ParentPayGroup

School Workforce Census (SWC) in SIMS Next Gen

English schools

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Version 3 (08/10/2026)

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Introduction

The School Workforce Census return is required to be run by English schools in the maintained sector. These include Community, Foundation, Voluntary Aided and Voluntary Controlled schools, as well as Academies, Free Schools and Pupil Referral Units.

This guide is provided to assist schools with preparing the data held in SIMS for School Workforce Census and using the Census module within SIMS NextGen to check the data and produce the return.

After carrying out the preparation routines, ensure that any subsequent changes at your school (e.g. changes to staff detail, service terms, etc.) are recorded accurately in SIMS.

AUDIENCE Returns Manager | Personnel Officer

Some of the references below will link to the support pages for more detailed information. To access this content, you will need to have a log in to our support portal (https://help.parentpaygroup.com). If you do not yet have a login, please use the **Register** option to request access.

Important dates

The following information is accurate at the point of publishing. These dates are also visible within the software in the relevant areas / sections. For the submission deadlines, please refer to your local authority as they may have an earlier deadline.

Key dates for the School Workforce Census 2026 return:

- Census Date: 05/11/2026
- Absence Start Date: 01/09/2025
- Absence End Date: 31/08/2026
- Continuous Contract Start Date: 01/09/2025
- Continuous Contract End Date: 05/11/2026

Important updates to your census or return

For the most up-to-date guidance on the changes to the SWC, please refer to the DfE guidance available at School workforce census: guide to submitting data. It is your responsibility to review and get familiar with all the data that needs to be submitted.

NOTE The notification icon **[🔔]** will provide news and updates on the School Workforce Census such as rules changes or updated requirements.

They will also be published in SIMS Newsfeed - School Workforce Census 2026 (England).

Preparation

The School Workforce Census module will assist with reviewing data and fixing any identifiable issues you might have. Some preparation work is required to ensure that it can perform its analysis accurately and provide the appropriate assistance in producing your return.

The preparation step is about reviewing current data to ensure that it accurately reflects your current staff profile. You will need to check existing records and make appropriate adjustments, before moving on to using the School Workforce Census module to overcome issues it identifies.

Throughout the preparation stage, sections of the School Workforce Census module may be referenced to provide useful summary information. However, the focus at this stage should be on the data preparation and not the resolving of issues.

As soon as the preparation steps are completed you will be directed to the School Workforce Census module to use it to resolve all outstanding issues.

NOTE You must be on the latest version of SIMS7 to use SIMS NextGen. However, all licenses and file sets historically needed in SIMS7 are no longer required. DfE rules are dynamically applied in the software and will be available soon after release.
If you are dual running your census in both SIMS7 and SIMS NextGen you will need to continue with all requirements detailed in the Workforce Census handbooks

NOTE Using the School Workforce Census module replicates the **Dry Run** feature historically used in SIMS7. By re revalidating the data in each section regularly, you will see the latest information detailing current records and associated errors. Be aware that updates are not instant especially if made in SIMS7, and appropriate time should be allowed prior to seeing the results update after resyncing (see How long do updates take to show in the census overview or sub-sections?)

Data Collected in the SWC

The following staff member data is collected:

- Staff details
- Contract details (including the employment start date for the period of employment that applies to each contract)
- Service Agreement details for agency teachers (including the employment start date for the period of employment that applies to each service agreement)
- Payment details for categories of staff
- Additional payment data is collected for non-teaching school leaders as well as teachers and teaching assistants. Additional payment data for other support staff is no longer required.
- Absence details for teachers and teaching assistants in regular service, working for schools through a contract (not an agency agreement)
- Curriculum details for teachers and teaching assistants in the timetable cycle in which the census falls (Secondary and All-Through schools only)
- Qualification details for (NQF Level 4+) Post A Level.
  Qualification data is collected for teachers, teaching assistants and non-teaching school leaders. Qualification data is no longer required for other support staff.

The following school-level data items are collected:

- Vacancies
- Occasional teachers
- Third party staff count.

The return collects staff data for both teachers and support staff.

- Teachers and Support Staff with contracts:
  - who are employed by the school via a current contract that has lasted for 28 days or more on census day, or
  - who have been employed by the school via a contract for 28 days or more during the collection period, or
  - who have been employed by the school via a permanent contract or via a contract with a contract end date at least 27 days after the contract start date.
- Teachers with service agreements (agency teachers):
  - who are employed by the school via a current service agreement with a third party on census day, or
  - who have been employed by the school via a service agreement for 28 days or more during the collection period.

See Appendix 1 – Sections included in the school workforce census for more details.

☐ Permissions

You will require **Returns Manager** and **Personnel Officer** permissions to be able to successfully run census and amend any issues. Check with your System Administrator/Manager that you have the appropriate permissions to run the census and record associated data. For further guidance, see article KB0010301-SIMS Next Gen Permissions spreadsheet.

☐ SWC Settings

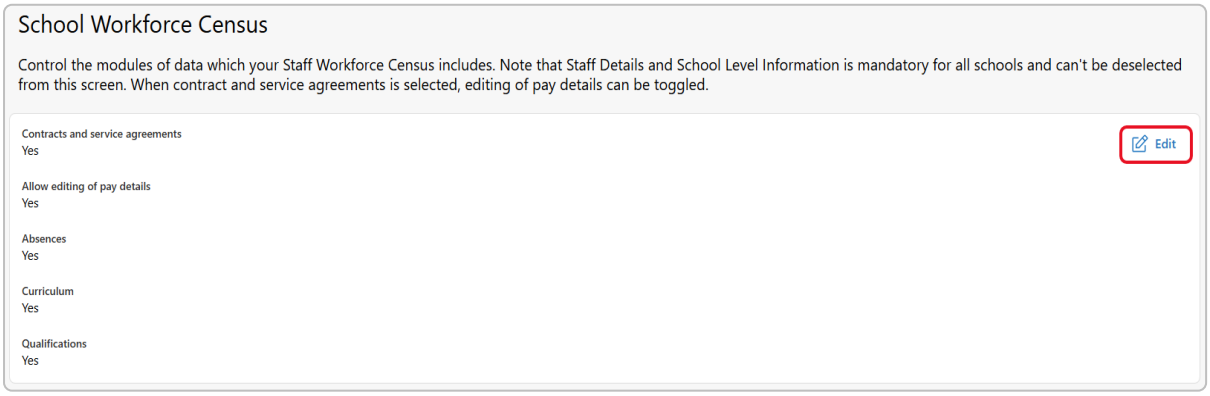
The Returns Manager can change the School Workforce Census settings by selecting the data to be included in the return. These settings are preserved when SIMS is upgraded but can be edited by users with Returns Manager permissions, if required.

Changes to the settings may be required if:

- your school does not record contract/service agreements, as these are provided by your Local Authority. Some Local Authorities may supply contract details from an HR/Payroll system.
- SIMS staff domain is not used to record contract/service agreements, but they are recorded in a different system.
- the editing of Base Pay is required before the pay details are collected for the return.

To review and edit which sections are included go to **Admin Console | Statutory Returns | School Workforce Census**.

The sections can be modified using the **Edit** option. Set any sections that are not required to **No** and then **Save**.



☐ School Information

The establishment details should be checked to ensure that they are complete and accurate before running the School Workforce Census.

1. From the **[≡]** menu, select **Admin Console.**
2. Open the **School details** menu and check the following sub-sections:
    a. Establishment details (school name and type)
    b. Contact details (telephone number and email address)

3. If any changes are required, you will need to address these in SIMS7.

Editing school details (in SIMS7)

1. Select **Focus | School | School Details** to display the **School Details** page.
2. Ensure the **Establishment** sub-section is selected.
3. Ensure that the **School Name** and **School Type** have been entered correctly.
   NOTE The **School Name**, **LA number**, **Establishment Number** and **School Phase** were set up when SIMS was installed. If these details are incorrect, please contact your Local Support Unit for assistance.
   INFORMATION Academies should ensure that the following information is recorded, if applicable:
   a. **School Type** and **School Governance** (set to **Academies**).
   b. **Previous School Name** and **Date Name Changed**
   c. **Previous Estab Number** and **Earliest DOA** (date of admission).
      If the DfE establishment number has changed for sponsor-led Academies, the Academy should record the previous establishment number and the earliest date of admission. This date is collected in the School Workforce Census return.
   d. **Previous URN Number** and **Date Number Changed**.
      IMPORTANT These data items must be entered for all Academies because the date the URN changed is interpreted as the date the Academy opened. If this date is not entered, some of the historical information from before that date will be included in the School Workforce Census incorrectly, e.g. a member of staff who left before the academy opened.
4. Click the **Save** button.

Editing email and telephone number (in SIMS7)

1. Select **Focus | School | School Details** to display the **School Details** page.
2. Click the **Contact Details** hyperlink.
3. Ensure the **Telephone** number (including the STD code) and **Email Address** have been entered correctly. As this may be used by the DfE to contact you, this email address should be accessible to the headteacher.
4. Click the **Save** button.

Staff Information

The census includes information for teachers, leadership and support staff in regular service (28 continuous days or more) on census day, and staff whose contracts / service agreements began or ended between 1st September last year and census day.

Minimal information is collected regarding occasional staff (staff with service of less than 28 days).

It is important that only the appropriate staff are included in your return. Make sure all new staff have been added and that any unnecessary staff have been excluded.

☐ Adding new staff

Add new staff records by navigating to the **[≡]** menu then choosing **Staff | Staff Profile**. Select the **+ Add teaching staff** button to open a side panel and complete all necessary fields. Pay particular attention to the **Teaching staff** option, **Role** and **Employment start date**. You will also need to update their **Personal details** (below).

Check that all staff have been added to the system and updated appropriately (see Create New Staff Record (for Teaching, Non-teaching and Supply Staff).

NOTE If the School Workforce Census module is available you can quickly view your current staff from the **Staff details | Staff Identifiers** sub-section. This can help you evaluate your data quickly to isolate issues and then amend as above (see Finding and opening a statutory return).

☐ Removing unnecessary staff

Remove duplicated or unwanted staff records from the SWC by navigating to the **[≡]** menu then choosing **Staff | Staff Profile**. Select the person you wish to remove then from the **Employment** menu, select the **[···]** option and choose **Edit** to update the end date and exclude them from the workforce census where appropriate (see Manage Staff employment records).

If you need to remove a staff record completely, for instance a non-starter or a record created in error, this must be completed in SIMS7.

☐ Personal details

Check names and personal details by navigating to the **[≡]** menu then choosing **Staff | Staff Profile**. Select the person you wish to review then use the **Personal** menu to review and update (see Manage a member of staff's personal details (sex, gender, DOB, ethnicity and disability)).

Check **Staff categorisation** and **Senior leadership details** of staff by navigating to the **Work information** menu to review and update (see Manage staff categorisation).

Check any staff that have been allocated a senior leadership role have appropriate start and end dates. Use the **+Add senior leadership details** button in the **Senior leadership details** sub-section to add a new record

NOTE If the School Workforce Census module is available you can quickly view the personal details of your staff from the **Staff details | Staff Identifiers** sub-section. This can help you evaluate your data quickly to isolate issues and then amend as above (see Finding and opening a statutory return).

☐ Professional details

Check **Professional status** and **Qualifications** of staff by navigating to the **[≡]** menu then choosing **Staff | Staff Profile**. Select the person you wish to review then use the **Qualifications** menu to review and update (see Manage staff qualifications).

NOTE If the School Workforce Census module is available you can quickly view the qualifications details of your staff from the **Staff details | Professional detail** sub-section and the **Staff details | Qualifications**. This can help you evaluate your data quickly to isolate issues and then amend as above (see Finding and opening a statutory return).

☐ Employment details

Check **Employment** status of staff by navigating to the **[≡]** menu then choosing **Staff | Staff Profile**. Select the person you wish to review then use the **Employment** menu to review and update (see Manage Staff employment records).

Ensure all leavers have been accurately recorded with appropriate end dates.

NOTE If the School Workforce Census module is available you can quickly view the personal details of your staff from the **Staff details | Staff Identifiers** sub-section. This can help you evaluate your data quickly to isolate issues and then amend as above (see Finding and opening a statutory return).

Contract information

The census includes contract and service agreement information for teachers, leadership and support staff in regular service (28 continuous days or more) on census day, and staff whose contracts / service agreements began or ended between 1st September last year and census day.

☐ Pay

Check the **Pay schemes** are correct by navigating to the **[≡]** menu then choosing **Admin console | Module settings | Staff | Staff settings | Pay schemes** (see Manage Pay scheme setting).

Ensure that all pay award have been added. Within Pay schemes above navigate to Award date and review the values. If required use the **+Add/Edit award date** to create a new year and update all the point values appropriately.

☐ Allowances

Check the **Allowances** are correct by navigating to the **[≡]** menu then choosing **Admin console | Module settings | Staff | Allowances** (see Manage Allowances setting).

Review current allowances by selecting the **[···]** option to **View** the details. Add new values using the **Edit** option and then **+Add allowance amount**.

If a new allowance is required, from the Allowances sub-section use the **+Add allowance** button

☐ Posts

Check the **Posts** are correct by navigating to the **[≡]** menu then choosing **Admin console | Module settings | Staff | Staff settings | Posts (statutory)** (see Manage Posts (statutory) setting).

Incorrect information and role mappings can lead to validation errors. Ensure all posts are mapped appropriately in the **SWC post** field.

☐ Contract details

Check the **Contracts** and **Service agreements** for all teachers, contracted teaching assistants and other contracted support staff by navigating to the **[≡]** menu then choosing **Staff | Staff Profile**. Select the person you wish to review then use the **Contracts and Agreements** menu to review and update (see Manage Contracts).

Ensure that the current contract is reviewed by selecting the **[···]** option and checking that the **Latest pay review date** is within the last 12 months in the **Contracted hours & pay factor** section. Edit and update this value if needed.

Ensure that the correct **Role** has been assigned in the **Roles** section. If a role is not to be included in the SWC, set it to **Do not include in Statutory Returns**. You must also ensure that at least one member of staff has a role allocated to **SEN co-ordinator** (they may have two concurrent roles listed).

Ensure that the most recent **Point/salary** value in the **Scale/range** section is accurately recorded. For any adjustments use the **+Add scale/range** button to create an appropriate record.

NOTE If the School Workforce Census module is available you can quickly view the contract details of your staff from the **Contracts and service agreements | Contract details** sub-section. This can help you evaluate your data quickly to isolate issues and then amend as above (see Finding and opening a statutory return).

☐ Absences

The census includes absences for contracted teachers and teaching assistants in regular service (28 continuous days or more) on census day, and those whose contracts began or ended between 1st September last year and census day. Absences are only required for those who are contracted, not those on service agreements. Sickness absences are only required if they're equal to or greater than half a day. Absences for training purposes aren't included.

Ensure all **Absences** for teachers, contracted teaching assistants and other contracted support staff are recorded by navigating to the **[≡]** menu then choosing **Staff | Staff Profile**. Select the person you wish to review then use the **Absences** menu to review and update (see Manage Staff Absences).

Pay particular attention to absence end dates and days lost.

NOTE If the School Workforce Census module is available you can quickly view the contract details of your staff from the **Absences | Absence details** sub-section. This can help you evaluate your data quickly to isolate issues and then amend as above.

☐ Teacher Vacancies

The census includes vacancies and temporarily filled posts on census day for permanent teaching roles or those which are contracted for more than 1/3 of an academic year.

- Vacancies are required in census for Executive Heads, Head Teachers, Deputy Heads, Assistant Heads, Classroom Teachers, Leading Practitioners and Apprentice Teachers.
- Data is not required for non-teaching school leaders, teaching assistants, advisory teachers and other support staff.
  NOTE Although qualified teaching statuses aren't required for teaching posts in academies and free schools, vacancies should be included here if QTS, QTLS or EYTS would be required in a maintained school.

Check the **Teaching staff** and vacancies list by navigating to the **[≡]** menu then choosing **Staff | Staff Profile**. Select the **Teaching staff** menu and review the current posts. You can filter for vacancies only using the **Filter** option and add new vacancies using the **+ Add teaching staff** button (see Manage a Teaching or Non-teaching Staff vacancy in England)

NOTE If the School Workforce Census module is available you can quickly view the teacher vacancy details from the **School level information | Teacher vacancies** panel. This can help you evaluate your data quickly to isolate issues (see Finding and opening a statutory return).

☐ Subject codes

Applicable to Secondary and All-Through schools only

In the School Workforce Census, curriculum information is collected on the subjects taught by teachers in Secondary schools. To enable curriculum information to be recorded accurately, it is necessary to map all the relevant subjects taught in school to DfE subject codes.

Check the **Subjects** by navigating to the **[≡]** menu then choosing **Admin console | Module Settings | Course Management | Subjects**. Review and update the subjects that are in use (see Manage a Teaching or Non-teaching Staff vacancy in England)

☐ Use the School Workforce Census module

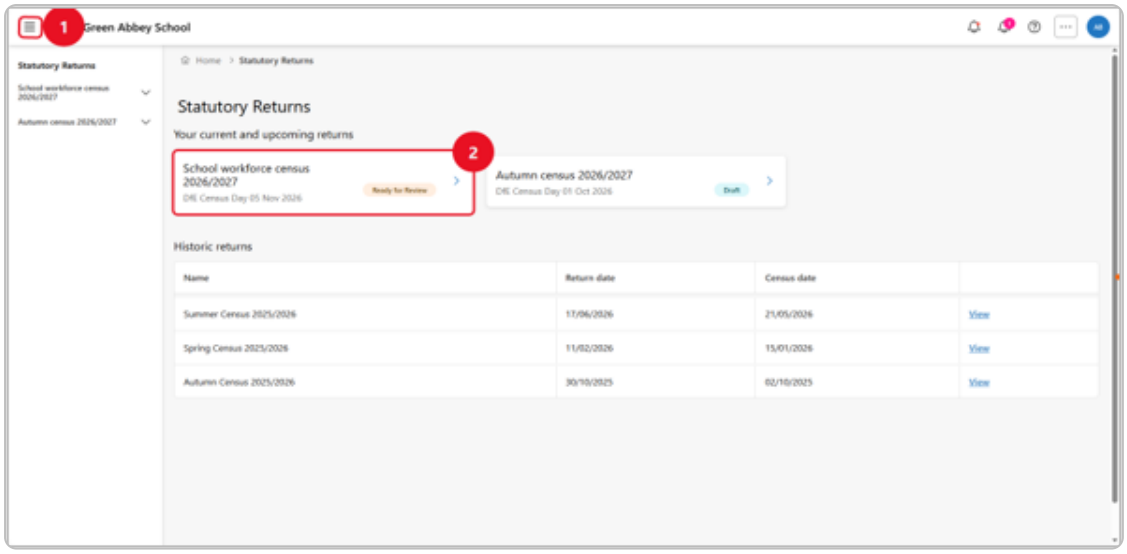
Once the preparation work is completed you should now use the census module as detailed below to resolve outstanding issues and finalise your data for submission.

Finding and opening a statutory return

All available and historical returns are contained in the Statutory Returns module.

1. Using the **[≡]** menu **[1]** in the title bar navigate to **Statutory Processes | Statutory Returns**.
2. Select the return you intend to review and update from the **Your upcoming returns [2]** section which are tailored to your school phase and region. Each will contain a census reference date and a status to easily distinguish between them.

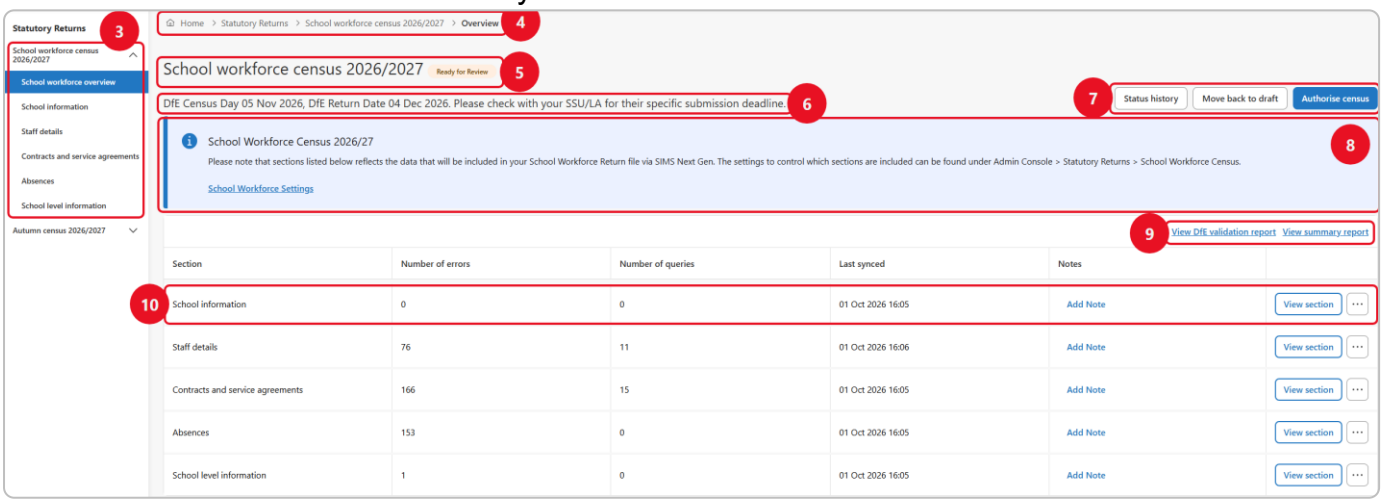
NOTE Each return starts with the **Not started** status.



Navigating the census overview screen

The overview page provides a summary of the data held in SIMS when evaluated against the DfE requirements. This acts as a dry-run or snapshot of the current state, assuming all sections have been re-validated. The first time you open this page the initial state of your school's current data for the census is loaded and the status is moved to **Draft**.

Information and actions available to you from the overview screen:



- Sidebar bar navigation **[3]** to quickly move between sections.

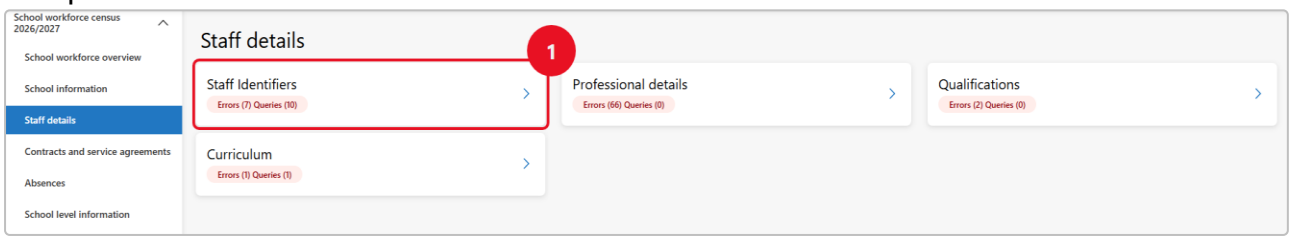
- Breadcrumbs **[4]** to navigate backwards to previous screens.
- Returns title and status **[5]**.
- Key return dates **[6]**.
- Action buttons **[7]** (availability based on the status of the return):
    - **Status History** button for audit.
    - **Mark as ready to review** to take a snapshot of your data (typically used once all issues are resolved to your satisfaction).
    - **Move back to draft** to allow further changes after previously marking it as ready for review.
    - **Authorise census** to complete a census review ready for submission to the DfE.
- Notification panel for latest census updates or alerts **[8]**.
- **View DfE validation report** and **View summary report** links **[9]** to check progress and/or distribute for review.
- Summary table **[10]** containing the current state of each section in the return including:
    - the current issues (errors and queries).
    - last synced date/time.
    - **Add Note** option to help share information with colleagues or record information about actions still to be taken in each section (click an existing note to see all notes for that section, displayed in chronological order).
    - **View section** button(s) for opening section specific views.
    - **[···]** menu providing **Export section** (as a spreadsheet) and **Revalidate section** options.

IMPORTANT The issues displayed in each section are not updated automatically and must be periodically revalidated from the **[···]** options against each section. Please allow time for updates to be processed before revalidating (see How long do updates take to show in the census overview or sub-sections?)

Step 1: Process the issues

In this section you will work through the identified issues with your SIMS data and correct or update them. After fixing issues within a section, you will then revalidate to synchronise the data and update section and overview information.

1. Navigate to **Statutory Process | Statutory Returns**.
2. Select the census return you are working on to open the overview screen.
3. From the table, click the **View section** button in the line you wish to check. The sub-sections are displayed with the non-validated errors and queries that need to be reviewed.
   NOTE If you have not re-validated a section after correcting your data this data may not be up to date.

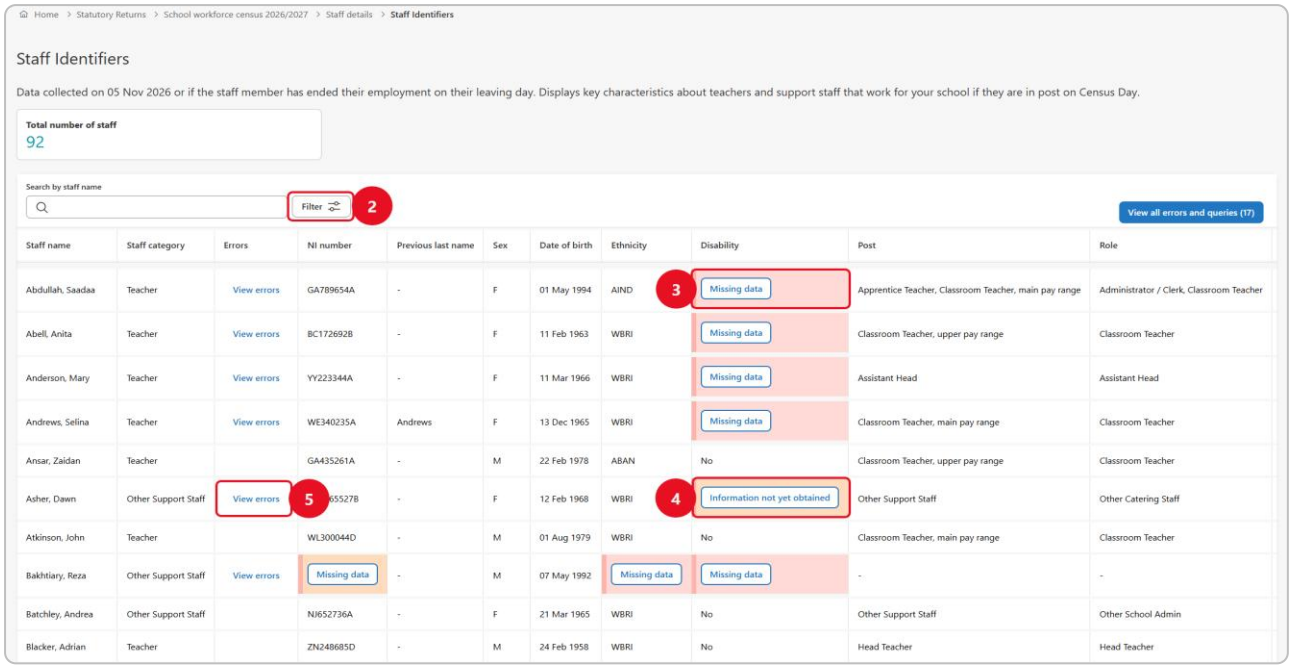


4. Click the sub-section to open it.

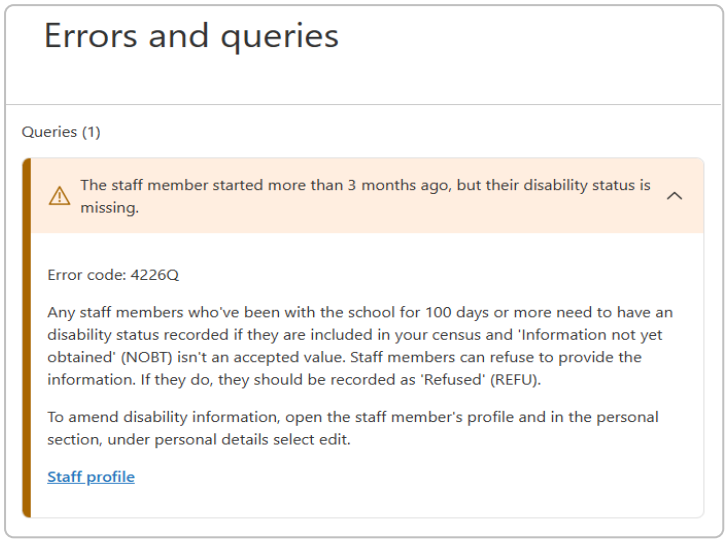
Option 1: Resolve all issues for a single person or record

This method is used when you wish to open a person's record and update all issues before moving to the next one. This is useful if the issues are mixed rather than a specific type and people have multiple items that need checking.

1. Use the filter **[2]** to hide lines with no errors. This simplifies the view and ensures you are only looking at data that has identified issues. Depending on the section other filters may be available. Apply any that are useful to narrow your focus.

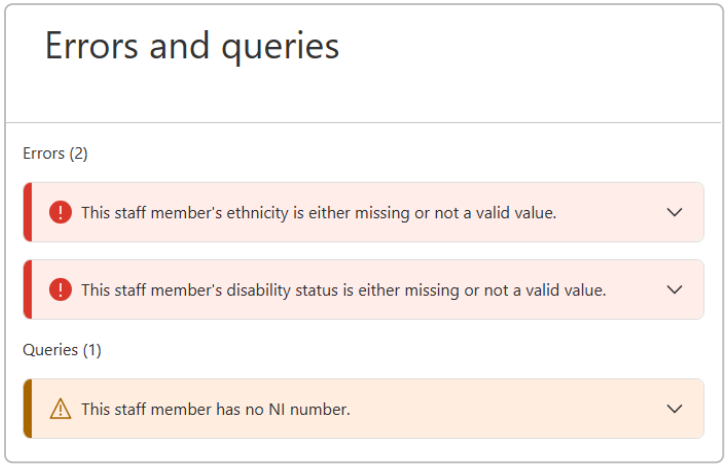


2. Click the button in the coloured cell (red for errors **[3]** or orange for queries **[4]**) to resolve a specific issue. This will open a sidebar that describes the issue and what steps are needed to resolve it.
   NOTE To scroll sideways on the table you can hold the left mouse button down and drag it right to see additional information and potentially further issues.
3. Where appropriate, a link can be selected to open the relevant part of SIMS to resolve the issue for the staff in a new tab.



This allows you to make the suggested changes, checking back on the advice provided in the previous tab as needed, before resolving the issues and closing the new tab.

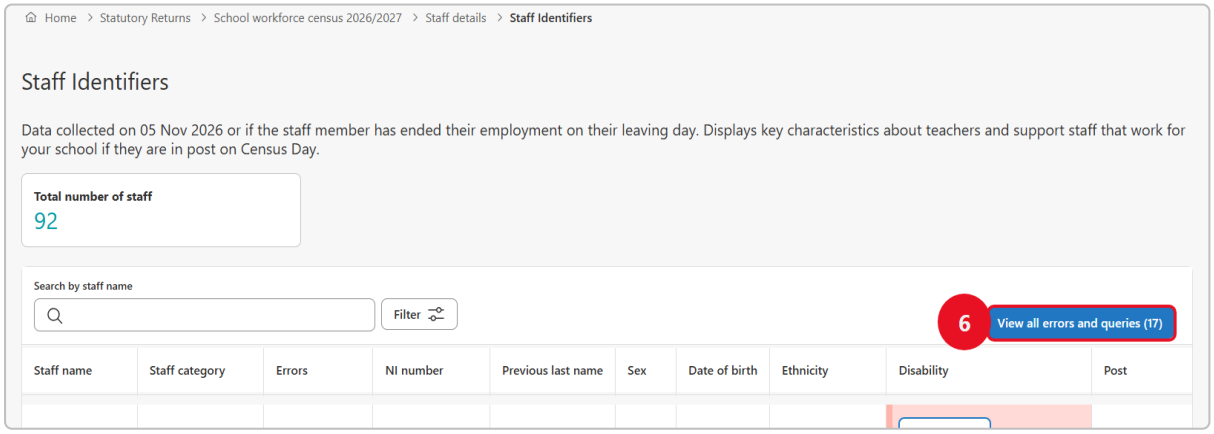
4. You can also view all errors for a particular person rather than looking at each one by selecting **View errors [5].** Each issue can be expanded and then resolved as above.



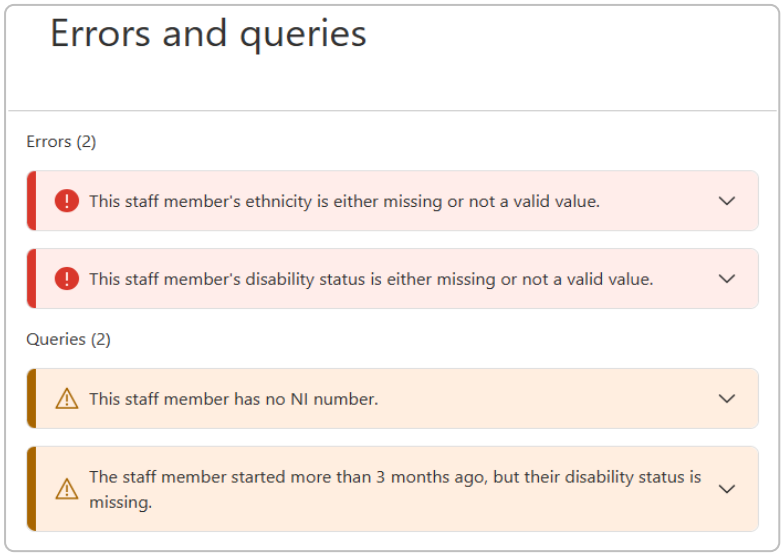
Option 2: Resolve all issues of a specific type

This method is used where you want to work through each issue, regardless of how many people it affects. For instance, if you need to add a disability status to multiple staff records. This can be helpful if you wish to resolve each issue before moving onto the next.

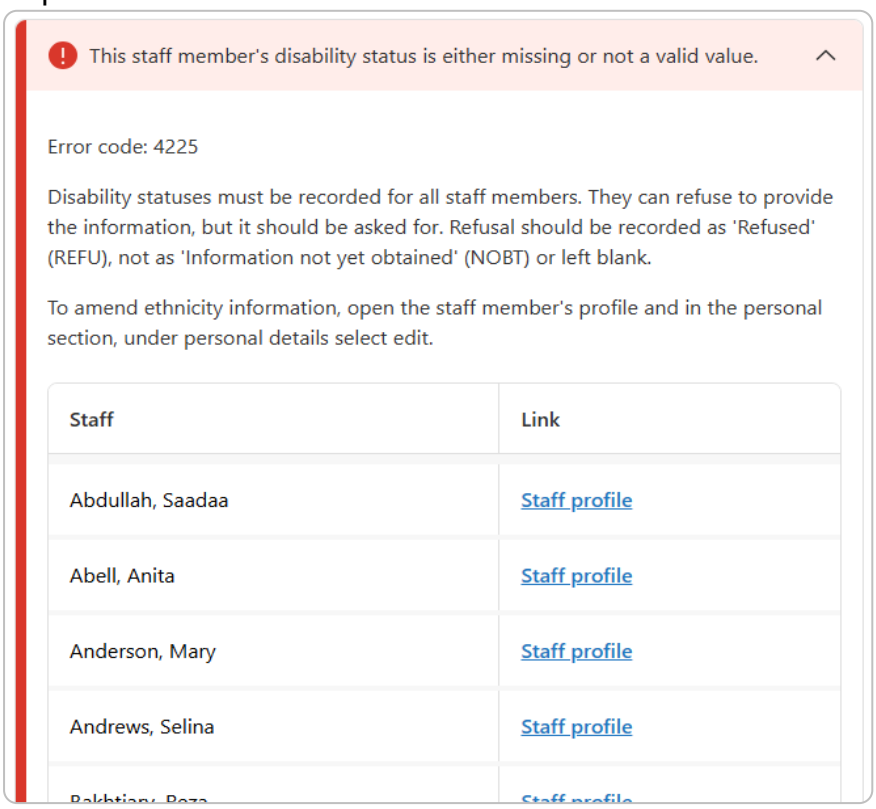
1. Click on the **View all errors and queries** button.



This will open a sidebar displaying all the issues within the sub-section, grouped by issue type.

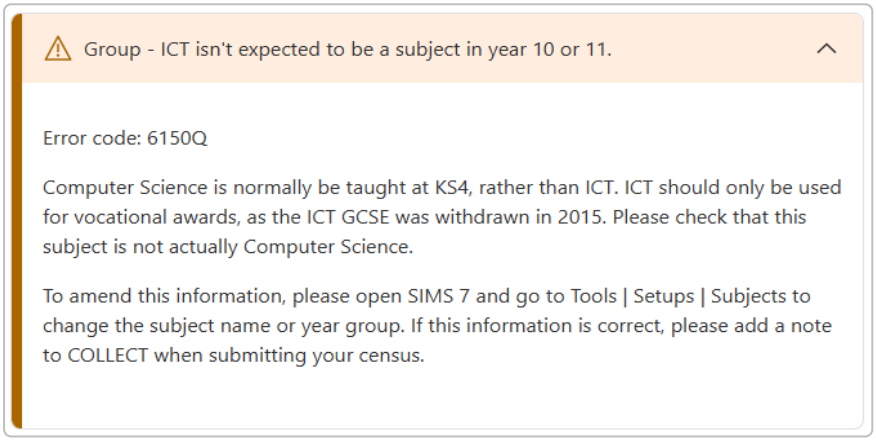


2. Expand an issue to view the individual records that need resolving.



A description of the error is displayed along with appropriate actions to take. Where available, a link to the relevant part of SIMS can be clicked to open it in a new tab. This allows you to make the suggested changes, checking back on the advice provided as needed, before closing the tab and returning to this screen

3. While most issues relate to individuals you may also see Group issues.



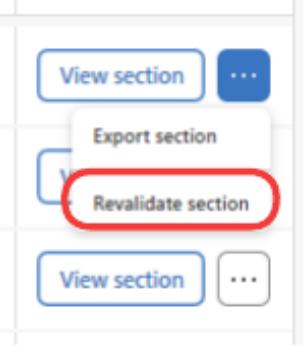
Resolving group issues may require looking through multiple records to determine if action is required.

Revalidating data

As you progress through the issues you will need to return to the census overview page periodically to revalidate the summary data. This allows you to keep track of your progress.

NOTE Changes made in SIMS Next Gen can take several minutes to be fully updated in SIMS7. Changes in SIMS7 may require an overnight sync before they appear in the SNG census, which must be considered before revalidating. Please leave enough time for the changes to be stored before revalidating (see How long do updates take to show in the census overview or sub-sections? for more details on refresh timing).

1. Using the breadcrumbs or sidebar navigation, return to the **census overview** page.
2. From the **[…]** option next to a section that has been updated, select the **Revalidate section** option. In this way, you see the ever-reducing list of errors and queries.



NOTE This is only available while the return is in a draft status.

Census day updates

There are two sections in the SWC that must be completed **on collection day**.

Staff information – Agency and 3rd party

Records staff in school on Census Day who aren't directly employed by your school or local authority, split by role.

From the **School level information | Staff information – Agency and 3rd party** section of the SWC, select **+ Add role** for each role to be included, along with the associated count of people.

Staff information – Occasional teacher

Records the number of teaching staff in school on Census Day who aren't in regular service (those who aren't contracted for 28 days or more), split by their qualified teaching status. Teachers with QTS, QTLS or EYTS should be considered as qualified.

From the **School level information | Staff information – Occasional teacher** section of the SWC, use the **[···]** option to **Edit** the numbers of QTS, Not-QTS or QTS Unknown staff on site.

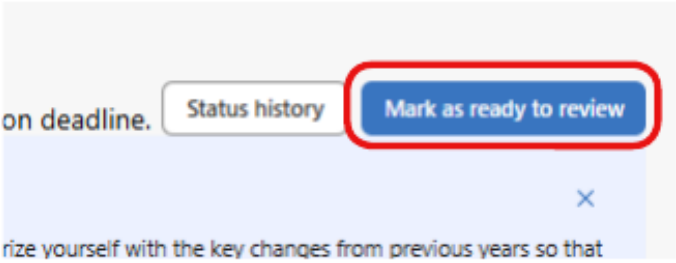
Step 2: Review the return

You can review the return at any time to get a snapshot of your progress. The summary report then allows the Returns Manager to evaluate the data and check for concerns or for this to be given to the headteacher to work towards authorising it.

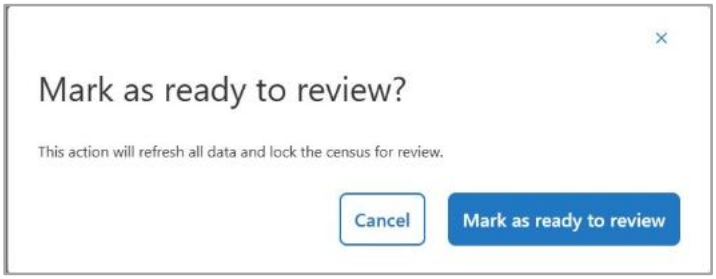
There is also an option to validate your data against the DfE validation rules prior to authorising to identify all outstanding issues.

Take a snapshot of the data

1. Click the **Mark as ready to review** button on the census overview page.



2. A pop-up message will ask you to confirm that you are happy to refresh the data and lock the census for review. Click the **Mark as ready to review** button to continue or **Cancel** to return to the **Draft** status.

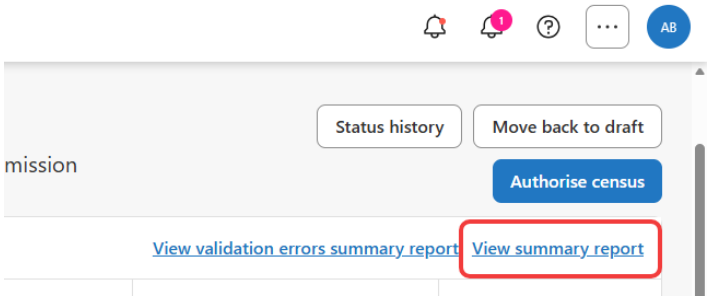


3. Once confirmed, all section data is refreshed to include the latest updates, and your census moves to the **Review** status.

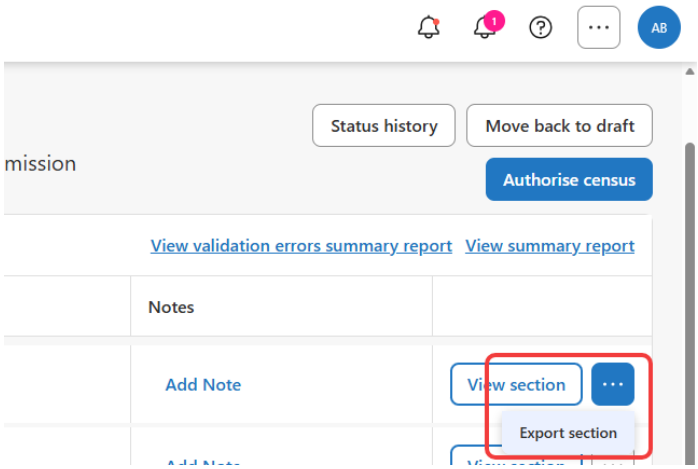
View the summary report

This report is used by returns managers to check the summary and detailed data and validate that the information is correct. This will also be used by headteachers to review the data before authorising the submission.

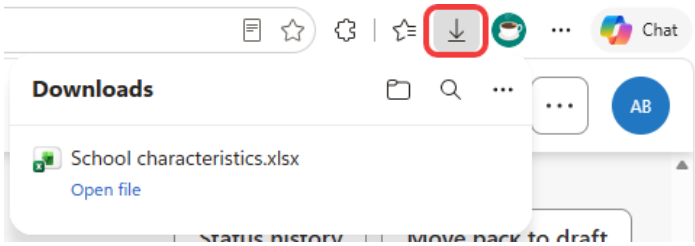
1. Select **View summary report** from the census overview page to generate a report in a new browser tab.



2. You can use your browser to print this report if required. This is different on each browser but can normally be found in the browsers **[…]** menu or by pressing **CTRL-P**.
3. You can also download the information presented in a section, if required, by clicking the **[…]** option next to the relevant section and selecting **Export section** option.



This will save to your browsers **download folder**.

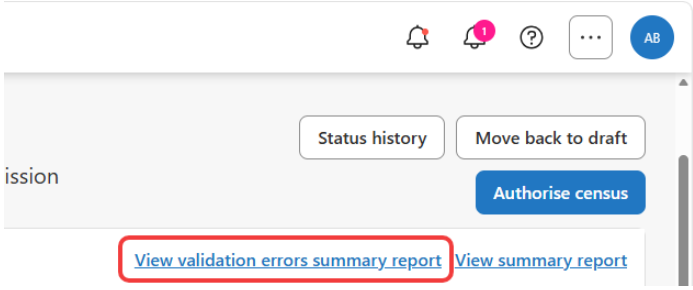


IMPORTANT Move these files to a secure location in line with school policy, as they contain sensitive information.

View the validation errors summary report

This report is used to check your return data against the current DfE validation rules. In SIMS the rules are dynamically generated as soon as they are available which allows you to check and resolve issues more quickly as changes are released.

1. Select **View validation errors summary report** from the census overview page to generate a report using DfE validation of errors in a new browser tab.



2. You can use your browser to print this report if required. This is different on each browser but can normally be found in the browsers **[…]** menu or by pressing **CTRL-P**.

Due to the speed with which the dynamic rules are implemented, they will often be ahead of the final version of the DfE validation rules. This may cause the validation file to suggest errors that

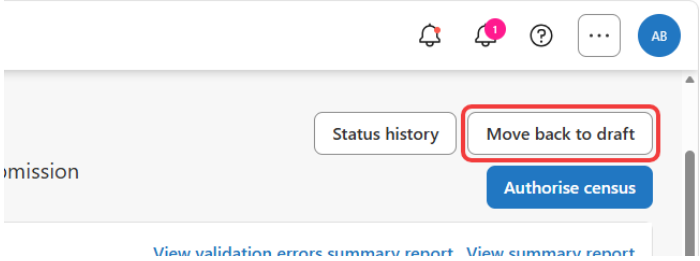
are already resolved due to an outdated DfE file. As soon as the file is available it is automatically uploaded and running the report again will remove the inconsistencies.

If you continue to have errors after the latest file is applied, you must revert the return back to **Draft** status and resolve any errors as above in Steps 1-2.

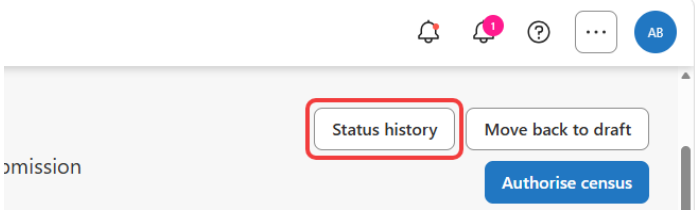
Make further changes (post review)

This is an optional step. After reviewing the data, you may need to revert the return back to **Draft** status to capture subsequent changes made in SIMS. This is a common practice if you plan your review to be completed in batches, checking summary data between each iteration.

1. Move the census back to draft status by clicking the **Move back to draft** button.



2. Complete Steps 1 and 2 above, repeating as required.
3. Each snapshots summary report and export files can be viewed in the **Status history** for audit purposes.



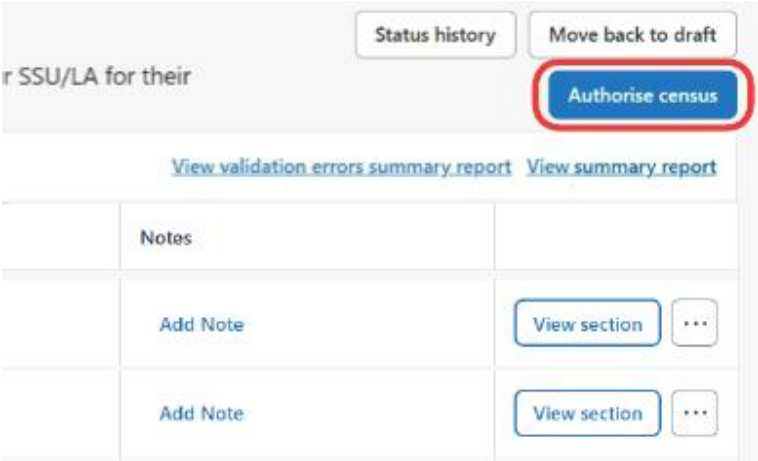
Step 3: Authorise the return

Once approved by the Headteacher, the Returns Manager can authorise the census. This will:

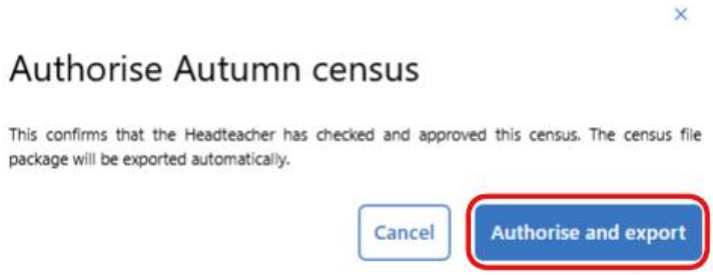
- Change the status to **Authorised.**
- Automatically download the **Summary report** and **XML file** (for COLLECT submission) to your Downloads folder.
  IMPORTANT Move these files to a secure location in line with school policy, as they contain sensitive information.

Authorise the census return

1. From the census return overview page, click the **Authorise census** button.



   A message for confirmation of authorisation will be displayed:



2. Click the **Authorise and export** button to create and automatically download the Summary report and XML files to your browsers downloads folder.
   IMPORTANT Move these files to a secure location in line with school policy, as they contain sensitive information.

Complete census

You can now use the files from the above step to complete your COLLECT submission. This completes your census return.

Further information

Making post-authorisation changes

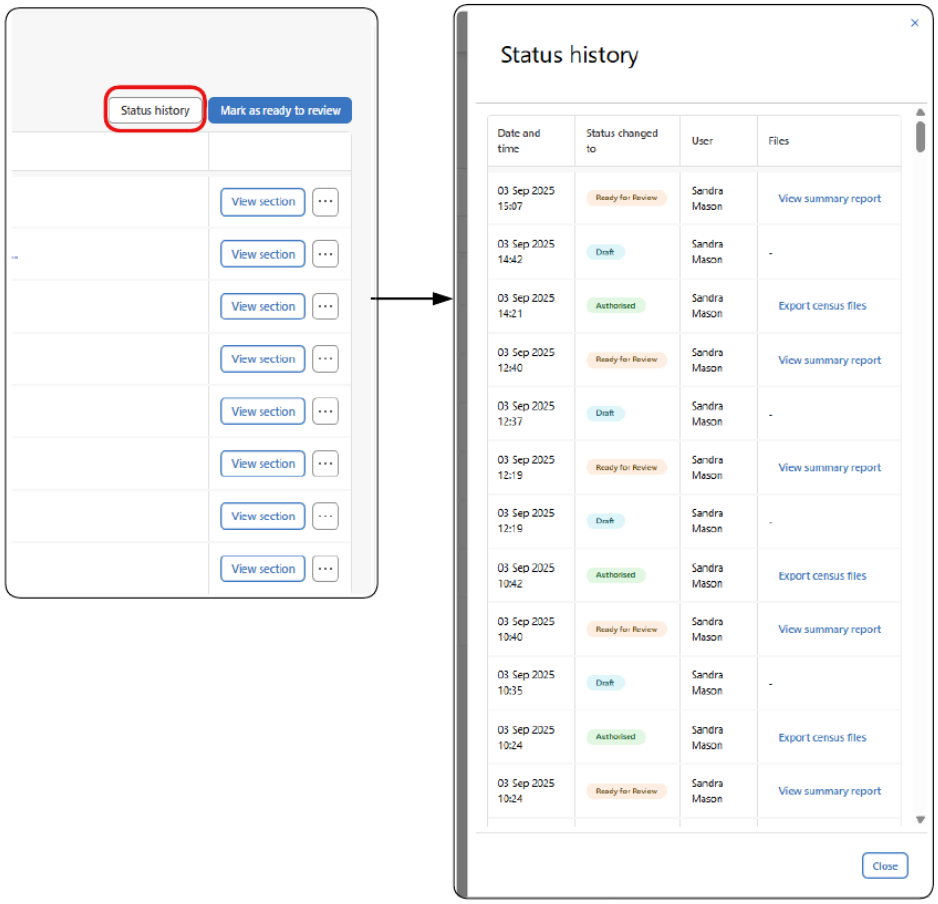
Though the return is now complete and authorised, if there are changes that need to be considered it is still possible to make post-authorisation changes.

1. Update the relevant data in SIMS.
2. Change the census back to **Draft** status.
3. Repeat Steps 1-3 above. A new version of the census Summary report and XML will be generated with the latest set of changes.
   You can review the history of your progress from the status history area (below).

Tracking status changes

Each time you change the status of the return, a record is logged in the status history, along with any appropriate files, to provide a full audit trail.

1. From the census overview page, click the **Status history** button.



2. A side panel opens, showing each status change, the date and time, the user and any files relevant to that point in time. You can download the files by clicking on the appropriate link.
3. Click **Close** to close the side panel and return to the census overview page.

FAQ

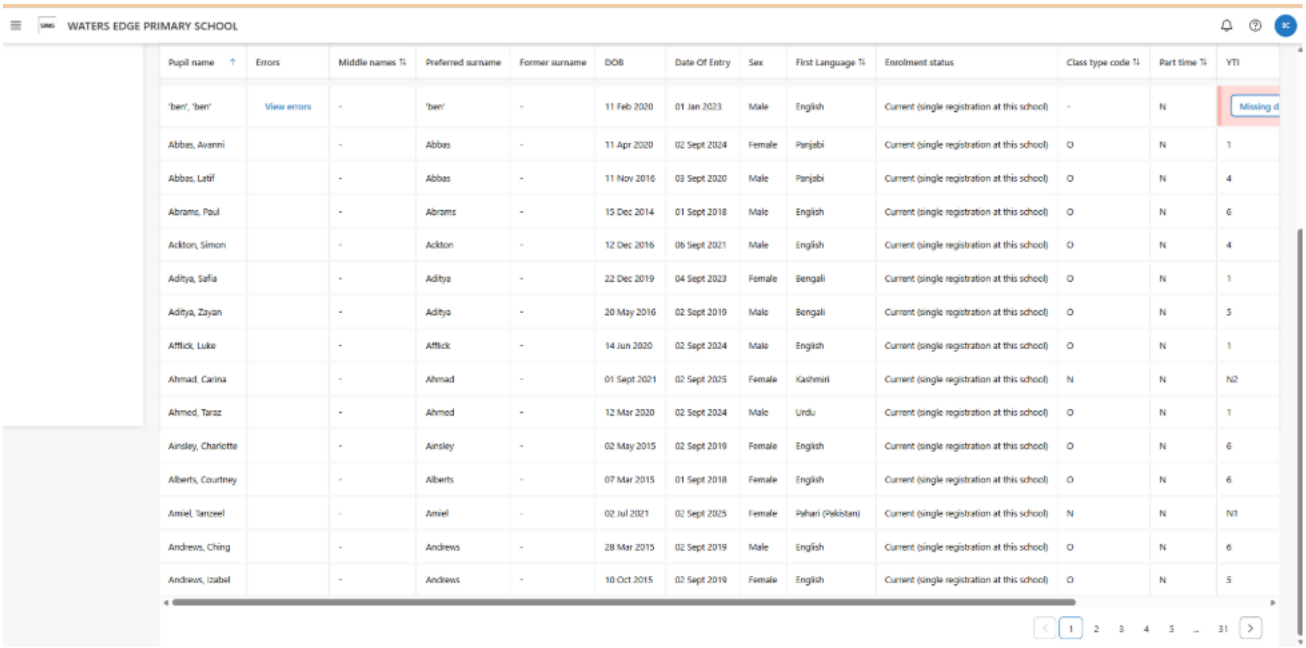
Do I need to use SIMS7 to update any of the data for the return?

Yes. There are some sections of data that can be viewed easily in SIMS NextGen but can currently only be amended in SIMS7 such as your school details. Where this occurs the error message provided will explain what needs to be done.

Currently, School Details (address, contact details), General Subject, Hours Taught and Year Group Taught are still edited in SIMS7. It is envisioned all bar school details will be editable before the 2026 Workforce Census completion date.

Why can't I see all the columns in the census tables?

Many of the tables contain contextual information that will help with reviewing the data being included in the School Census.



Pupil name	Errors	Middle names	Preferred surname	Former surname	DOB	Date Of Entry	Sex	First Language	Enrolment status	Class type code	Part time	YTI
'ben', 'ben'	View errors	-	'ben'	-	11 Feb 2020	01 Jan 2023	Male	English	Current (single registration at this school)	-	N	Missing d
Abbas, Avanni		-	Abbas	-	11 Apr 2020	02 Sept 2024	Female	Panjabi	Current (single registration at this school)	O	N	1
Abbas, Latif		-	Abbas	-	11 Nov 2016	03 Sept 2020	Male	Panjabi	Current (single registration at this school)	O	N	4
Abrams, Paul		-	Abrams	-	15 Dec 2014	01 Sept 2018	Male	English	Current (single registration at this school)	O	N	6
Ackton, Simon		-	Ackton	-	12 Dec 2016	06 Sept 2021	Male	English	Current (single registration at this school)	O	N	4
Aditya, Safia		-	Aditya	-	22 Dec 2019	04 Sept 2023	Female	Bengali	Current (single registration at this school)	O	N	1
Aditya, Zayan		-	Aditya	-	20 May 2016	02 Sept 2019	Male	Bengali	Current (single registration at this school)	O	N	5
Afflick, Luke		-	Afflick	-	14 Jun 2020	02 Sept 2024	Male	English	Current (single registration at this school)	O	N	1
Ahmad, Carina		-	Ahmad	-	01 Sept 2021	02 Sept 2025	Female	Kashmiri	Current (single registration at this school)	N	N	N2
Ahmed, Taraz		-	Ahmed	-	12 Mar 2020	02 Sept 2024	Male	Urdu	Current (single registration at this school)	O	N	1
Ainsley, Charlotte		-	Ainsley	-	02 May 2015	02 Sept 2019	Female	English	Current (single registration at this school)	O	N	6
Alberts, Courtney		-	Alberts	-	07 Mar 2015	01 Sept 2018	Female	English	Current (single registration at this school)	O	N	6
Amiel, Tanzeel		-	Amiel	-	02 Jul 2021	02 Sept 2025	Female	Pahari (Pakistan)	Current (single registration at this school)	N	N	N1
Andrews, Ching		-	Andrews	-	28 Mar 2015	02 Sept 2019	Male	English	Current (single registration at this school)	O	N	6
Andrews, Izabel		-	Andrews	-	10 Oct 2015	02 Sept 2019	Female	English	Current (single registration at this school)	O	N	5

Depending on the resolution of the display you are using, you may not be able to see all of the available columns by default. To view all available content, you must scroll to the right:

- by **clicking and holding the mouse button** on the table header and **dragging it to the left**.
- holding left shift and using the mouse scroll wheel to move left and right.

Where are my detailed census reports?

Historically you needed to use the **Detail Report** dropdown list on the **Census Details** tab to view each section of the return. These individual reports have been brought together into a census overview dashboard where each table can be viewed as a table and exported as required

The table views have replaced the detailed census reports and should be considered their equivalent.

How do I use the census file sets?

These are applied automatically; there is no action for you to take.

Can I filter a census page to show only records with errors or queries?

Yes. Click the **Error status** filter button and select the **Staff with error** option from the dropdown list to view only those records with issues.

Can I view all issues for a census sub-section?

Yes. Click the **View all errors and queries** button to display a list of all the errors and queries associated with the section. They are grouped by Error code to easily identify all instances of the same error. Errors are shown first, followed by queries.

Can I view all issues for a specific person in a census sub-section?

Yes. All errors and queries for individual people can be viewed by selecting **View Errors** in the cell adjacent to their name.

Can I view historical census data?

Yes. All your returns are available from the **Statutory Returns** dashboard. The current and upcoming ones are shown first with the completed ones below. You will only see returns that have been produced using this module. For historical returns you can view the data that was included in that census, but you cannot make any changes.

How long do updates take to show in the census overview or sub-sections?

Normally, changes made in SIMS NextGen take up to 5 minutes to process, after which they will appear when the section is revalidated.

For SIMS7 updates, the table below shows the maximum time expected for changes to be processed ready for revalidation:

		When data is changed in SIMS7	When data is changed in SIMS
Domain	Used in section/sub section	Time to reflect in the SWC	Time to reflect in SIMS NextGen
School details	School information / School details	2 hours	Data cannot be edited in SNG at this time.
All other data	All sections	12 hours	Up to 5 mins

NOTE All other changes made in SIMS7 will only be refreshed overnight. Please allow appropriate time to revalidate your data.

Appendix 1 – Sections included in the School Workforce Census

Section	Sub-section	Nursery	Primary	Middle Deemed Primary	Secondary	Middle Deemed Secondary	All Through	Special	PRU
School information	School details	✓	✓	✓	✓	✓	✓	✓	✓
Staff details	Staff identifiers	✓	✓	✓	✓	✓	✓	✓	✓
	Professional details	✓	✓	✓	✓	✓	✓	✓	✓
	Qualifications	✓	✓	✓	✓	✓	✓	✓	✓
	Curriculum	✗	✗	✓	✓	✓	✓	✗	✗
Contracts and service agreements	Contract details	✓	✓	✓	✓	✓	✓	✓	✓
	Pay	✓	✓	✓	✓	✓	✓	✓	✓
	Allowances	✓	✓	✓	✓	✓	✓	✓	✓
Absences	Absence details	✓	✓	✓	✓	✓	✓	✓	✓
School level information	Teacher vacancies	✓	✓	✓	✓	✓	✓	✓	✓
	Staff information – Agency and 3rd party	✓	✓	✓	✓	✓	✓	✓	✓
	Staff information – Occasional teacher	✓	✓	✓	✓	✓	✓	✓	✓

NOTE Sections may have been removed if not managed within SIMS in your school.