

Arbor

Arbor documentation is available in the links below: -

- School ICT link: <https://my.schoolicts.co.uk/portal/kb?id=17>
- turn IT On link: <https://portal.turniton.co.uk/>

DfE Guidance

We strongly advise downloading the DfE guidance for clarification on who should and who should not be included in the census. This can be downloaded from the below link.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1168140/School_workforce_census_guide_2023.pdf

Check your data using the Data Quality Dashboard.

Before the Dry Run facility opens, you can start preparing for Census by heading over to your **Data Quality Dashboard**. You'll find the key areas to help you check and prepare your data, which you should work through in this order: -

1. Merge or delete any duplicate staff profiles in the **Suspected Duplicates** section.
2. Add and update basic details in the **Staff** section.
3. Add in key Census information in the **School Workforce Census** section to add key Census information. Just click a cell to add the data!
4. **Pay Scales:** In Arbor, when looking at Pay scales, all scales may display differently to your previous MIS. If you have migrated from another MIS, it is advisory to ensure that these are updated and correct. You may wish to rename the scales to ensure you are awarding correctly e.g., NJC scale 1 or Teachers Upper scale 1 etc. Please use the link below for further guidance on how to amend, update, create and complete Pay scales in Arbor:
 - School ICT link <https://my.schoolicts.co.uk/portal/kb?id=15>
 - turn IT On link: <https://portal.turniton.co.uk/>
5. Check your SENCo is set up, in Arbor they need a separate contract for the SENCo role, with the hours they work in that role. Detailed guidance on how to do this can be found here:- <https://support.arbor-education.com/hc/en-us/articles/360014107837-How-to-set-up-your-SEnCo-for-the-Workforce-Census#step-2-check-your-senco-is-set-up-0-1>
6. **Staff Absence data** - Make sure staff absences have been recorded: [How can I see Staff Absence Statistics?](#)

7. **Qualification data** – Record Staff qualifications (Qualification codes, Subject Codes and Class of Degree) from the Qualifications & Checks area on staff member's profiles.
8. **Date of last pay review** – Use **the Staff section** part of the **Check your data using the Data Quality Dashboard**.
9. **Vacancies** – On census day, you need to add in the vacancies that are currently open at your school. All fields, including the Subject and Tenure fields, are being collected this year.
10. **Third-party support staff headcount** – On census day, you need to add in headcount numbers for occasional teaching staff and third-party support staff are both required. You can see how to add this in the [Workforce Census guide](#).

Note on Newly Qualified Teacher

From September 2021, statutory induction changed for new teachers and all early career teachers undergoing statutory induction starting from September 2021 are entitled **to 2 years of high-quality professional support based on the ECF**. State funded schools offering statutory induction will receive additional funding to deliver the new ECF.

Funding for the second year of induction will depend on data submitted in the SWC, so special care should be taken that data entered in this field is correct.

Note on staff working in multiple schools

Teachers who work in multiple schools, even if the schools are part of a Multi Academy Trust, will need to be recorded **separately** in each of the schools. Each school will need to record the name, teacher number, QTS, QTLS and EYTS of the staff and to separately record the hours worked by staff in each school. This data must be recorded for each school to ensure that staff are not being double counted and to ensure that an accurate record is made of staffing and hours worked in each school.

Training

If you have never completed the school workforce census, we would highly recommend attending training to ensure the accurate return of data as the census is a legal requirement. We can put on additional dates if there is demand. Please email helpdesk@Schoolicts.co.uk to place your interest in an additional training session.

Next Available School Workforce Census Training

Thursday 19th October 2023 - PM – Please email helpdesk@schoolicts.co.uk to book a place.