

## SIMS

We wanted to advise schools that both CDP (Consolidated Database Patch) 2 or above must be applied **and** the current Fileset 2503 or above must be imported. Please be aware we are expecting a further patch to resolve a known issue within the census.

All census documentation can be found on our customer portals, links below:

- School ICT link: <https://my.schoolicts.co.uk/portal/kb?id=12>
- turn IT On link: <https://portal.turniton.co.uk/>

To ensure your staff information is up to date we also have a staff data collection sheet available to download and import into SIMS. Links below:

- School ICT link: <https://my.schoolicts.co.uk/portal/kb?id=226>
- turn IT On link: <https://portal.turniton.co.uk/>

### Known Issue

We are aware that Error 4990 is now a known issue where it is incorrectly requesting the working days lost, when the absence is less than half a day. At the moment we are awaiting a further patch to resolve the issue. Please keep an eye on the portal for further details.

### New Queries

There will be 4 new validation codes in relation to the School Business Professional Post. 4589 & 4605 are both errors and must be resolved within the staff's contracts before submission.

6560 & 6657 are both queries and a note can be added if these are correct.

### Common issues

We would also like to take the opportunity to list some of the common issues' schools may encounter.

**4100Q** - *Teacher with Teacher Number missing.* Ensure that the Teacher Number is entered in the 'Employment' tab if they are selected as Teaching Staff.

**4470Q** - *Qualified Status inconsistent with Pay Range type.* Ensure that the QT/QTLS/YET Status box is selected in the 'Professional' Tab if the staff member is a Teacher.

**6550Q** - *SENCO.* The SENCO in school will need to have an additional role added to their contract, for example if a Classroom Teacher was the SENCO, their contract would contain 2 roles – one for Classroom Teacher and one for SENCO.

### **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 e.g., MATs**

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.

### **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](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1168140/School_workforce_census_guide_2023.pdf)

### **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.

**Personnel Course**- to accurately record and update staff information.

- Alternatively, Distance Learning available to work through at your own pace- <https://learning.schoolicts.co.uk/p/sims-personnel-user>

### **School Workforce Census Training**

- 18<sup>th</sup> October 2023 – AM. We have a few remaining places on the course. <https://www.schoolicts.co.uk/events/school-workforce-census-online/>

If this course is full, please get in touch and we can look at alternative dates.