



LTS Education Performance

Supporting Schools through Data Analysis, Data Collection and Guidance

School Workforce Census Collection

Overview

The school workforce census is the DfE's main source of data on:

- Staff pay bills
- Staff turnover
- Staff absences (see changes in 2020 document)

The school workforce census data informs DfE policy on pay and the monitoring of the effectiveness and diversity of the school workforce. School workforce census data are also used by other government departments, local authorities, external agencies and educational researchers. Accuracy of data is crucial.

The 2020 school workforce census date is **Thursday 5th November 2020**. The census contains snapshot data of the staff situation in school as of the census day. Historical data is required for contracts that ended between the start of the 2019/20 academic year and the census date.

LA Maintained Schools - The Local Authority (Performance Team) has the statutory responsibility to collect, validate and submit the census on behalf of all LA maintained schools.

Academies –we offer to support the collection for academies signed to our service on a voluntary basis. The DfE states that academies usually supply data themselves although alternative arrangements may be made. Please refer to the guidance hosted on our web page if you wish to take advantage of this offer.

Submitting your file

LA maintained schools and participating academies should submit the XML file created by their school software via AVCO Anycomms as a 'School Workforce File'. The file name will be like 855NNNN_SWC_855LL20_001.XML (where NNNN is your four-digit establishment number). Please submit your XML file by Friday 20th November.

Performance Team Validations

- We will host guidance on our web page www.ltsperformance.co.uk and provide telephone and email support for any queries you may have
- Ensure that your collection is delivered to the DfE on time
- Resolve COLLECT errors and enter valid responses to queries

Contact the Performance Team on 0116 3056638 or email performance@leics.gov.uk if you have any queries regarding the collection