

## **ScholarPack**

### **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://www.gov.uk/government/publications/school-workforce-census-guides>

### **Full guidance on producing the SWC can be found here:**

[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)

### **Validating your census File**

Once you have ensured that all necessary information is complete, go to **Admin > Census > Workforce Census > Calculate Full Census Return** to validate your information. Any errors or queries will be displayed here.

#### **Generating your census file**

Once you have checked the validity of your data you will be able to generate a summary of the information in **Admin > Census > Workforce > Generate Census Summary**. Once you are happy with the summary of information you will need to click on **Download Census File** from the main census page.

This file will download to your computer, and you will be required to either send this information to your Local Authority or upload it directly to the DfE Collect Portal. If you are unsure, we recommend you contact your Local Authority for more information.

### **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.