparation for the census	School MIS Software Ready to Accept SW/
5 November 2019	SWAC 2019 census day	School Workforce Annual Census (SWA
5 November 2019	The Data Exchange Wales initiative (DEWi) website opens for SWAC collection data	School Workforce Annual Census (SWA
18 December 2019	Deadline for submissions to the Welsh Government via DEWi	School Workforce Annual Census (SWA

The electronic calendar event file above is in an iCalendar (.ics) format. This .ics file format is supported by a large number of products, including Microsoft Outlook, Google Calendar, Apple Calendar and many others. Double click the icon above to open the calendar event, and then click on save and close to add the event and reminder to your own electronic calendar.

4. Background and purpose

The SWAC is needed to provide comprehensive information on:

- size of the workforce;
- staff demographics;
- staff recruitment and retention;
- use of supply cover;
- absences;
- capacity for Welsh medium teaching and subject specific teaching; and
- cost of teachers pay in Wales.

Information from the SWAC will be used to inform Welsh Government policy on issues relating to the school workforce in Wales, including pay and conditions, recruitment and retention, and in calculating costs of teachers pay bill for Wales and the impact of changes upon it.

The data will be utilised in workforce planning, including considering; potential training requirements, subjects taught, use of supply cover, and additional roles undertaken by staff. The data will be also be used to monitor equality and diversity of the school workforce, and the Welsh Government's ability to deliver on the Cymraeg 2050 strategy through Welsh medium teaching.

Individual level data provides a far greater level of information than is possible with aggregated school and local authority level data. It will enable the complex analysis required to support better workforce planning, identify key issues affecting schools, and help develop, implement and monitor policies relating to the school workforce in Wales.

It will provide more robust and detailed information to enable better workforce and succession planning at a school, local authority and national level. It is necessary to better understand the characteristics and the make-up of the school workforce in Wales in terms of age profile, qualifications and diversity. It will help identify areas of concern across school settings and subject areas in terms of turnover and timing and ensure policies and workforce planning is developed to target the real issues.

Whilst schools and local authorities will have to cope with the initial burden of populating their systems, the SWAC will help to reduce the resource required for on-going information management by replacing the large number of requests, often received at different times of the year using a variety of definitions and formats. Rationalising these collections (collecting standard items once and sharing appropriately) will reduce the impact of data collection on schools and local authorities and improve the quality, consistency and timeliness of data collected and reported.

Data is collected on the *collect once, use many times* principle and most of the data collected should be data that a well prepared school and local authority use themselves for planning.

The accuracy of data is crucial and the overriding principle across all Welsh Government collections are that the data should be an accurate and correct record of the real situation.

5. Structure and timing

5.1 'School' and 'Pay, HR and Absence' returns

The SWAC for staff working in schools is divided into two elements – a **school** data return and a **pay, HR and absence** data return. Each return comprises of modules of data which relate to a specific theme or topic. Both the **school** and **pay, HR and absence** returns contain a workforce identifiers module (also referred to as the *minimum data set* for the SWAC) which is required to link the information from the two returns and enable analysis of trends over time.

All maintained schools and PRUs **must** return the **school** element.

All local authorities are required to return the **pay, HR and absence** element of the SWAC.

Schools which have **opted out** of SLAs for HR and/or payroll and do not provide information to their local authority **will have to provide both elements of the SWAC** return to the Welsh Government, and therefore should read the technical completion notes for both returns.

The modules in each return, and the data items included in each module, are listed in section 7.

5.2 Collection and submission dates

Data will be collected annually through the SWAC. The census date for phase 1 is **5 November 2019**. **Snapshot** data should be based on the census date. In future the census date will be the first Tuesday of November, except when this would fall during half term, in which case it would be the first Tuesday after half term.

The deadline for returning the census to the Welsh Government is **18 December 2019**. Where a school is responsible for returning both the **school** and **pay, HR and absence** returns, a separate return for each **must** be submitted to the Welsh Government via DEWi by the **18 December 2019** to allow error correction, authorisation and credibility checking (see section 8) to take place before the collection closes. Local authorities may require their schools to submit files to them earlier than this and will advise their schools of their file return date.

5.3 Types of data collection – snapshot and historical data

The SWAC requires that individual staff records are provided, rather than aggregated totals, except in the supply module covering use of supply cover, for which aggregated figures should be provided.

Much of the data to be collected represents some characteristic or status of individuals of the school workforce at a given point in time, i.e. **snapshot** data. In addition, the collection also includes **historical** data items, which capture data from the previous academic year.

These may legitimately include data for staff that have left school prior to the census reference date.

Two data modules of the **pay, HR and absence** return in the SWAC will capture data for the previous academic year and form the **historical** data items (and therefore introduced into phase 2):

- "**pay and contract**" details (*in the **pay, HR and absence** return*), which will include data on staff members who left, or whose contract ended, during the previous academic year; and
- "**absences**" details (*in the **pay, HR and absence** return*), which will include absences occurring wholly or partly in the academic year prior to the census reference date.

Successive collections will provide a continuous picture of certain aspects of the school workforce and to enable longitudinal analysis on issue such as the recruitment and retention of teachers, and progression of teachers through their career.

Snapshot data, for example, post, pay range or base pay, **must** be correct as at the census reference date. It should be provided for all staff members currently employed by the local authority and in scope of the census. Which staff members are in scope will be based on the role recorded for the staff member. Where local authorities, schools or PRUs do not have a MIS configured to automatically extract the required information, contingency spreadsheets are available to complete the return.

For the purposes of the SWAC, the academic year is defined as the period from 1 September to 31 August. Please note that, in general, the data in the **historical** and **snapshot** data do not overlap. There is a gap between the previous academic year's data and the **snapshot** data, where staff may have left service or other changes may have occurred – these changes will be picked up in the following year's **historical** data return. **Snapshot** data will give a full picture of the current workforce, whilst **historical** data shows the changes and activities that occurred over the previous academic year, so each provides different scope for monitoring and reporting.

The Welsh Government has engaged with MIS software suppliers for a few years and their software has been developed to extract the relevant **snapshot** and **historical** data of the SWAC. To enable this, it is important that information is kept up to date; for example, that contract end dates have been entered for all staff members that have left the school.

5.4 Phased implementation

The SWAC will be implemented on a phased approach. The first census will be undertaken in November 2019, and will collect information for the **snapshot** data modules only. **Historical** data will not be collected through the SWAC until the November 2020 (phase 2) collection and will relate to the previous 2019/20 academic year. Therefore November 2020 will be the first full census collection where all data modules will be collected.

As the **historical** modules that are introduced in phase 2 in November 2020 will collect data from 1 September 2019 to 31 August 2020, it is vital that you read the notes for the **historical** data modules and start populating your systems in plenty of time. **It is best**

practice to maintain accurate records of your data on an ongoing basis as this will both ensure full compliance with the General Data Protection Regulation (GDPR) 2018 and minimise the burden of compiling an error-free SWAC return.

Phase 1: Introduced in November 2019 (**snapshot** only data)
Phase 2: Introduced in November 2020 (addition of **historical** data for first full census)

Return	Data module	Nature of data	Phase implemented	Time period covered
School	Workforce identifiers*	**Snapshot**	Phase 1	Date of data extraction (or leaving date for staff who have left).
School	Curriculum*	**Snapshot**	Phase 1	The timetable for a typical 10 weekday period (or the equivalent of a 10 weekday period averaged over the schools timetable cycle).
School	Roles*	**Snapshot**	Phase 1	Details of roles undertaken by individual.
School	Recruitment*	**Historical**	Phase 2	Vacancies that opened or closed in the period 1 September 2019 to 31 August 2020 of the academic year prior to census date, including vacancies that were not filled.
School	Retention*	**Historical**	Phase 2	Individuals who left the profession or taken retirement (early or at normal age).
School	Supply*	**Historical**	Phase 2	Aggregated level data for the period 1 September 2019 to 31 August 2020.
Pay, HR and Absence	Pay and contracts	**Snapshot**	Phase 1	Contracts and service agreements that are in scope and are open on census date.
Pay, HR and Absence		**Historical**	Phase 2	Contracts and service agreements that ended in the period 1 September 2019 to 31 August 2020.
Pay, HR and Absence	Absences	**Historical**	Phase 2	Absences that started or finished in the period 1 September 2019 to 31 August 2020, including for staff who left during this period.

* These modules will only exist in the **school** return submitted by the school themselves or **opted out** schools.

5.5 Data entry, submission and validation process

The following explains the stages of the **pay, HR and absence** data return for the SWAC:

a. the **local authority** or **opted out school** (whichever is responsible for the return) to ensure that all relevant staff data has been correctly and accurately entered into their HR and/or payroll system, ensuring any missing data is completed as required;

b. the **local authority** or **opted out school** to generate the SWAC return from their HR and/or payroll system;

c. the **local authority** or **opted out school** to study validation reports and scrutinise the summaries closely, in particular for signs that some staff data may not have been entered, and resolve any errors or queries where possible;

d. the **local authority** or **opted out school** to send the return, via the online secure data transfer system DEWi, and summary to their local authority;

e. the **local authority** or **opted out school**, once all possible errors and queries are resolved, to send the return, via the online secure data transfer system DEWi, to the Welsh Government;

f. the **Welsh Government** check the return and ensure that there are no errors or queries, or that they have justifiable explanations;

g. the **Welsh Government** to download the data into Welsh Government system.

At no stage should any personal data be shared outside of the online secure data transfer system DEWi, which is provided by Welsh Ministers to ensure data security as well as full GDPR and Data Protection Act (DPA) 2018 compliance.

Entering and checking data

These completion notes provide a full list of all the data items that must be entered into your system and submitted in your SWAC return. Please note that the data field references in this document reflect the data values and tags as contained in the data file that your software prepares for transmission to the Welsh Government. Be aware that these values and tags may not always coincide with the way the software holds the data internally or presents it to you on the user interface screen.

The individual staff records for the **pay, HR and absence** return may be generated automatically by the HR and/or payroll system, and parts of them may not be editable manually.

It is essential therefore for all relevant staff data to be entered into HR and/or payroll systems before the SWAC return is created.

5.6 Data protection and data sharing

The GDPR and the DPA mandate certain safeguards regarding the use of personal data by organisations, including the Welsh Government, local authorities and schools. Both give rights to those (known as data subjects) about whom data is processed such as pupils, parents and teachers. This includes (amongst other information that we are obliged to provide):

- the right to know the types of data being held;
- why it is being held; and
- the right to whom it may be communicated.

For the purposes of data protection legislation, the terms 'process', 'processed' or 'processing' apply to any activity involving the personal data, such as (this list is not exhaustive):

- collecting;
- storing;
- sharing; and
- destroying.

It is vital as data processors and controllers in their own right, that all local authorities and schools process all data (not just that collected for the purposes of the census) in accordance with the full requirements of the GDPR. Further information on the GDPR can be found in the Information Commissioner's Office (ICO) overview of the GDPR.

Schools and local authorities have a legal duty under the GDPR and the DPA to ensure that any personal data they process is handled and stored securely.

Where personal data is not properly safeguarded, it could compromise the safety of individuals and damage reputations. Your responsibility as a data controller extends to those who have access to your data beyond your organisation where they are working on your behalf; for example, where external IT suppliers can remotely access your information.

It is **vital** that all staff with access to personal data understand the importance of:

- protecting personal data;
- being familiar with your security policy; and
- putting security procedures into practice.

As such, appropriate training **must** be given to all staff to ensure full compliance with GDPR and the DPA.

6. Who supplies the data and what they supply?

6.1 Schools in and out of scope

Information on individuals working in the following types of maintained settings in Wales **must** be returned as part of the SWAC:

- nursery schools;
- primary schools;
- middle schools;
- secondary schools;
- special schools; and
- pupil referral units.

As detailed in the Welsh Government's statutory School Organisation Code, the categories of "maintained schools" in Wales are community, voluntary controlled, voluntary aided, foundation and community special.

Information should **not** be provided for individuals in:

- early years settings;
- privately funded independent schools;
- non-maintained special schools;
- sixth form colleges;
- further education establishments;
- service children's education schools; and
- other miscellaneous education establishments.

The submission of the SWAC return, including a set of individual staff records, is a statutory requirement on schools and local authorities by virtue of the Education (Supply of Information about the School Workforce) (Wales) Regulations 2017. This means that:

- although schools and local authorities must meet their obligations to data subjects under the DPA (see section 5.6), they do not need to obtain consent for the provision of information from individual members of the workforce;
- schools and local authorities are protected from any legal challenge that they are breaching a duty of confidence to staff members; and
- schools and local authorities **must** complete a return.

6.2 Who supplies the data

Each local authority **must** submit a **pay, HR and absence** return from their HR and payroll systems. If you are a school that has **opted out** of local authority SLAs and do not provide any data to your local authority, you will need to submit the **pay, HR and absence** return yourselves, in addition to the **school** return, by submitting the files directly to DEWi. If you are a school that has **opted out** of local authority SLAs but still provide some or all data to local authorities, your local authority may still be able to provide the relevant data for the **pay, HR and absence** return. **Opted out** schools are free to enter into data sharing arrangements with their local authority which can provide the information on their behalf.

From 2019, a new DEWi user account type will be set up for the local authority and **opted out** school HR and/or payroll elements of the SWAC return.

6.3 Types of staff for which data are required

School staff

School workforce (individual) level data is required for teachers and support staff that work for schools and have an open contract on the census date or for individuals whose contracts ended during the previous academic year . The following, if they are in post on the census date, are examples of those for whom school workforce level data **must** be in the **school** and **pay, HR and absences** return:

- teachers employed by the school, both with and without QTS;
- support staff employed by the school;
- teachers working at the school who have been supplied by an agency or a local authority where the local authority is acting like a supply agency;
- staff on paid or unpaid absence, whether long or short term;
- trainee teachers on teaching practice;
- teachers on the School Direct programme, the Overseas Trained Teacher Programme (OTTP) and the Teach First program; and
- qualified teachers who form a *pool* to service schools, if they regularly teach in a specified school or schools.

Support staff

The SWAC covers teachers and support staff employed both full-time and part-time[1] in the maintained settings in Wales.

"Support staff"[2] are comprised of:

- "Teaching assistants": Those support staff based in the classroom for learning and pupil support staff, for example, HLTAs, teaching assistants, special needs support staff, nursery officer/assistant, minority ethnic pupils support staff and bilingual assistants; and
- "Other support staff": Those support staff that are not classroom based for example, matrons/nurses/medical staff, librarians, IT technicians, technicians, administrative staff, bursars and other administration/clerical staff.

Local authority based school staff

In addition to school staff as described above, individual level data is required for the **pay, HR and absence** data return from local authorities and opted-out schools for all centrally employed teachers and advisory teachers, and for those centrally employed support staff that spend the majority of their time in schools. The majority of their time means they spend more than half the time they work (that is, more than 50%) in

[1] Part-time staff who are normally present at the school, but work on days of the week other than the census reference date should be included.
[2] The full code set provided in annex A detail all the support staff posts where data is expected for.

schools. Only those in post on 'census' date or were in post during the academic year prior to 'census' date should be included.

Each member of staff employed by the local authority for whom school workforce level data is required should be engaged to work for the local authority under a contract. Service agreement records are not required for centrally employed staff.

Specifically, the following staff employed directly by the local authority **must** also be included:

- For teachers, this includes:
    - peripatetic teachers - teachers who normally cover a number of schools each week on a regular timetable, usually because they possess some specialist knowledge or skill;
    - teachers working in non-school education, for example teachers providing education by reason of SEN under section 319 of the Education Act 1996, staff employed as teachers in institutions other than schools and PRUs, for example, teachers in hospitals or centres run by social services, or those providing home tuition; and
    - where the local authority acts as a supply agency providing teachers to schools on a fixed term or temporary basis.
- advisory teachers - often qualified teachers that carry out a range of duties including training staff, helping develop and implement school policy and classroom support. For the purposes of the SWAC, advisory teachers should be treated as support staff rather than teachers in terms of the data items that need to be provided. This is regardless of whether or not they are on Teacher's Pay and Conditions;
- support staff, including teaching assistants, who spend the majority of their time in schools and whose role is one of those listed in the role code set, for example ICT technicians; and
- staff employed by the local authority that provide support to schools, for example, peripatetic music teachers, advisory teachers, educational psychologists, educational welfare officers (information on these will be submitted by the local authority). Staff working in extended school service provision should be excluded from the SWAC.

School workforce level data does **not** need to be returned in the **pay, HR and absence** return for the following:

- casual staff without contracts, employed on an ad hoc basis;
- staff working in extended school service provision, for example, breakfast and after school clubs, Flying Start and children's centres;
- teachers only engaged in one to one tuition outside of school settings (e.g. addressing barriers to learning that are personal and particular to each child, and it can take place at the child's school or in a town centre location such as a library);
- governors and voluntary staff; and
- staff for whom there is no role identifier code that equates to the function they carry out, for example, clerk to governors, school crossing patrol staff;
- staff paid according to teachers' pay and conditions but not falling in any of the categories above. The fact that someone is paid according to Teacher's Pay and Conditions does not automatically mean they should be included in the SWAC. An

example might be a former teacher now working as a senior manager with the local authority.

If a member of staff works at two establishments, one which is in scope for the SWAC and one which is not, then information should be returned only for their activity which falls within scope of the SWAC. For example, a nursery assistant might work at a Flying Start centre and a maintained nursery and individual level data would need to be returned only for the portion of time they are working in the maintained nursery.

If local authorities are unsure about which staff they should include in the SWAC they should contact the Welsh Government

6.4 Data required for each staff member

The following set of data items is required for each teacher or member of support staff for whom individual level data is required to be provided in both the **school** and **pay, HR and absence** returns. This data is the minimum required for matching purposes between data systems (i.e. HR, payroll and school MIS) and over time to enable analysis of trends and ensure the accuracy and consistency of information submitted and reported.

The minimum data set for the **school** and **pay, HR and absence** returns for matching purposes consists of:

- Teacher Reference Number (TRN), except where not applicable to specific roles;
- surname;
- forename;
- middle name(s);
- date of birth;
- sex; and
- National insurance number.

Further data items are required for members of staff for which individual level data is required. Annex A details the data items required for different staff role type.

6.5 Multiple records for a single member of staff

Many members of the school workforce may have more than one contract with a single school, or work in a number of schools. There is no limit to the number of simultaneous contracts that can be provided as part of the SWAC.

More than one record for an individual member of the school workforce would be returned in the SWAC in the following instances:

- where a staff member has more than one current contract, or are engaged to work at the school under more than one service agreement in a school. For example they have one part-time contract with the school as a teacher and another part-time contract as a teaching assistant;
- where the person has separate contracts with more than one school. Examples include; a) a teaching assistant who works two days in one school and three in another; and b) a supply teacher who is working one day a week at one school

and two at another on a contracted basis. In both cases each school will be responsible for a record that reflects the time spent by the staff member in that school;

- in the majority of cases, information on an individual member of staff will be returned as part of the **school** return, and pay and contract information as part of the **pay, HR and absence** return; and
- when a staff member ended a contract in the previous academic year and has a new contract open at the census date, in which case both an **historical** record and a **snapshot** record will be required for the individual.

6.6 Staff acting up

The contracts details returned as part of **pay, HR and absence** data return should reflect the substantive post the individual is contracted to along with any responsibility allowances they may be in receipt of for the post they are acting up to.

Where a workforce member is acting up within the same school, for example a deputy headteacher to a headteacher role, then the individual should be recorded in the **school** data return in their acting up role (e.g. acting headteacher).

7. Summary of data items to be returned in the school return

The sections below show what data items are in each module. Each field name in the below tables are hyperlinked to more detailed information about the data item within annex A.

7.1 Survey details

Data type: **Snapshot**
Phase Introduction: Phase 1 (November 2019 collection)
Included in: **Pay, HR and absence** returns

Field Name	Field Length	Field Type	Xml Tag	Sample Data
Survey/data extraction type	6	Alphanumeric	<Survey>	SWACHR
Survey reference date	10	Date	<ReferenceDate>	2019-11-05
Person completing survey	2	Alphanumeric	<CompleterRole>	LA
Survey completion time	3	Alphanumeric	<Hours>	005

7.2 School / LA identifiers

Data type: **Snapshot**
Phase Introduction: Phase 1 (November 2019 collection)
Included in: **Pay, HR and absence** returns

Field Name	Field Length	Field Type	Xml Tag	Sample Data
Source	1	Alphanumeric	<Source>	S
LEA number	3	Alphanumeric	<LEA>	660
School number*	4	Alphanumeric	<Estab>	4099

*Must be “9100” for LA returns and source is “L”

7.3 Workforce identifiers (Minimum data set)

Data type: **Snapshot**
Phase Introduction: Phase 1 (November 2019 collection)
Included in: **Pay, HR and absence** return

All data in this module should be maintained as changes occur. This module will be collected for all staff meeting the criteria given in section 6. Note that this is likely to include some staff that left the school during the academic year prior to the collection, for which contract or absence information is being provided.

Field Name	Field Length	Field Type	Xml Tag	Sample Data
Teacher reference number	7	Alphanumeric	<TeacherNumber>	5963274
Surname	35	Alphanumeric	<Surname>	Jones
Forename	35	Alphanumeric	<Forename>	Marc
Middle name(s)	35	Alphanumeric	<MiddleNames>	Iwan Owen
Sex	1	Alphanumeric	<Sex>	M
Date of birth	10	Date	<DOB>	1989-03-31
National insurance number	9	Alphanumeric	<NINumber>	JP235491D

7.4 Pay and contract

Data Type: **Snapshot** and **historical**
Phase Introduction: Phase 1 (November 2019 collection)
Included in: **Pay, HR and absence** return

All data in this module should be maintained as changes occur. Any member of staff employed may have:

a) one or more contract records with the same school; or
b) one or more contract records with different schools.

Current contracts/service agreements (those open on census reference day) must be included if the contract has lasted 28 days or more or is permanent or has a contract end date 27 days or more after the contract start date. Please ensure that contract or service agreement data is being supplied for all members of staff in regular service.

Contracts not open on census reference day must be included if they ended in the previous academic year (1 September to 31 August). Contracts that close on census reference day are considered to be open for the purposes of the SWAC.

Field Name	Field Length	Field Type	Xml Tag	Sample Data
Contract/agreement type	3	Alphanumeric	<ContractType>	PRM
Start date	10	Date	<ContractStart>	2012-04-01
End date	10	Date	<ContractEnd>	2019-02-02
Leaver reason	3	Alphanumeric	<LeavingReason>	VOR
Post	3	Alphanumeric	<Post>	TAS
LEA	3	Alphanumeric	<LEA>	660
School number	4	Alphanumeric	<Estab>	4099
Daily rate	1	Alphanumeric	<DailyRate>	N
Pay range	2	Alphanumeric	<PayRange>	TU
Level	2	Alphanumeric	<PaySpine>	3
Base pay	10	Alphanumeric	<BasePay>	35000.00
Safeguarded salary	1	Boolean	<SafeguardedSalary>	0
Additional payment type	3	Alphanumeric	<PaymentType>	TL3
Additional payment amount	10	Alphanumeric	<PaymentAmount>	2500.00
Additional payment start date	10	Date	<PayStartDate>	2019-10-12

Additional payment end date	10	Date	<PayEndDate>	2020-01-31
Hours worked per week	5	Alphanumeric	<HoursPerWeek>	32.5
FTE hours per week	5	Alphanumeric	<FTEHours>	37
FTE	4	Alphanumeric	<FTE>	0.88
Weeks per year	2	Alphanumeric	<WeeksPerYear>	40

7.5 Absences

Data Type: **Historical**
Phase Introduction: Phase 2 (November 2020 collection)
Included in: **Pay, HR and absence** return

Absence data is required for **teachers only** employed directly by schools. All data items in this module should be recorded when periods of absence occur throughout the year rather than waiting until the collection period in the autumn.

Information is required on any activity or circumstances, except for training, that takes a teacher or away from normal duties with their usual employer for half a day or more. For the purposes of the SWAC such periods away from normal duties are considered to be absences. Generally, absences of less than half a day do not need to be recorded, apart from the following exceptions:

- if the morning and afternoon sessions are not equal, each session should be regarded as half a day; or
- if a member of staff is contracted to work less than half a day, any absences should be recorded and if it is for sickness absence, the working days lost should be recorded as 0.5.

Absence records are required for any periods of absence which began or ended in the previous academic year (from 1 September to 31 August). If teachers or teaching assistants left the school before the Census day but experienced periods of absence during the previous academic year then absence records will need to be submitted for them. If the absence is ongoing at the time when the SWAC return is made then the absence must be included with no end date entered.

Examples of activities or circumstances that are not counted as absence for SWAC are:

- taking part in activities such as field trips;
- days that are non-working days under a person's contract;
- PPA (planning, preparation and assessment) time;
- INSET days;
- NQT non-contact time;
- training;
- working at a consortium school or a Primary/Secondary linked school; and
- attending meetings that are part of an individual's normal duties.

Please note that a validation rule checks that there is at least one absence record in the data return.

Field Name	Field Length	Field Type	Xml Tag	Sample Data
First day of absence	10	Date	<FirstDayOfAbsence>	2019-12-01
Last day of absence	10	Date	<LastDayOfAbsence>	2019-12-08
Working days lost	5	Alphanumeric	<WorkingDaysLost>	4.5
Absence category	3	Alphanuermic	<AbsenceCategory>	SIC

8. Validation and error checking

Dependant on your HR and/or payroll software provider, they may provide a detailed report of validation errors and queries in your return.

An ***'error'*** is the presence of an illegal character or value in a data item, or a logical inconsistency between data items or between different aspects of the return.

'Queries' are of two kinds, they may relate to an unusual feature of the data (for example that no headteacher role record has been included), which suggests, but does not prove, the presence of some inaccuracy or omission; or they may be used as a prompt in areas where there seems a particularly high risk of omissions occurring – for example no curriculum record included. Queries of any kind need to be investigated to establish whether or not there is an inaccuracy or omission, although the conclusion may be that the data are in fact correct.

It is essential for you to resolve as many errors as possible before submitting the return to the Welsh Government, and ideally to resolve all of them. It is also essential to investigate all queries, and to amend the data where it transpires that they are incorrect.

Returns which, on arrival to the Welsh Government, contain errors may be rejected and will have to be re-submitted once errors have been rectified.

The local authority or **opted out** school will be required to amend the errors in their system and upload the revised return file through DEWi, the online secure data transfer system.

Returns will not be edited by the Welsh Government after being submitted via DEWi. The Welsh Government will not be applying an error threshold but will evaluate each return on its own merits.

9. Summary report

The summary report is generated automatically by the DEWi software. Its purpose is to allow the staff preparing the return, and the person authorising it, to assess the likely accuracy and completeness of the return given that the return itself is too large readily to be viewed in its entirety.

The summary should be checked carefully, paying particular attention to those parts of it that might indicate that some individual school workforce data was not entered into your system prior to generating the return, such as:

- number of staff by post (headcount and full time equivalents (FTA));
- number of staff by contract type;
- number of staff by pay range;
- number of staff in receipt of additional payments; and
- number of leavers by post and reason for leaving.

Finally the summary shows the total number of unresolved errors and queries in the return, providing some indication of whether the return is likely to be accepted by the Welsh Government.

Please note that the school summary varies according to school type and therefore not all of the examples listed will be relevant to your school.

10. Data file creation for submission

10.1 XML data extraction

The file extension will be XML.

The file name shall be constructed from the following components:

(a) origin identifier (7 digits)[3]
(b) survey extraction type (3 characters)[4]
(c) destination identifier (7 characters)[5]
(d) serial number (3 digits)[6]

The components should be separated by underscore characters ("_").

The file name will differ slightly dependent on the data components and the source of the file.

Schools which have **opted out** of SLAs with their local authority for HR and payroll will be required to return separate files for both the school data modules and local authority modules.

a) An example of a **School Workforce Annual Census** file for the **pay, HR and absence** return for the data modules completed by local authorities would be:

6609100_SWC_660LA19_001.XML

b) An example of a **School Workforce Annual Census** file for the **pay, HR and absence** return from a school which has **opted out** from a local authority HR/payroll SLA for the data modules completed by **opted out** schools would be:

6602050_SWC_660LA19_001.XML

where '19' are the last two digits of the year, and therefore appropriate to the annual school census with a census date of 05/11/2019.

The total file name length is 27 characters. For files not yet authorised by the school the file extension should be changed from XML to UNA.

[3] The origin identifier is made up of the 3 digit LEA number and the 4 digit establishment number, in total making the 7 digit school/establishment number. For LAs the establishment number should be "0000".
[4] For SWAC data the survey type in the file name will be "SWC".
[5] For transfers from schools to local authorities as part of the **school** return, the destination identifier will be the LEA number of the receiving local authority followed by "SC" and then "19" where "19" is the last two digits of the academic year. For transfers from local authorities to the Welsh Government (examples (b) and (c) above) for the **pay, HR and absence** return, or from **opted out** schools, the destination identifier will be the LEA number of the submitting local authority/**opted out** school followed by "LA" and then "19".
[6] The serial number is the 3 digit file version. The first file in the series shall be "001", the second "002" etc. Each newly submitted file **must** have a higher serial number than previously uploaded versions.

11. Submitting the return via DEWi

Once the SWAC **pay, HR and absence** return has been completed it should be sent, via DEWi, to the Welsh Government.

The deadline for submission of your SWAC return to the Welsh Government is **18 December 2019**.

12. Further information

If you need further advice on the completion of any part of your SWAC return, please contact the Welsh Government using the details listed in the inside cover of this document.

Annex A: Pay, HR and absence return code sets

The purpose of this annex is to provide full information on each SWAC data field in an easily digestible format.

In this annex, each field specified in the November 2019 and November 2020 SWAC collections are listed with the details regarding that field provided in a standard format. An explanation of what is included in each part of the field template is given below.

Data module			
Field name	**Name of field as used in XML file submitted to the Welsh Government by your software**	Field length	**Length of field in terms of the number of characters**
Field type	**Type of field [Alphanumeric, Numeric, Boolean or Date]**	Mandatory for	**Which types of schools must complete this section**
Collected from:	**Phase 1: November 2019**		

Reason required	Information on why this data is required and how it will be used.
Valid entries	List of values, and their descriptions, which may be returned within the data field. **Note**: these are the values required within the file submitted by your software system and they may differ to the way that the data is presented to you by your software.
Notes	Sample data: **Example** Any miscellaneous notes and further details, as well as an example of valid data which may be returned in the field and where this can be found.

Survey details

Field name	**Survey extraction type**	Field length	**5**
Field type	**Alphanumeric**	Mandatory for	**All returns**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify which survey is being submitted to the Welsh Government.	
Valid entries	**PLASC**	Pupil level annual school census
	P16	Post-16 data collection
	NDC	National data collection
	ATS	Attendance: Secondary schools
	ATP	Attendance: Primary schools
	EOTAS	Educated other than at school census
	SWAC	School workforce annual census – **school** return
	SWACHR	School workforce annual census – **pay, HR and absence** return

Notes

Sample data: **SWACHR**

This data item identifies the survey to which the return belongs. For the **pay, HR and absence** return, this should be **SWACHR**.

The local authority's HR and/or payroll system and/or the school's MIS should automatically default this field to **SWACHR** if automatic extraction has been developed into the system.

Survey details

Field name	**Survey reference date**	Field length	**10**
Field type	**Date**	Mandatory for	**All returns**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify the date on which the survey was completed.
Valid entries	The date of submission to the Welsh Government.
Notes	Sample data: **2019-11-05** The date on which the data was extracted in the format **CCYY-MM-DD**. This date should be **2019-11-05** (5 November 2019). This should be defaulted to this date by any school and/or local authority HR and/or payroll system that has been developed for automatic data extraction.

Survey details

Field name	**Person completing survey**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**All returns**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify who completed the survey.
Valid entries	**HT** Headteacher **AC** Acting headteachers **DH** Deputy headteacher **AS** Assistant headteachers **QT** Other qualified teacher **AO** Other administration staff **BM** School business manager or equivalent **ON** Other **LA** Local authority staff
Notes	Sample data: **LA** The Welsh Government is committed to minimising the impact of data collections on schools and local authorities. Information on who completed the survey to complete the survey is used to regularly review the survey to ensure that the demand it places on schools and local authorities is kept to the minimum necessary to maintain the quality of its outputs. This information will be used to report to the Office of National Statistics (ONS) as part of its Online List of Government Statistical Surveys (OLGSS).

Survey details

Field name	**Survey completion time**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**All returns**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify in hours how long it took to complete the survey by all the different groups of staff who contributed.
Valid entries	The valid number of hours

Notes	Sample data: **005** The valid groups of staff are as listed above. Under each appropriate heading enter the total time spent contributing to the SWAC return, rounding to the nearest whole hour.

School identifiers

Field name	**Source**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**All returns**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify whether the return is submitted by a local authority or an opted out school.
Valid entries	**L** Local authority **S** **Opted out** school
Notes	Sample data: **S**

School identifiers

Field name	**LEA number**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**All returns**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify the local authority with which the return is associated.
Valid entries	Consisting of three digits, in the range: **660** Isle of Anglesey **661** Gwynedd **662** Conwy **663** Denbighshire **664** Flintshire **665** Wrexham **666** Powys **667** Ceredigion **668** Pembrokeshire **669** Carmarthenshire **670** Swansea **671** Neath Port Talbot **672** Bridgend **673** Vale of Glamorgan **674** Rhondda Cynon Taf **675** Merthyr Tydfil **676** Caerphilly **677** Blaenau Gwent **678** Torfaen **679** Monmouthshire **680** Newport **681** Cardiff
Notes	Sample data: **660**

School identifiers

Field name	**School number**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**School returns only**
Collected from:	**Phase 1: November 2019**		

Reason required: To identify the returning school.

Valid entries: Consisting of four digits, in the ranges:

0000	Local authority return only
1000 – 1099	Nursery schools
1100 – 1199	Pupil Referral Units
1900 – 1999	EOTAS (used before 2010 - see 9000)
2000 – 2999	Community primary schools
3000 – 3299	Voluntary controlled primary schools
3300 – 3399	Voluntary aided primary schools
4000 – 4499	Community secondary schools
4500 – 4599	Voluntary Controlled secondary schools
4600 – 4699	Voluntary Aided secondary schools
5200 – 5299	Foundation primary schools
5400 – 5499	Foundation secondary schools
5500 – 5699	Community Middle Schools
5700 – 5799	Foundation Middle Schools
5800 – 5899	Voluntary Controlled Middle Schools
5900 – 5999	Voluntary Aided Middle Schools
6000 – 6999	Independent schools
7000 – 7999	Special schools
9000	EOTAS
9100	For Local Authorities completing the SWAC **pay, human resource (HR) and absence** data return only.

Notes

Sample data: **4099**

Consisting of four digits, in the appropriate ranges detailed above. It is essential for the LEA and school number to be correct and up to date. Any error (including the provision of an old value of either code) is likely to lead to the rejection of the return by the Welsh Government.

This must be “9100” in the local authority return.

Field name	**Teacher reference number**	Field length	**7**
Field type	**Alphanumeric**	Mandatory for	**All qualified teaching staff**
Collected from:	**Phase 1: November 2019**		

Reason required	To record the unique teacher reference number (TRN) for all staff that have one.
Valid entries	The valid 7 digit TRN for the member of staff.

Notes

Sample data: **5963274**

This is a unique TRN, also known as the EWC number. For members of staff who have one this is a unique identifier. All qualified teachers **must** have a TRN.

This is the seven-digit TRN allocated to:

- all teachers with Qualified Teacher Status (QTS);
- people who enter their final or only year of teaching training;
- people working towards QTS on employment based training schemes; and
- those without QTS who participate in the Teachers' Pension Scheme.

The TRN will be 7 digits. Please ensure that only the correct seven digit number is supplied.

If a member of staff has a Teacher Number from England or Wales then this should be provided. The following should **not** be provided:

- Scottish Teacher Numbers;
- Northern Irish Teacher Numbers;
- foreign or overseas teacher numbers; and
- made up numbers such as 0000001, temporary teacher numbers or 'TBC'.

If a number from England or Wales cannot be provided then the field should be left blank.

Characters such as '/' must be removed and should **not** be included in the XML file and only numerical characters should be used. There should be no special characters, spaces or alpha characters included. The removal of any non-numerical values should be done automatically by your MIS software

upon extracting the data.

Where no number is supplied for an individual in a teaching role an error will be generated in DEWi, and a note will need to be written against the query to explain why a TRN has not been submitted.

Schools must make every effort to ensure the accuracy of the TRNs provided. If an accurate number cannot be ascertained then the data item should be left blank. The TRN will be used in linking data from the **school** and **pay, HR and absence** returns.

Where a teacher is working in several schools, each school **must** report the TRN; see section 6 on multiple records for a single member of staff.

Workforce identifiers

Field name	**Surname**	Field length	**35**
Field type	**Alphanumeric**	Mandatory for	**All of Workforce**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify the correct surname for each staff member as to maintain up-to-date records.
Valid entries	The full surname of the staff member as the school believes it to be.

Notes	Sample data: **Jones** This **must** be the full surname. Employers should have verified the name of their staff as part of the checks with the Disclosure and Barring Service. If staff are provided by a third party, then their identity should have been checked. Do **not** include forenames or middle name(s) in this field.

Field name	**Forename**	Field length	**35**
Field type	**Alphanumeric**	Mandatory for	**All of Workforce**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify the correct forename for each staff member as to maintain up-to-date records.
Valid entries	The full forename of the workforce member, not shortened or familiar versions.
Notes	Sample data: **Marc** The forename must not be shortened or familiar versions. Suppliers and users are welcome to use a 'known as' field locally, but the department is not collecting it because standardising on the legal name gives a firm basis for matching. Do **not** include middle name(s) or surnames in this field.

Workforce identifiers

Field name	**Middle name(s)**	Field length	**35**
Field type	**Alphanumeric**	Mandatory for	**All of Workforce**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify the correct middle name(s) for each staff member as to maintain up-to-date records.
Valid entries	The full middle name(s) of the staff member, not shortened or familiar versions.

Notes	Sample data: **Iwan Owen** The full middle name(s) of the member of staff. The middle name(s) must **not** be shortened or familiar versions. More than one middle name can be entered for each staff member. Do **not** include forenames or surnames in this field.

Field name	**Sex**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**All of workforce**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify the correct sex for each workforce member as to maintain up-to-date records.	
Valid entries	**M**	Male
	F	Female
Notes	Sample data:	**M**

Field name	**Date of birth**	Field length	**10**
Field type	**Date**	Mandatory for	**All of Workforce**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify the correct date of birth for each staff member as to maintain up-to-date records.
Valid entries	Date in the format **CCYY-MM-DD**.

Notes	Sample data: **1989-03-31** This is the date of birth of the staff member using the format **CCYY-MM-DD** (for example, for 23 January 1963 = 1963-01-23). Schools **must** enter the correct date of birth for the staff member. Dates of birth are used in matching census data from the different information systems (i.e. school IMS, payroll and HR systems) and from different years so it is important that this data is correct across all systems.

Field name	**National insurance number**	Field length	**9**
Field type	**Alphanumeric**	Mandatory for	**All of workforce**
Collected from:	**Phase 1: November 2019**		

Reason required	To record the national insurance (NI) numbers of the workforce.
Valid entries	The valid 9 character NI number for the member of staff. The NI number must meet the following requirements: • first 2 characters must be letters; • characters 3 to 8 must be numeric; • final character must be A, B, C, D or space; • first character must not be D,F,I,Q,U; and • second character must not be D, F, I, O, Q, U or V.
Notes	Sample data: **JP235491D** NI numbers must be provided for all staff in the return. Schools should make every effort to ensure a NI number can be provided for each member of staff. This field is used for matching purposes and for tracking individuals over time so that statistics can be produced on length of service, turnover etc. Leaving the field blank will generate an error and a note will need to be added to the return to explain why no NI number has been provided. Temporary NI numbers must not be returned. If a teacher is working in several schools then each school must report this item, see section 6.5 on multiple records for a single member of staff.

Pay and contract

Field name	**Contract/agreement type**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**All of workforce**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify the type of contract and/or agreement in place for the workforce member.
Valid entries	**PRM** Permanent **FXT** Fixed term **TMP** Temporary **SLA** Service level agreement with the local authority
Notes	Sample data: **PRM** If a staff member has a contract with the local authority or school then **PRM**, **FXT** or **TMP must** be selected. **FXT** must be used for contracts with an agreed length of time and a fixed end date. Fixed term contracts **must** have an end date. **TMP must** be used for non-permanent contracts, for example cover, without a fixed end date. If a teacher at a school is supplied by a local authority where the local authority is acting like a supply agency then **SLA** should be used. This data item **must** be returned for all members of staff with a contract or service level agreement. Staff members providing supply cover from an agency should be included in the aggregated data returned in the *supply* module in the **school** return.

Pay and contract

Field name	**Start date**	Field length	**10**
Field type	**Date**	Mandatory for	**All of workforce**
Collected from	**Phase 1: November 2019**		
Reason required	The date the contract started **must** be provided.		
Valid entries	Date in the format **CCYY-MM-DD**.		
Notes	Sample data: **2012-04-01**		

Field name	**End date**	Field length	**10**
Field type	**Date**	Mandatory for	**All of Workforce**
Collected from:	**Phase 1: November 2019**		

Reason required	The date the contract ended, if applicable, **must** be provided.
Valid entries	Date in the format **CCYY-MM-DD**.

Notes	Sample data: **2019-02-02** The date the contract or service agreement ended will normally be entered after the contract or service agreement has finished. However, for fixed term contracts, as denoted with the code **FXT**, the end date **must** be entered when the contract is set up.

Field name	**Leaver reason**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**All of workforce**
Collected from:	**Phase 1: November 2019**		

Reason required

The leaver reason indicates the reason for a member of staff ending their period of employment with the school or local authority.

Valid entries

VOR	Voluntary redundancy
COR	Compulsory redundancy
OTT	Left for other teaching post
OTE	No longer teaching but still in education
LET	Left the teaching profession
OTR	Other
DCS	Deceased
REN	Retirement (normal age)
REI	Retirement (ill health)
REP	Retirement (premature)
NAC	Not applicable (change of contract)
NOK	Not known
DIS	Dismissed
FAM	Maternity, paternity or break for family reasons

Notes

Sample data: **VOR**

This item **must** be returned in phase 2 for the November 2020 census. However, leaver reason can be returned in phase 1 where possible, though the data will not be validated during phase 1.

This information should be captured once a member of the workforce has given notice that they wish to terminate their contract or service agreement. If the information is not already available then arrangements should be made via normal procedures, such as an exit interview, to obtain this information. There may be cases where this information cannot be obtained and provision is made for this within the code set: 'Not known' should be selected. If there is a change of contract within the same school, for example, for a promotion from deputy head to head, 'Not Applicable – Change of Contract' should be selected from the code set.

Reason for leaving **must** be provided for all contracted teachers and teaching assistants that left during the previous academic year. It is not required for other staff, such as agency staff.

Pay and contract

Field name	**Post**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**All individuals**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify, at a high level, which category a member of staff falls into.
Valid entries	**EXH** Executive headteacher **HDT** Headteacher **ACT** Acting headteacher **DHT** Deputy headteacher **AHT** Assistant headteacher **TCM** Classroom teacher (main pay range) **TCU** Classroom teacher (upper pay range) **LDP** Leading practitioner **UQT** Unqualified teacher **TAS** Teaching assistant **HTA** Higher level teaching assistant **SUP** Support staff **EDP** Education psychologist **PPT** Peripatetic teacher **OTH** Other local authority based school staff **SPL** Supply teacher employed centrally by local authority
Notes	Sample data: **TAS** For teachers with job titles not included in the code set above, the descriptor that best reflects the level of their post must be selected. The post of executive headteacher should be used for a headteacher who directly leads two or more schools in a federation or other partnership arrangement. Support staff based in the classroom for learning and pupil support should be assigned the post of teaching assistant or higher level teaching assistant. Special educational needs support staff, minority ethnic support staff and bilingual assistants should be included under support staff. In circumstances where someone is occupying a temporary post within the same school, for example, a deputy headteacher acting up as headteacher, the preference is for the acting up post to be returned in the SWAC (the headteacher post). Please note this means the contract for the substantive post

would be closed and re-opened when the acting up role comes to an end.

Field name	**LEA number**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**All Qualified Teacher staff**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify the local authority with which the school the workforce member's contract is associated.
Valid entries	Consisting of three digits, in the range: **660** Isle of Anglesey **661** Gwynedd **662** Conwy **663** Denbighshire **664** Flintshire **665** Wrexham **666** Powys **667** Ceredigion **668** Pembrokeshire **669** Carmarthenshire **670** Swansea **671** Neath Port Talbot **672** Bridgend **673** Vale of Glamorgan **674** Rhondda Cynon Taf **675** Merthyr Tydfil **676** Caerphilly **677** Blaenau Gwent **678** Torfaen **679** Monmouthshire **680** Newport **681** Cardiff
Notes	Sample data: **660** This is the local authority identifier number (formerly local education authority number) that the person is working for.

Field name	**School number**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**All of workforce**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify the school(s) with which the workforce member is contracted to work at.
Valid entries	Consisting of four digits, in the ranges: **1000 – 1099** Nursery schools **1100 – 1199** Pupil Referral Units **1900 – 1999** EOTAS (used before 2010 - see 9000) **2000 – 2999** Community primary schools **3000 – 3299** Voluntary controlled primary schools **3300 – 3399** Voluntary aided primary schools **4000 – 4499** Community secondary schools **4500 – 4599** Voluntary Controlled secondary schools **4600 – 4699** Voluntary Aided secondary schools **5200 – 5299** Foundation primary schools **5400 – 5499** Foundation secondary schools **5500 – 5699** Community Middle Schools **5700 – 5799** Foundation Middle Schools **5800 – 5899** Voluntary Controlled Middle Schools **5900 – 5999** Voluntary Aided Middle Schools **6000 – 6999** Independent schools **7000 – 7999** Special schools **9000** EOTAS **9100** For Local Authorities completing the SWAC '**pay, human resource (HR) and absence'** data return only.

Notes	Sample Data: **4099** This is the school number used to identify the school the member of staff is contracted to work. Where the individual is contracted to work across a number of schools this field may be left blank.

Pay and contract

Field name	**Daily rate**	Field length	**1**
Field type	**Alphanumeric**	Mandatory for	**All of workforce**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify whether the member of staff is being paid a daily rate.
Valid entries	**1** True **0** False

Notes	Sample data: **0** This data item is for service level agreement teachers only and it shows if a third party, such as a supply agency or the local authority, is being paid a daily rate for the teacher. If **1** (true) is entered then there is no need to provide any other salary information; that is, pay range, level, additional payment type, additional payment amount or base pay. It is also not necessary to provide weeks per year but hours worked per week and FTE hours per week **must** be provided.

Pay and contract

Field name	**Pay range**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**All of workforce**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify pay range workforce members are being paid.
Valid entries	**LD** Leadership **TE** Teachers main **TU** Teachers upper **LP** Leading practitioners **UT** Unqualified teachers **SO** Soulbury **NJ** National Joint Council (Local government services) **OT** Other
Notes	Sample Data: **TU** For all staff in regular service the relevant pay range **must** be selected, unless *daily rate* is **1**. For non-teachers this will be either **NJ** or **OT**. For teachers this will depend on their post and whether or not they have crossed the threshold to the upper pay range. Where pay range is provided establishments are asked to take care that the correct range is returned. **LD** should **only** be used for staff in leadership positions; for example, headteachers, executive headteachers, deputy headteachers and assistant headteacher, and **not** for classroom teachers.

Field name	**Level**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	**All of workforce**
Collected from:	**Phase 1: November 2019**		
Reason required	To identify the spine point of a pay scale that each member of the workforce is on.		
Valid entries	A number in the format **99**.		
Notes	Sample data: **3**		

Pay and contract

Field name	**Base pay**	Field length	**10**
Field type	**Alphanumeric**	Mandatory for	**All of workforce**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify the base pay of each member of staff.
Valid entries	A number in the format **9999999.99**.

Note

Sample data: **35000.00**

Base pay **must** be provided for all teachers and support staff in regular service who doe not have a **1** (true) for *daily rate*, even if pay range is provided.

Base pay **must** reflect the annual salary of a member of staff as at the census day. It should not include any additional payments or allowances. The pay of part-time or term time only staff **must not** be adjusted upwards to the pay of a full time equivalent member of staff. It also **must not** be adjusted downwards for a member of staff that started working part way through the year. If any elements of the salary are safeguarded these **must** be reflected in the base pay.

Validation rules may flag up unusually low base pay. It is not expected that any member of staff would be paid less than this and still meet the criteria for inclusion in the census.

Some examples of how base pay should be recorded are given below:

Example 1: a member of staff works full time throughout the year and earns a salary of £30,000 plus additional payments of £2,000. Base pay = £30,000.

Example 2: two members of staff job share the post described in Example 1, each working 0.5 FTE throughout the year and share the additional payments of £2,000 between them. Base pay for each of the job sharers = £15,000.

Example 3: a member of staff takes up the post described in Example 1 in June on a full time basis. Base pay = £30,000.

Pay and contract

Field name	**Safeguarded salary**	Field length	**1**
Field type	**Boolean**	Mandatory for	**All of workforce**
Collected from:	**Phase 1: November 2019**		

Reason required	This data item indicates if any element of a teacher's salary is subject to safeguarding.
Valid entries	**1** True **0** False
Notes	Sample data: **0** For further information about safeguarding see the School Teachers' Pay and Conditions document (STPCD) (paragraphs 29 to 37). Note: teachers' pay and conditions for Wales was devolved to Welsh Government from September 2018. A Wales version of the STPCD will be available in September 2019.

Pay and contract

Field name	**Additional payment type**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**All of workforce**
Collected from:	**Phase 1: November 2019**		

Reason required

To identify any additional payments that the workforce member receives.

Valid entries

TL1	Teaching and learning responsibility 1 payments
TL2	Teaching and learning responsibility 2 payments
TL3	Teaching and learning responsibility 3 payments
RAR	Recruitment and retention
SEN	Special educational needs allowance
ACT	Acting allowance
RES	Residential duties
OOS	Out of school activities
REC	Recruitment incentives
UQT	Unqualified teachers
PPS	Performance payments to seconded teachers
OTH	Other

Notes

Sample data: **TL3**

Additional payments must include all payments earned since **1 November 2018**, not including salary payments.

For each individual record any additional payments a staff member receives as part of their contract **must** be recorded. More than one additional payment can be recorded. The category of any additional payments **must** be selected.

TL1, **TL2** and **TL3** payments need to be reported separately. Performance payments to seconded teachers should also be reported separately. For further information on these payments please see the School Teachers' Pay and Conditions Document (STPCD), part 4. Establishments should take care in recording the categories correctly. Benefits in kind should not be included.

Out of School Learning Activity (OSLA) payments **must** be treated as any other additional payment amounts, in other words they must be included if the associated contract is active on the census date and the payment was made during the previous academic year.

Note: teachers' pay and conditions for Wales was devolved to Welsh Government from September 2018. A Wales version of the STPCD will be available in September 2019.

Field name	**Additional payment amount**	Field length	**10**
Field type	**Alphanumeric**	Mandatory for	**All teachers and teaching assistant with a timetable**
Collected from:	**Phase 1: November 2019**		

Reason required	To identify the amount of any additional payment received by the workforce member.
Valid entries	A number in the format **9999999.99**.

Notes	Sample data: **2500.00** For each additional payment, the annual actual amount paid since the **1 November 2018** should be given. Any one-off payments should show the amount received in full. If two people share an allowance equally, then the amount for each person would be half of the allowance - in other words, what they actually received. Please take care when recording additional payments to ensure the correct amount is entered.

Field name	**Additional payment start date**	Field length	**10**
Field type	**Date**	Mandatory for	**All teachers and teaching assistant with a timetable**
Collected from	**Phase 1: November 2019**		
Reason required	To identify the start date of any additional payment received by the workforce member.		
Valid entries	Date in the format **CCYY-MM-DD**.		
Notes	Sample data: **2019-10-12** Start dates for **TL3** *additional payment types* **must** be recorded. A classroom teacher may be awarded a **TL3** *additional payment type* for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The duration of the **TL3** *additional payment type* **must** be established at the start of the additional payment. This may be reported for all *additional payment types* but is only mandatory, and only requested, for **TL3** *additional payment type*.		

Field name	**Additional payment end date**	Field length	**10**
Field type	**Alphanumeric**	Mandatory for	**All teachers and teaching assistant with a timetable**
Collected from	**Phase 1: November 2019**		

Reason required	To identify the start date of any additional payment received by the workforce member.
Valid entries	Date in the format **CCYY-MM-DD**.

Notes	Sample Data: **2020-01-31** End dates for **TL3** *additional payment types* **must** be recorded. A classroom teacher may be awarded a **TL3** *additional payment type* for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The duration of the **TL3** *additional payment type* **must** be established at the start of the additional payment. This may be reported for all *additional payment types* but is only mandatory, and only requested, for **TL3** *additional payment type*.

Field name	**Hours worked per week**	Field length	**5**
Field type	**Alphanumeric**	Mandatory for	**All teachers and teaching assistant with a timetable**
Collected from	**Phase 1: November 2019**		

Reason required	The number of hours worked in a normal week is required for each member of staff.
Valid entries	A number in the format **99.99**.

Notes

Sample Data: **32.5**

Validation rules will raise a query if the total FTE for all open contracts held by any individual on census day is greater than 1.0. Schools and local authorities are therefore asked to take care that, where there are multiple contracts for a single staff member, these do not total more than 1.0 FTE except in exceptional circumstances.

NB: All establishments must ensure that hours worked per week are recorded accurately. The hour data required in the census is the number of hours worked in a normal week. Staff members who have been employed for more than 28 days should be recorded as working the number of hours worked in a normal week. Please do not report individual staff contracts in the SWAC showing zero hours worked per week. This could include staff employed on flexible 'zero hours' arrangements where the hours worked cannot be determined. Hours for staff on zero hours contracts must reflect the hours they work in a typical week and base pay should be calculated in line with those hours.

Hours are recorded as decimal figures, not as hours and minutes (27.5 means 27 and a half hours).

The standard hours worked may vary between local authorities.

For teachers, the hours worked per week can be recorded in one of the following two ways:

- based on the directed hours worked per week. Directed hours are the average hours per week for which a classroom teacher is required to attend school. This includes assembly but excludes lunch breaks. A full-time teacher is usually considered to work 32.5 directed hours

per week, and the weekly directed hours of part-time teachers should be calculated on a pro rata basis. For example, a teacher working two days a week would work 13 directed hours per week.

For teachers, you may find the following ready-reckoner helpful for converting contracted FTE to hours per week:

FTE ratio	Hours per week
0.1	3.25
0.2	6.5
0.3	9.75
0.4	13
0.5	16.25
0.6	19.5
0.7	22.75
0.8	26
0.9	29.25
1.0	32.5

For teaching assistants, typically, the hours worked per week will be around 37 hours.

Information on the timetabled hours for teachers and some teaching assistants will be provided in the curriculum module in the School return. However, hours worked per week is important for calculating a staff member's FTE and will provide useful validation for any information provided in the curriculum module.

It is important that the hours worked per week and the FTE hours per week are entered on the same basis for a particular contract, as they will be combined to calculate the FTE ratio.

Field name	**Full time equivalent hours per week**	Field length	**5**
Field type	**Alphanumeric**	Mandatory for	**All schools**
Collected from	**Phase 1: November 2019**		

Reason required	To identify the FTE hours worked per week.
Valid entries	A number in the range of **1-99**.

Notes	Sample Data: **32.50** Hours are recorded as decimal figures, not as hours and minutes (27.5 means 27 and a half hours). The FTE hours per week are likely to be standard in each local authority for particular posts or roles. This data item is the number of hours per week that would be worked for a post or role to be full-time. For teachers these can be based on directed or STTW hours per week as described above. For teaching assistants the FTE hours per week are likely to be around 37 hours. FTE hours per week for other support staff may vary. The important thing is that the hours worked per week and the FTE hours per week are recorded on the same basis for a particular contract, so they can be combined to calculate the FTE ratio.

Pay and contract

Field name	**Full time equivalent**	Field length	**4**
Field type	**Alphanumeric**	Mandatory for	**All schools**
Collected from	**Phase 1: November 2019**		

Reason required	To reflect the hours worked per week as a proportion of FTE hours.
Valid entries	A number in the format **9.99**.

Notes	Sample Data: **0.88** For staff employed full time it is essential that the hours worked per week equal or exceed the FTE hours. If the hours worked per week are even slightly less than the FTE hours the staff member will be counted as part time.

Pay and contract

Field name	**Weeks per year**	Field length	**2**
Field type	**Alphanumeric**	Mandatory for	
Collected from	**Phase 1: November 2019**		

Reason required	This data item records the number of weeks per year for which a member of staff is paid, including any paid holiday.
Valid entries	A number in the format **99**.
Notes	Sample Data: **52** Where payment for contracted hours is spread over the whole year, it is the contracted hours in weeks that need to be entered. For example, if someone is on a term-time only contract for 37 weeks per year but receives their pay in twelve monthly instalments, it is 37 weeks not 52 that should be entered. This information is important for calculating and performing analysis on pro rata salaries. If a teacher is working in several schools then a record for each school **must** be reported this item.

Absences

Field name	**First day of absence**	Field length	**10**
Field type	**Date**	Mandatory for	**All schools**
Collected from	**Phase 2: November 2020**		

Reason required	To identify the first day a workforce member's absence period.
Valid entries	Date in the format **CCYY-MM-DD**.
Notes	Sample Data: **2019-12-01** The first day of a period of absence must be recorded. Normally this would be the first working day of the absence, but it is permissible for it to be a non-working day. For example, if a teacher or teaching assistant who works only Wednesday through to Friday informed the school on Monday that they were sick and they would not be in work on the Wednesday, the Monday could be recorded as the first day of absence. However, it is important that the *working days lost* accurately record the number of working days missed as a result of the absence. Absence records are required for any periods of absence which began or ended in the previous academic year (from 1 September to 31 August). If teachers or teaching assistants left the school before the Census day but experienced periods of absence during the previous academic year then absence records will need to be submitted for them. If the absence is ongoing at the time when the SWAC return is made then the absence must be included with no end date entered.

Field name	**Last day of absence**	Field length	**10**
Field type	**Date**	Mandatory for	**All schools**
Collected from	**Phase 2: November 2020**		

Reason required	To identify the last day of a workforce member's absence period.
Valid entries	Date in the format **CCYY-MM-DD**.

Notes

Sample Data: **0**

The last day of a period of absence should be recorded in all cases except where the absence period is ongoing during the census date.

As for the first day of absence, this may or may not be a normal working day for the teacher or teaching assistant. For example, someone who works Monday through to Wednesday and has been absent sick could inform the school on the Friday that they are now better and well enough to return to work on the Monday, the Friday could be recorded as the last day of absence.

The last day **must** be the same as the first day for a single day's absence. Where a sick note is provided, the last day is the final day the sick note is valid for.

Absence records are required for any periods of absence which began or ended in the previous academic year (from 1 September to 31 August). If teachers or teaching assistants left the school before the Census day but experienced periods of absence during the previous academic year then absence records will need to be submitted for them. If the absence is ongoing at the time when the SWAC return is made then the absence must be included with no end date entered.

If the absence is ongoing on the SWAC census date, then the absence should be included with no end date entered.

Field name	**Working days lost**	Field length	**5**
Field type	**Alphanumeric**	Mandatory for	**All schools**
Collected from	**Phase 2: November 2020**		

Reason required	To identify the number of working days lost only due to the absences that fall within the absence category types.
Valid entries	A number in the format **99.99**.

Notes

Sample Data: **4.5**

This data item is required for sickness and pregnancy related absences only. If schools or local authorities wish to record working days lost for other types of absence then they are free to do so. However, they need to be aware that the data may be extracted from their systems and submitted as part of the SWAC, but it will not be reported on.

Working days lost are reported in days and must be reported to the nearest half day. For example, a full-time teacher who is off sick from midday on Friday to the end of Monday, would record 1.5 working days lost.

If the sickness or pregnancy related absences is ongoing at the time when the return is made, then the number of working days lost should be left blank. The working days lost must be entered into the MIS once the period of absence has finished.

For part-time teachers, the number of working days lost should reflect the sessions that would have been worked if the person had not been off sick. For example, a teacher reports sickness absence from the start of Tuesday to the end of Friday – a period of four calendar days, then:

- if his or her normal working week is Monday, Tuesday and Wednesday, the number of working days lost would be 2.0; or
- if his or her normal working week is Wednesday, Thursday and Friday, then the number of working days lost would be 3.0

In instances where a teacher is contracted to work less than half a day, and is off sick or on a pregnancy related absence on one of their working days, the working days lost should be recorded as half a day. Good practice is that all of the information above needs to be established and confirmed with the member of staff in a ‘return to work’ meeting.

Field name	**Absence category**	Field length	**3**
Field type	**Alphanumeric**	Mandatory for	**All schools**
Collected from	**Phase 2: November 2020**		

Reason required	To identify the category assigned to each of an individual's absence periods.
Valid entries	**SIC** Sickness **MAT** Maternity **PRG** Pregnancy related absence **PUB** Paid absence for public duties **SEC** Secondment **UNA** Unauthorised absence **UNP** Unpaid authorised absence **OTH** Other paid authorised (e.g. compassionate leave)

Notes

Sample Data: **SIC**

The appropriate absence category should be selected for each period of absence.

The code set is at a high level, for example there is only one category for sickness, though there is a separate category for pregnancy related absences. There may be local requirements to record more details about the type of sickness absence but these will not be submitted to the Welsh Government.

The information collected will be used internally for research and statistical purposes and workforce planning only

A career break would be covered by unpaid authorised absence. If a teacher is under a disciplinary suspension, this should be recorded as authorised absence, paid or unpaid as appropriate. If a member of staff makes a phased return to work after a period of long term sickness, they should be recorded as absent for the periods they would normally be working. Whether the absence is recorded as sickness or other paid authorised absence will depend on local HR policies.

Examples:

- adoption leave should be recorded as **OTH** (if the leave is paid) or **UNP** (if the leave is unpaid);
- absence due to disciplinary suspensions should be counted as **OTH** (if the leave is paid) or **UNP** (if the

leave is unpaid);

- absence due to pregnancy related medical appointments or pregnancy related sickness should be recorded as **PRG** (pregnancy related);
- absence on maternity should be recorded as **MAT**, not as **PRG**; and
- paternity or adoption leave should be recorded as **OTH** (if the leave is paid) or **UNP** (if the leave is unpaid).