School Workforce 2019

Minimum notepad entries for queries on the school workforce census

October 2019

Contents

Background

This document provides local authorities, maintained schools and academies with the minimum notepad entries expected for validation queries that may occur on their return. The Department will not be able to authorise a return if there has been insufficient information supplied within the return level note.

Further guidance can be found in the [collect guides.](#)

Validation queries

Validation rules are used in COLLECT and in many school software systems to improve data quality. These are explained in section 5.4 in [the collection guide for school employed staff](#) and section 5.3 of [collection guide for centrally employed staff.](#)

A query is reported in COLLECT where the data is unusual or unexpected, reflecting a potential inaccuracy or omission in the underlying data. For example, where a destination code has been provided for a member of staff but no end date for their contract, or no head teacher post is returned. All outstanding queries should have an explanatory note.

Notes deemed to be acceptable in order for some queries to be cleared are published in this document. For any other query, free text should be entered to explain the reason for the query.

By entering a note, you are agreeing that the queries have been checked and that the information provided is correct or there is a valid reason why it is not available.

You should read the [collect guides](#) to find out how to identify any queries and write a notepad entry.

You must explain all queries or we will not be able to authorise your return.

Query Number	Error Message	Minimum notepad entry
4095Q	Please note that this return contains no absence records. Please ensure that this is correct and that absence data is being supplied to the Department by another source.	**Please ensure that absence records are added and complete matching and reconciliation or add a note as follows –** (1) New school/academy or converted academy not required (2) Checked and no absences in previous academic year **Where multiple options are provided, only one should be chosen.**
4100Q	Please check: Teacher with Teacher Number missing. Please supply a reason in a return level note.	Awaiting teacher number. **If an overseas teacher, please add a return level note, which gives the teacher number and country of qualification.**
4160Q	Member of workforce with missing NI Number.	Agency Staff - Not available.
4195Q	Two other members of staff also have a date of birth of 1 January, please confirm if this is correct.	Checked and correct.
4235Q	Person is not expected to have QTS and be under 21 years of age on census reference date.	Checked and correct.
4236Q	Person is not expected to have EYTS and be under 21 years of age on <ReferenceDate>.	Checked and correct.
4237Q	Person is not expected to have QTLS and be under 21 years of age on <ReferenceDate>.	Checked and correct.

Query Number	Error Message	Minimum notepad entry
4238Q	HLTA Status is missing for a Teaching Assistant.	**No minimum notepad entry.** HLTA status ('yes' or 'no') must be added to the return.
4357Q	Contract/Service Agreement Start Date more than 30 years ago.	Checked and correct.
4377Q	Contract/Service Agreement end date should be on or prior to Census Reference Date for this type of contract or agreement.	Contract end date has been agreed.
4390Q	Destination code has been provided therefore contract End Date should be specified. If it cannot be supplied, please give a reason in a return level note.	Staff member is leaving but end date not yet agreed.
4417Q	If role is HLTA then HLTA Status is expected to be true.	(1) Checked and paid at HLTA but not qualified. (2) Checked, currently working toward HLTA. **Where multiple options are provided, only one should be chosen.**
4425Q	Date of Arrival in School is more than 40 years ago. Please confirm if this is correct.	Checked and correct.
4430Q	Date of Arrival in School has not been supplied. Please confirm if this is correct.	Record not available.

Query Number	Error Message	Minimum notepad entry
4440Q	Date of Arrival in School should not be later than the start of the contract: If Date of Arrival is later, please supply a reason in a return level note.	Checked and this is correct. Contract started on non-working day.
4470Q	Qualified Status inconsistent with Pay Range type.	Checked pay range and qualified status are correct.
4480Q	The Pay Range supplied is not valid for a support staff or teaching assistant Post.	Checked and correct.
4495Q	Daily Rate should not be used except for agency or service agreement teachers.	Teacher not directly paid by school.
4517Q	This return contains no Pay Review Dates, please ensure that this is correct.	**Please provide latest pay review dates.** If a new school please add a return level note - New school – pay reviews have not yet taken place. **Where multiple options are provided, only one should be chosen.**
4521Q	Please supply the Framework under which this leadership teacher is being paid, ie 'Pre 2014' framework or '2014' framework.	Academy school - teacher not paid under leadership framework.
4522Q	Teacher is being paid under 'Pre 2014' framework even though they arrived after 31 August 2014: Please supply a reason in a return level note.	This is the agreement with teacher.

Query Number	Error Message	Minimum notepad entry
4523Q	Please supply the Pay Range Minimum for this leadership teacher.	Academy school - teacher not paid under leadership framework.
4524Q	Please supply the Pay Range Maximum for this leadership teacher.	Academy school - teacher not paid under leadership framework.
4545Q	Staff member appears to be paid less than the minimum wage for apprentices, please supply a reason in a return level note.	**Please supply reason.**
4565Q	Staff member appears to be paid more than the maximum of the local government pay scale, please supply a reason in a return level note.	Checked and correct.
4575Q	Staff member appears to be paid more than the maximum of the local government pay scale, please supply a reason in a return level note.	Checked and correct.
4722Q	Post appears to be inconsistent with Role Identifier.	**Please supply reason.**
4723Q	Post appears to be inconsistent with Role Identifier.	**Please supply reason.**
4725Q	Role of TASS (Teaching Assistant) or HLTA (Higher Level Teaching Assistant) should normally be linked to post of TAS (Teaching Assistant).	Multiple job roles.
4745Q	Member of staff is working more than 48 hours a week. Please confirm if this is true.	**Please supply reason.**

Query Number	Error Message	Minimum notepad entry
4746Q	The open contract for this member of staff is for less than 0.5 hours per week. If this is a zero hours contract it should be removed from the return. Please confirm if the hours recorded are correct.	**Please supply reason.** **If Adhoc employment – please remove this contract.**
4765Q	FTE hours normally expected to be at least 24 and no greater than 40.	MFL Assistant (less than 24) **OR** Multiple Job roles (greater than 40) **Where multiple options are provided, only one should be chosen.**
4834Q	Additional payment start date is before beginning of previous academic year: please supply a reason in a return level note.	Checked and correct payment is continuing.
4935Q	Last Day of absence is missing for a non-maternity absence – please confirm if absence is ongoing.	Absence ongoing.
4945Q	Last Day of absence is not expected to be after <ReferenceDate>, except in cases of maternity or paternity leave. Please confirm if last day of absence is correct.	Return date has been agreed.
4950Q	More than one absence record without an end date, please confirm if this is correct.	These are 2 different absence codes.

Query Number	Error Message	Minimum notepad entry
4960Q	More than one absence record with absence category of sickness or pregnancy related absence covering the same date(s): Please supply a reason in a return level note.	**No minimum notepad entry – please amend these where possible or supply reason. Duplication may cause double counting of days sickness or pregnancy in the schools published records.**
6260Q	SENCOs should have a NASENCO qualification unless they had been practicing in that role for a year or more prior to 1 September 2009	**Please supply a reason**
6530Q	The same person has a total Full Time Equivalent ratio greater than 1.5.	Multiple job roles.
6540Q	At least one staff record in this school's return should show a role of Head Teacher or Executive Head Teacher.	(1) Executive head shared with (list schools). (2) Non teacher head teacher or CEO support staff role. **Where multiple options are provided, only one should be chosen.**
6550Q	At least one staff record in this school's return should show a role of SENCO (SEN Co-ordinator) under a current contract.	**Please add the role of SENCO to the appropriate open teacher contract.** **Special schools should add a note to advise they are a special school (and a single post of SENCO is therefore inappropriate).**

Query Number	Error Message	Minimum notepad entry
7120Q	Number of Qualified Occasional Teachers present on Census Reference Date is unexpectedly high (40 or more): Please supply a reason in a return level note.	**Please supply a reason.**
7121Q	Number of Unqualified Occasional Teachers present on Census Reference Date is unexpectedly high (10 or more): Please supply a reason in a return level note.	**Please supply a reason.**
7122Q	Number of Teachers where not known if qualified or not and who are present on Census Reference Date is unexpectedly high (10 or more): Please supply a reason in a return level note.	**Please supply a reason.**
7220Q	Number of Agency / Third Party support staff present on Census Reference Date is unexpectedly high (50 or more): Please supply a reason in a return level note.	**Please supply a reason.**
7240Q	Please note that this return contains no vacancy records. Please ensure that is correct, in which case a note of confirmation must be provided in COLLECT.	We confirm there are no vacancies in this school **(please use exact wording).**

Return level queries

Query Number	Error Message	Minimum Notepad entry
ANS1	Please check: the base pay amounts provided for part time teachers appears to be the full time equivalent salary rather than the pre-tax annual salary.	The base pay data provided has been checked and is the actual annual salaries in payment. The hours worked per week are also correct.
BASE1Q	Please check: teacher's salary is more than 10% below the bottom of the classroom teacher pay range	The teacher's salary has been checked and we confirm it is correct, that it is more than 10% below the bottom of the classroom teacher pay range.
FTE1	The FTE number of Support Staff (including Teaching Assistants) is greater than the overall Support Staff (including Teaching Assistants) headcount: Please supply a reason.	The support staff hours worked per week in all open contracts have been checked and are correct.
TMC1Q	Please Check: This return contains (XX) teacher records with more than one open contract with a combined FTE greater than 1.2. A list of these teachers can be found in the report "Teachers with Multiple Contracts".	We have run the 'Teachers with Multiple Contracts Report' and confirm that this/these teacher(s) have multiple open contracts with an FTE greater than 1.2.

Year on year checks

Query Number	Error Message	Minimum Notepad entry
YonY1	The headcount number of teachers (including advisory teachers) is significantly different from last year (this collection x, last collection y: Please supply a reason.	For local authorities: We have run the 'Teacher Headcount Variance Report' and we agree that the teacher figure in service for this year shown has been checked and is correct - **Please supply reason for the change.** For Academies/Free Schools: The headcount number of teachers has been checked and is correct- **Please supply reason for the change.**
YonY2	The headcount number of school support staff (including teaching assistants) is significantly different from last year (this collection x, last collection y: Please supply a reason	The support staff headcount figure provided has been checked and is correct- **Please supply reason for the change**.

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