



## **School Workforce Census 2024 Guide & Error Resolutions – version 2**

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## Introduction and Further Guidance

It is your responsibility to read the DfE guidance to check all the information you should be submitting as part of your School Workforce Census Return. See [here](#) for DfE SWF Guidance

This guide has been designed to assist you in the generation of the **School Workforce Census** and understanding and resolving the variety of **Validation Errors and Queries** which can occur during its generation.

Any examples or screenshots in this guide are for **ILLUSTRATION PURPOSES ONLY**.

### Further Guidance

- See [here](#) for **DfE School Workforce Census** guidance
- See [School Workforce Census 2024](#) for further **Bromcom** guidance.
- For Bromcom guidance on adding Senco qualifications see [How to add NASENCO qualification for Senco](#).
- For Bromcom guidance on maintaining the Staff record see [here](#).

### Important Dates

- Census day is 7 November 2024
- Deadline for submitting your data is 6 December 2024

## What's New?

Please check back in this area for any new/updated data items.

## Areas to Check

The following areas are specifically important to check for the **School Workforce Census**. Please be aware the **screenshots in this guide are for illustrative purposes only**.

### School Business Professional

Go to **Staff>Staff Profile> Contracts > Add/Edit Contract > Contract Information** tab and you will see **School Business Professional** in the **Post (SWF)\*** dropdown choices.

The screenshot shows the 'Add / Edit Contract' form with the 'Contract Information' tab selected. The form includes fields for 'Start Date' (03/10/2011), 'End Date', and 'Last Updated'. Below these are instructions for selecting contract types based on payment arrangements. The 'Hours per Week' is set to 32.5. The 'Contract Type\*' is set to 'Permanent'. The 'Date of Last Pay Review' is empty. The 'Post' dropdown is set to 'Teacher, Other'. The 'Paid a Daily Rate' checkbox is unchecked. The 'Notes' field is empty. The 'Post (SWF)\*' dropdown is open, showing a list of roles: '<NOT SELECTED>', 'Advisory Teacher', 'Apprentice Teacher', 'Assistant Head', 'Classroom Teacher', 'Classroom Teacher, main pay range', 'Classroom Teacher, upper pay range', 'Deputy Head', 'Executive Head Teacher', 'Head Teacher', 'Leadership - Non Teacher', 'Leading Practitioner', 'Other Support Staff', 'School Business Professional' (highlighted), and 'Teaching Assistant'. A 'School Business Professional' label is also visible at the bottom right of the dropdown menu.

Remember to click **Save** if you make any changes.

## Senior Leadership Team (SLT) Flag

This flag is to identify members of the Senior Leadership Team (SLT) in schools. Go to **Staff>Staff Profile> Contracts > Add/Edit Contract > Contract Information** tab

You will then see a **SLT** (Senior Leadership Team) toggle. This flag indicates whether a staff member is part of the **Senior Leadership Team**, and default is set to NO, except where the **Post** is one of the **SLT** (Head Teacher, Deputy Head, Executive Head Teacher, Assistant Head, or Leadership – Non-Teacher.)

The screenshot shows the 'Add / Edit Contract' form with the 'Contract Information' tab selected. The form includes fields for Start Date (03/10/2011), End Date, and Last Updated. It also has a section for contract details with a 'Contract Type\*' dropdown set to 'Permanent', a 'Date of Last Pay Review' field, a 'Post' dropdown set to 'Teacher, Other', and a 'Post (SWF)\*' dropdown set to 'Assistant Head'. A toggle switch for 'SLT' is turned on and highlighted with a red box. There are also checkboxes for 'Paid a Daily Rate' and 'Do not include in Census', and a 'Notes' text area. 'Close' and 'Save' buttons are at the bottom right.

Remember to click **Save** if you make any changes.

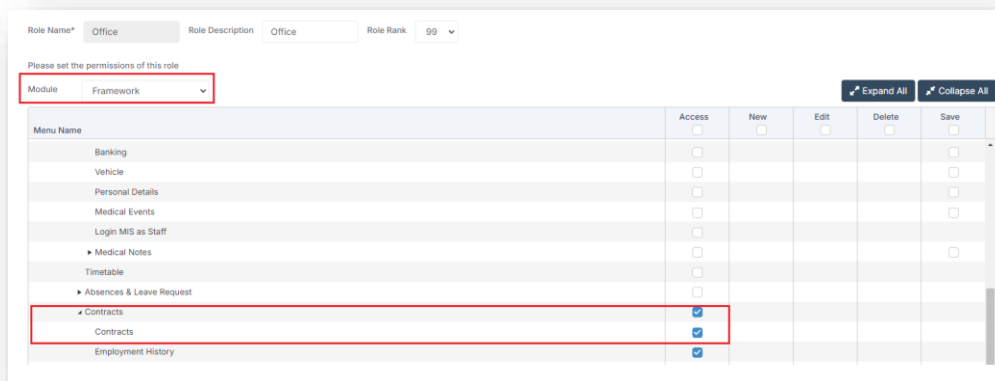
## Staff Contract

The information held within the **Contract** tab in the **Staff Profile** is particularly important when running a **School Workforce Census (SWF)** . In this section we will look at the following areas within the **Contract** tab;

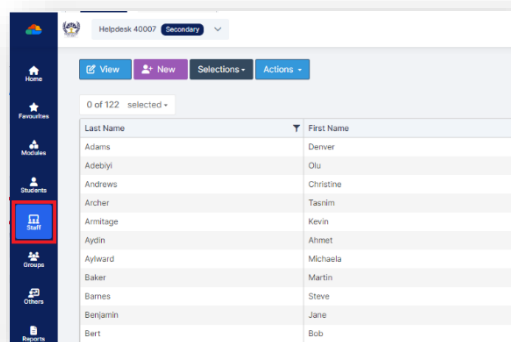
- Contract
- Roles
- Pay
- Payroll Information

For more information see [How to Add Staff Contract Information](#).

**Access:** The minimum permissions required to access the **Staff Contracts** is found in the **Framework>Staff Module of Config>Setup>Roles & Permissions**.



From the left **Menu** click **Staff** to open the **Staff List Page**.



Highlight the **Staff** member, more than one can be selected and click on the **View** button.

3 of 174 selected

Last Name	First Name	Staff Code
Adams	Denver	DAD
Andrews	Christine	CPA
Armour	Bruce	BA
Austin	Kate	KA
Aylward	Michaela	MA
b	a	test1
Bagshaw	Pat	PB
Balgobind	Shralendra	SB1
Barlow	Clare	CB
Barnes	Steve	MX

From the **Staff Profile** options on the left click **Contracts**.

Staff Details

Andrews, Christine

Previous Next

**Mrs Christine Andrews**

Gender: Female, Preferred Pronouns: N/A, Date of Birth: 07/01/1969, Staff Code: CPA, Extension No: 17, Job Title: Classroom Teacher

E999971513@bromcomcloud.com | 1111111111

Rutland House 44, Masons Hill, Bromley, BR2 9JG

Role(s): Teacher - Design & Tech, Physics, Additional Tutor - 11B, Deputy Head of 40007, Mathematics, Head of Alverton, Jupiter, Main Tutor - 10B

Teacher Roles - Classroom Teacher, Deputy Head

Contracts - Current

Census returns will be based on their Roles and Hours. Hours per Week = 35 (exceeds FTE?)

Grid actions: Copy, Excel, CSV, PDF, Print

No	Updated	Type	Post (SWF)	Role(s)	Start Date	End Date	Status
1		Permanent	Classroom Teacher, main pay range	Classroom Teacher	05/08/2012		Active
			Classroom Teacher, main pay range	Deputy Head	05/08/2012		Active

By default, only **Current** contracts show; to view future/past contracts you will need to change the Current drop down to Show All. In the example below 'Inactive' contract has a Start Date in the future so will not show on Current view.

Contracts - **Show All** ▾

Census returns will be based on their Roles and Hours. Hours per Week = 32.5

Grid actions: Copy Excel CSV PDF Print Search:

No	Updated	Type	Post (SWF)	Role(s)	Start Date	End Date	Status
1		Permanent	Classroom Teacher	Classroom Teacher	30/06/2020		Active
2		Permanent	Other Support Staff		04/09/2023		Inactive

Alternatively, if you would like all **Contracts** to display by **Default** you can go to **Config>Administration>Administration defaults** and tick **Show all Contracts by Default** and **Save**.

Show Illness Category for Absences when:

Absence Code is Personal  Absence Category is Sickness (SIC)

**Show all Staff Contracts by default**

Show emergency contacts based on contact priority

Display End of Year Checklist

Show Access Arrangements based on Application Date

To add a new **Contract**, click on the blue + in the top right of the **Contracts** panel to add a new entry.

Contracts - **Current** ▾

Census returns will be based on their Roles and Hours. Hours per Week = 32.5

Grid actions: Copy Excel CSV PDF Print Search:

No	Updated	Type	Post (SWF)	Role(s)	Start Date	End Date	Status
1		Permanent	Classroom Teacher	Classroom Teacher	04/03/2024		Active



**Important** : Once the **Contract** is saved, it is not possible to amend the **Contract Start Date** or **Contract Type**. If once you have saved the **Contract** you need to amend either of these fields, you will need to make a note of the **Role** and **Pay** information, and any other items defined in the **Contract** and then **Delete** the incorrect record. You will then be able to create the **Contract** with the correct information.

All fields marked \* are mandatory.

- **Start Date** – This will default to today, change if required
- **Contract Type** – Select from the dropdown list
- **Post** – Select from the dropdown list
- **SLT** – toggle to indicate a member of staff who is part of the Senior Leadership Team

When completed click the **Save** button.

**Add / Edit Contract**

Contract Information Roles Pay Payroll Information Suspensions

Start Date 17/05/2024 End Date Last Updated

If your school pays the member of staff directly, select a permanent, fixed term, or temporary contract type.  
If your school pays a third party that provides the staff, select a Service Agreement contract of the appropriate type.  
If your LA provides staff and the school does not pay them directly, select the Service Agreement with Local Authority contract type.

Contract Type\* <NOT SELECTED> Date of Last Pay Review

Post\* <NOT SELECTED>

Offered Date Accepted Date

QTS Status <NOT SELECTED> Reason <NOT SELECTED>

Sourced by <NOT SELECTED>

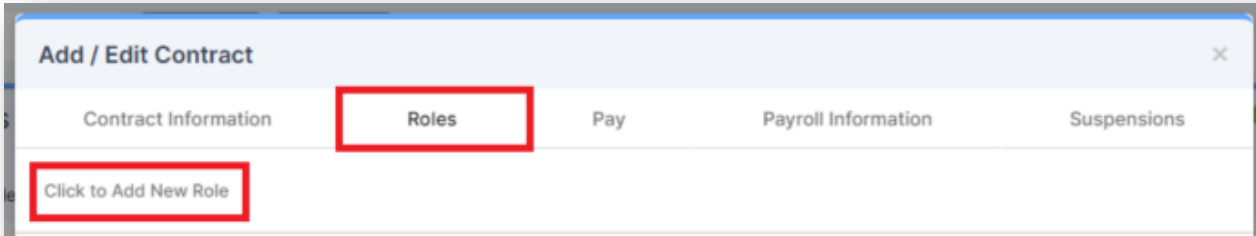
Paid a Daily Rate  Monthly Reconciliation  Do not include in Census

Notes

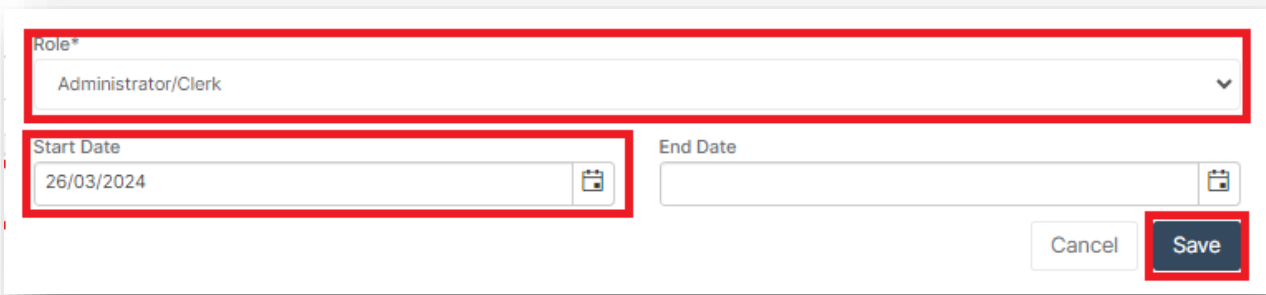
Close Save

## Staff Roles

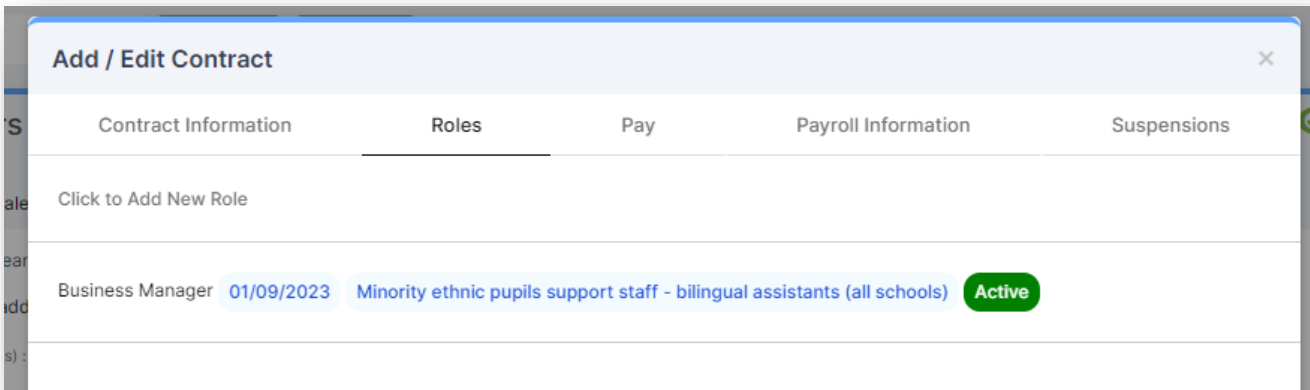
Select the tab for **Roles**, then select **Click to Add New Role** to create a new **Role**.



Select the required **Role** from the dropdown list and add a **Start Date** (and **End Date** if temporary), then click **Save**.



The **Role** will now display as **Active**.



## Staff Pay

In Add/Edit Contract select the tab for **Pay**, then select **Click to Add New Pay** to create new **Pay Details**.

Select the required **options** from the dropdown lists and add a **Start Date** (and **End Date** if temporary), then click **Save**.

For more information see our Help Centre guide on [How to Create, Edit and Update Base Pay Structures](#) or go to the [Base Pay Structures](#) section in this guide

If **Allow Multiple Regions in Spine Groups** is selected in **Config>Administration>Administration Defaults**, then you will have a dropdown choice on **Spine Region**

**Add / Edit Contract**

Contract Information   Roles   **Pay**   Payroll Information   Suspensions

Pay Item Type\*  
Range Pay

Start Date\*  
17/05/2024

End Date

Base Pay\*  
<NOT SELECTED>

Spine Region

Spine Point Group  
Select Base Pay

Spine Point  
Select Base Pay

Weeks per Year

Hours per Week

Base Pay Weeks per Year

Base Pay Hours per Week

Pro Rata  
1.0000

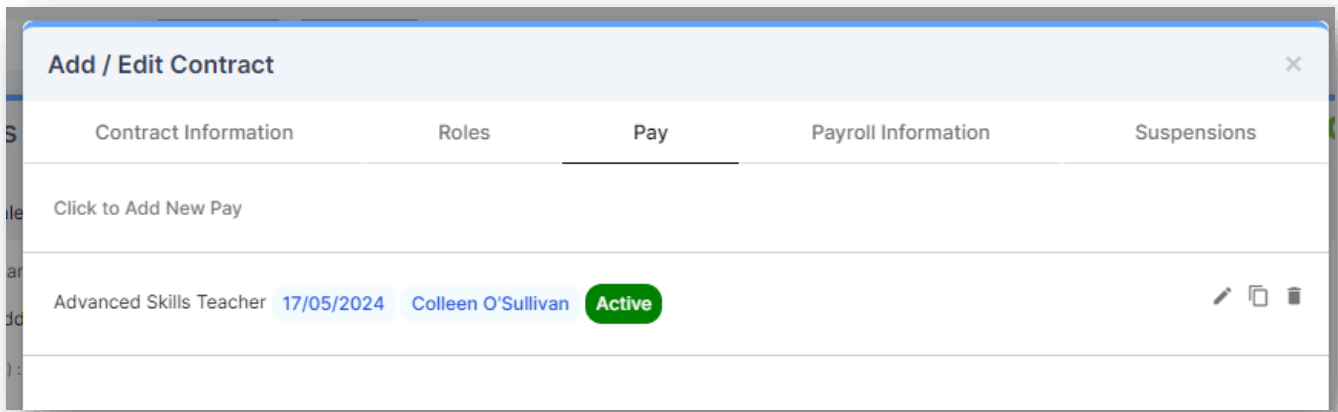
FTE  
1.0000

Pay Factor  
1.0000

Safeguarded

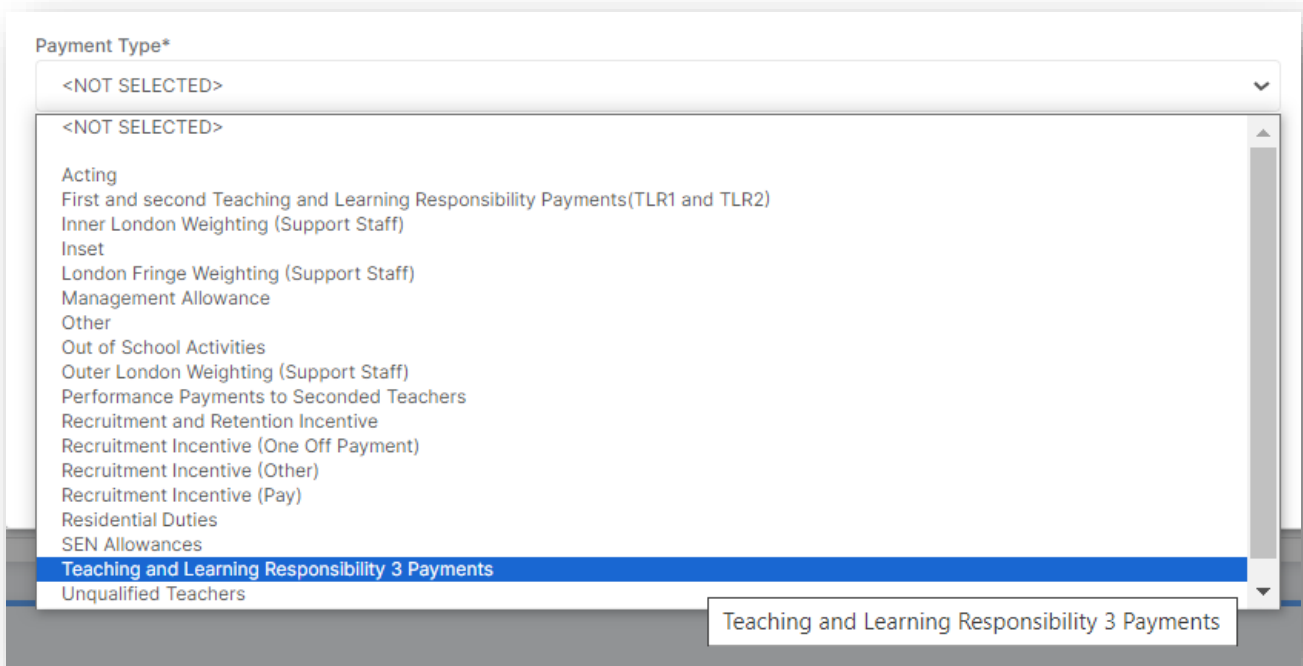
Cancel   Save

The **Pay** information will now display as **Active**.



You can also use the **Pay** tab to add **TLR (Teaching and Learning Responsibility)**

From the **Pay Item Type** choose **Additional Allowance** and then from **Payment Type** choose **Teaching and Learning Responsibility 3 payments**.



Complete other fields as required then click **Save**.

For guidance on creating **Additional Allowances Payment Types** see [here](#)

## Payroll Information

Select the tab for **Payroll Information**, select the required **options** from the dropdown lists and add a **Post Offered Date** and **Post Accepted Date**, then click **Save**.

The screenshot shows a web application window titled "Add / Edit Contract" with a close button (X) in the top right corner. The window has five tabs: "Contract Information", "Roles", "Pay", "Payroll Information" (which is selected and underlined), and "Suspensions". The "Payroll Information" tab contains the following fields and controls:

- Post Reason:** A dropdown menu with the selected value "<NOT SELECTED>".
- Contract Termination Reason:** A dropdown menu with the selected value "<NOT SELECTED>".
- Contract Number:** A text input field.
- Post Offered Date:** A date picker field.
- Post Accepted Date:** A date picker field.
- Contract Issue Date:** A date picker field.
- Superannuation:** A dropdown menu with the selected value "<NOT SELECTED>".
- NICContracted:** A dropdown menu with the selected value "No".
- Leave Entitlement:** A text input field.
- Destination:** A dropdown menu with the selected value "<NOT SELECTED>".
- Origin:** A dropdown menu with the selected value "<NOT SELECTED>".
- Spinal Progression:** An unchecked checkbox.
- Increment Month:** A dropdown menu with the selected value "<NOT SELECTED>".
- Apprentice:** An unchecked checkbox.

At the bottom right of the form, there are two buttons: "Close" and "Save".

## Base Pay Structure

The **Base Pay Structures** are created in the **Administration module** then they can be added to **Staff Records** through the **Staff Profile Page > Contracts** tab. See **Staff Pay** in this guide.

Access: the minimum permissions required to access **Base Pay Structure** is found in **Administration > Maintenance Module** from **Config > Setup > Roles and Permissions**

Please set the permissions of this role

Module: Administration

Expand All  Collapse All

Menu Name	Access	New	Edit	Delete	Save
Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community					
Reports					
School					
<span style="border: 1px solid red; padding: 2px;">Maintenance</span>					
User Defined Fields	<input checked="" type="checkbox"/>				<input type="checkbox"/>
Lookup Tables	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Doctor Surgeries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Absence Codes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support Comment Banks	<input checked="" type="checkbox"/>				
User Defined Flags	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Details For User Defined Flags	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<span style="border: 1px solid red; padding: 2px;">Base Pay Structure</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Superannuations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safeguarding Alert Configuration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User Defined Panels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External Links	<input checked="" type="checkbox"/>				

### Pre-requisites:

- Details of Pay Scales and Salary Amounts
- Check that your **Regional Pay Spine** is correct – **Config > Administration > Administration Defaults** – ensure it is set to the correct **Regional Pay Spine** for your area. You also have the option to **Allow multiple regions in Scale Point Groups > Save**.

#### Administration Defaults

Lawful basis for data processing: Consent

FSM Review cycle: 12 months

Max length for Staff Code: 3

Locality:

Town:

Administrative Area:

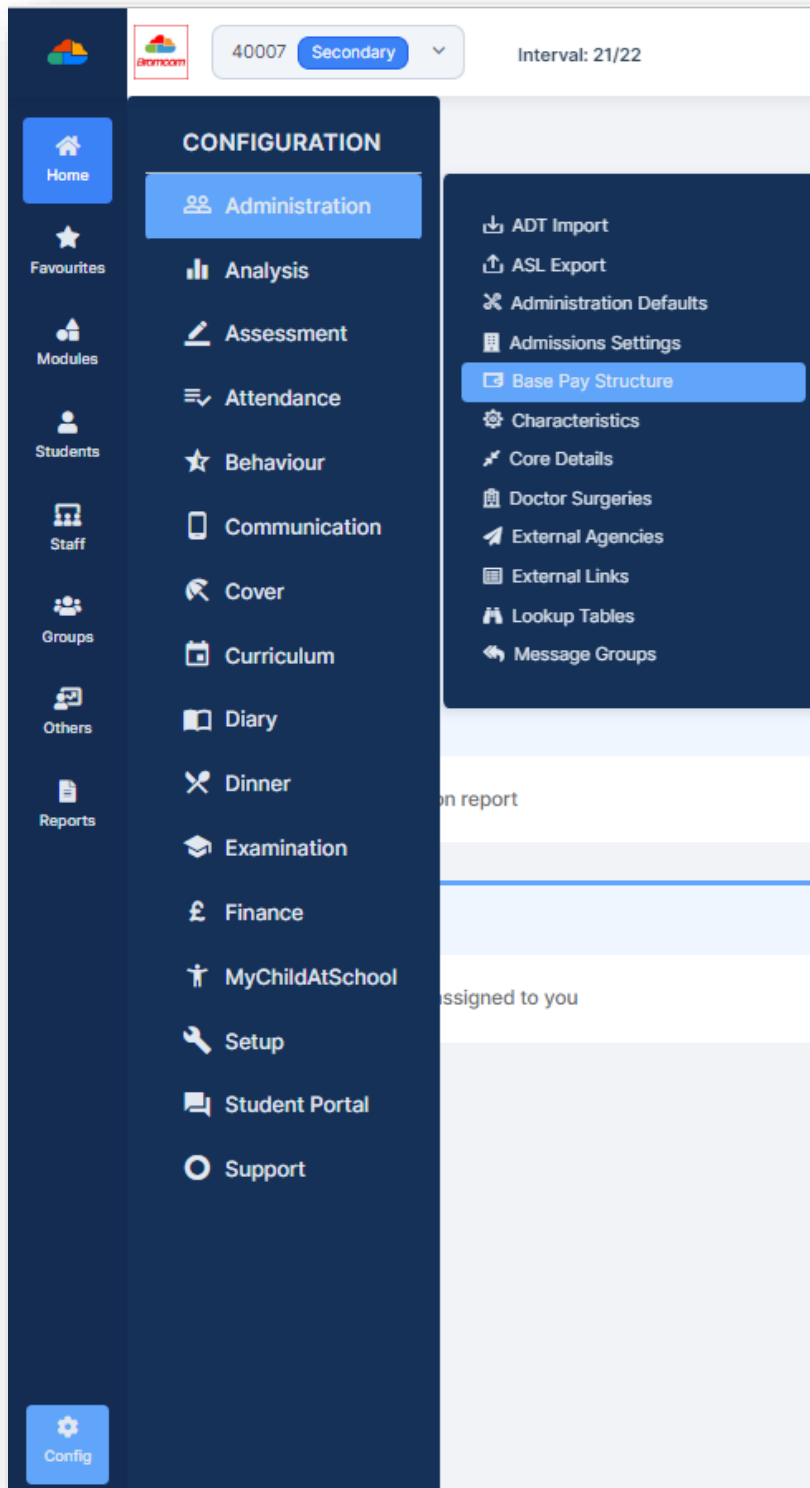
Default Regional Pay Spine applied to Staff Pay: Rest of England & Wales

Allow multiple regions in Scale Point Groups

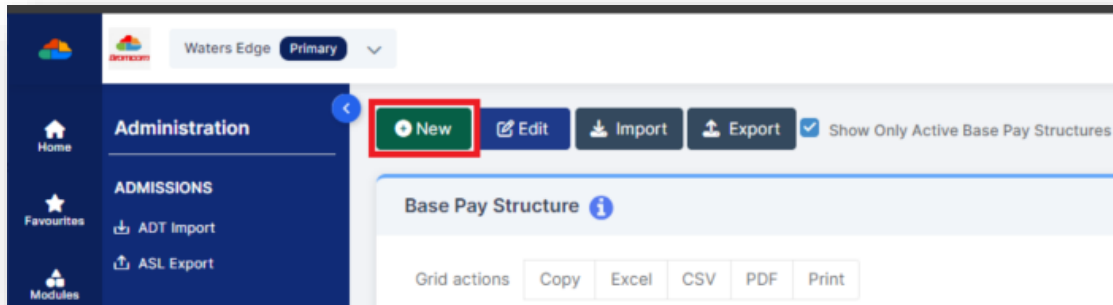
Language List Type:  Short List  Long List

Contact selection auto complete detail: Youngest enrolled child name

From the left Menu go to **Config > Administration > Base Pay Structure**.



Click **New** to create a new **Base Pay Structure**.



The first section is the **Base Pay Structure Panel**.

The 'Base Pay Structure' form contains the following fields and options:

- Code\***: A text input field.
- Description\***: A text input field.
- Base Payment Category\***: A dropdown menu currently showing '<NOT SELECTED>'. Below it is a checkbox for 'Default Spinal Progression Month' (unchecked).
- Hours Worked/Week\***: A numeric input field.
- Weeks Worked/Year\***: A numeric input field.
- Financial Group**: A dropdown menu with the text 'Please select Financial Group(s)'. Below it is a checkbox for 'Limit to specific superannuations' (unchecked).
- Month**: A dropdown menu currently showing '<NOT SELECTED>'. Below it is a checkbox for 'Active' (checked).

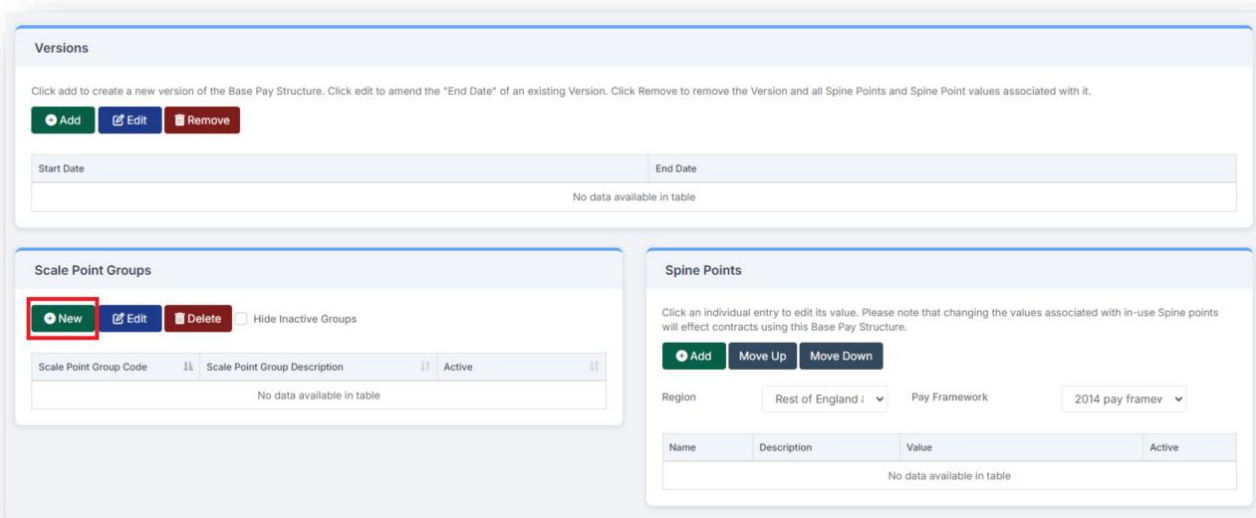
Fields with a \* must be completed.

- **Code** – this could be NJC or MPS, for example
- **Description** – this is the name of your **Base Pay Structure**
- **Base Pay Category** – this is a pre-defined dropdown that you can choose the **DfE PayScale Name** that corresponds to your **Base Pay Structure**
- **Active** – this enables the **Base Pay Structure** so that it is available to select in the **Contract** area of **Staff Profiles**
- **Hours Worked/Week** – This is the maximum number of hours worked per week and will be used in the **Pro-rata** calculation.
- **Weeks Worked/Year** – This is the maximum number of weeks worked per year and will be used in the **Pro-rata** calculation

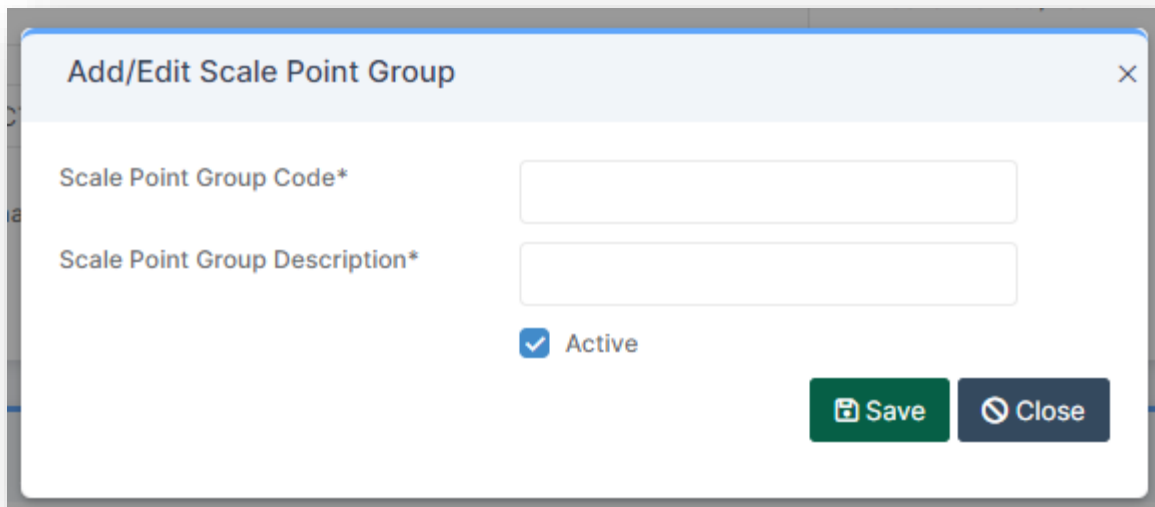
The next section down is **Versions**, however as this is a new **Base Pay Structure** a version will be created automatically when you add your first Scale Point Group so you can skip the **Versions** panel for now and move straight to **Scale Point Groups**.



Add a New **Scale Point Group** by clicking **New**.



This will open the **Add/Edit Scale Point Group** page, enter a **Code** and a **Description**, and ensure that the **Active** box is ticked. Once you are happy click **Save**.



You only need to create one **Scale Point Group** however, if you have a number of different roles within that **Base Pay** you may choose to split them up and create a **Scale Point Group** for each, as in the following image.

**Scale Point Groups**

Hide Inactive Groups

Scale Point Group Code	Scale Point Group Description	Active
6-10	6-10	Yes
ALL	All Scale Points	Yes

**IMPORTANT:** The **Scale Point Group Code** in the **Base Pay Structure** is the **Spine Point Group** field that you choose in the **Contract>Pay** area on the **Staff Profile**, see example below.

The **Base Pay Structure** in the example below has a choice of the three **Scale Point Groups** and each of those has their own **Spine Points**.

**Scale Point Groups**

Hide Inactive Groups

Scale Point Group Code	Scale Point Group Description	Active
All	All	Yes
Junior SS	Junior SS	Yes
Senior SS	Senior SS	Yes

**Spine Points**

Click an individual entry to edit its value. Please note that changing the values associated with in-use Spine points will effect contracts using this Base Pay Structure.

Region: Rest of England | Pay Framework: 2014 pay framev

Name	Description	Value	Active
S1	S1	18,000.00	<input checked="" type="checkbox"/>
S2	S2	18,500.00	<input checked="" type="checkbox"/>
S3	S3	19,000.00	<input checked="" type="checkbox"/>
S4	S4	21,000.00	<input checked="" type="checkbox"/>
S5	S5	22,000.00	<input checked="" type="checkbox"/>

Then in this example in the **Staff Profile>Contracts>Pay** screen you can choose from the three **Spine Point Group** drop down choices

**Add / Edit Contract**

Contract Information      Roles      **Pay**      Payroll Information      Suspensions

Pay Item Type\*  
Range Pay

Start Date\*  
23/08/2023

End Date

Base Pay\*  
Support Staff

**Spine Point Group**

- All
- <NOT SELECTED>
- Junior SS
- Senior SS
- All**

Spine Point  
<NOT SELECTED>

Hours per Week  
30.0000

Base Pay Hours per Week

As in this example as we have a **choice of Spine Point Groups** , whichever one you choose will define the drop down choices in the **Spine Point**.

**Add / Edit Contract**

Contract Information      Roles      **Pay**      Payroll Information      Suspensions

Pay Item Type\*  
Range Pay

Start Date\*  
23/08/2023

End Date

Base Pay\*  
Support Staff

**Spine Point Group**

All

Weeks per Year  
52.1400

Base Pay Weeks per Year  
52.140

**Spine Point**

- <NOT SELECTED>
- <NOT SELECTED>**
- S1
- S2
- S3
- S4
- S5

To create your **Spine Points** for each **Scale Point**, select the **Scale Point** so it is **high-lighted**. Then click **Add** on the **Spine Points**.

**Spine Points**

Click an individual entry to edit its value. Please note that changing the values associated with in-use Spine points will effect contracts using this Base Pay Structure.

**Add** Move Up Move Down

Region  Pay Framework 2014 pay framewo

Name	Description	Value	Active
No data available in table			

The following box will appear, you can add the **Name** of your **Spine Point**, **Description** and **Value**.

**Spine Points**

Click an individual entry to edit its value. Please note that changing the values associated with in-use Spine points will effect contracts using this Base Pay Structure.

**Add** Move Up Move Down

Region Rest of England & Pay Framework Pre 2014 pay fram

Name	Description	Value	Active
<input type="text"/>	<input type="text"/>	0.00	<input checked="" type="checkbox"/>

- The **Description** is the selection list that will appear in the **Contract** area for you to choose the **Spine Point** from.
- The **Value** is the full time salary for that **Spine Point**.
- Once you have completed your first **Spine Point**, please click **Add** to add the next. Repeat until you have added all **Spine Points** for that **Scale Point Group**.

Click the **Save** button in the top left of the page

In the example your Trust has **Teachers** (or any members of Staff) who's **Regions** are different then you would change the **Region** drop down and add in the relevant **Values**.

In the example below we have added in the **Spine Points** for Region: Rest of England and Wales

**Scale Point Groups**

New Edit Delete  Hide Inactive Groups

Scale Point Group Code	Scale Point Group Description	Active
6-10	6-10	Yes
ALL	All Scale Points	Yes

**Spine Points**

Click an individual entry to edit its value. Please note that changing the values associated with in-use Spine points will effect contracts using this Base Pay Structure.

Add Move Up Move Down

Region: Rest of England & Wales Pay Framework: 2014 pay framework

Name	Description	Value	Active
M7	M7	34,000.00	<input checked="" type="checkbox"/>
M8	M8	36,000.00	<input checked="" type="checkbox"/>
M9	M9	38,000.00	<input checked="" type="checkbox"/>

If we have **Staff** across **different regions**, we would change the **Region** dropdown and enter the relevant **Values** as per the example below. Click **Save** once you are happy with the data.

Region: Rest of England & Wales

- Inner London
- Outer London**
- London Fringe
- Rest of England & Wales

To edit your **Base Pay Structure**, from within **Config > Administration > Base Pay Structures**, highlight the one you wish to edit and click the **Edit** button to open it.

New Edit Import Export  Show Only Active Base Pay Structures

**Base Pay Structure** ⓘ

Grid actions: Copy Excel CSV PDF Print

Name	Description	Hours Per Week	Weeks Per Year
ECT	Early Careers Teacher	32.500	52.140
EX	Excellent Teacher	32.500	52.140

In the **Base Pay Structure** section, you can edit the basic information of the **Base Pay Structure**.

The screenshot shows the 'Base Pay Structure' configuration form with the following fields:

- Code\*: ECT
- Description\*: Early Careers Teacher
- Base Payment Category\*: Teachers Main
- Hours Worked/Week\*: 32.500
- Weeks Worked/Year\*: 52.140
- Financial Group: Please select Financial Group(s)
- Month: <NOT SELECTED>
- Default Spinal Progression Month:
- Active:
- Limit to specific superannuations:

In the next section, select the **Version** to **Edit** by clicking on it once to highlight it. (**Note: to Edit the Scale Point Groups and Spine Points** you do not need to click **Edit** at the top of the panel, this is only used if you wish to change the **Start or End Dates** of the **Version**.)

If you do not wish to change historical information for the **Base Pay Structure** and only want to make the changes going forward, consider creating a new **Version** by clicking **Add** at the top of the **Version** panel.

The screenshot shows the 'Versions' panel with the following elements:

- Buttons: Add, Edit, Remove
- Table with columns: Start Date, End Date
- Table data:
 

Start Date	End Date
05/01/2024	...
...	04/01/2024

From here you can edit the **Scale Point Groups** and **Spine Points** using the panels at the bottom.

The screenshot shows two panels: 'Scale Point Groups' and 'Spine Points'.

**Scale Point Groups:**

- Buttons: New, Edit, Delete, Hide Inactive Groups
- Table with columns: Scale Point Group Code, Scale Point Group Description, Active
- Table data:
 

Scale Point Group Code	Scale Point Group Description	Active
ECT	ECT	Yes

**Spine Points:**

- Buttons: Add, Move Up, Move Down
- Region: Rest of England
- Pay Framework: 2014 pay framew
- Table with columns: Name, Description, Value, Active
- Table data:
 

Name	Description	Value	Active
C		0.00	<input checked="" type="checkbox"/>
EC		0.00	<input checked="" type="checkbox"/>
ECT		0.00	<input checked="" type="checkbox"/>

Once you have made all the required changes click **Save** at the top of the page.

The screenshot shows a row of three buttons: New, Save, and Cancel. The 'Save' button is highlighted with a red border.

## Staff Absence

This section covers recording **Staff Absence** in the **Staff List** Page. **Absences** can also be recorded in the **Staff Profile** and from the **Cover** Module. For **Reporting on Staff Absence** see [How to Report on Staff Absence](#)

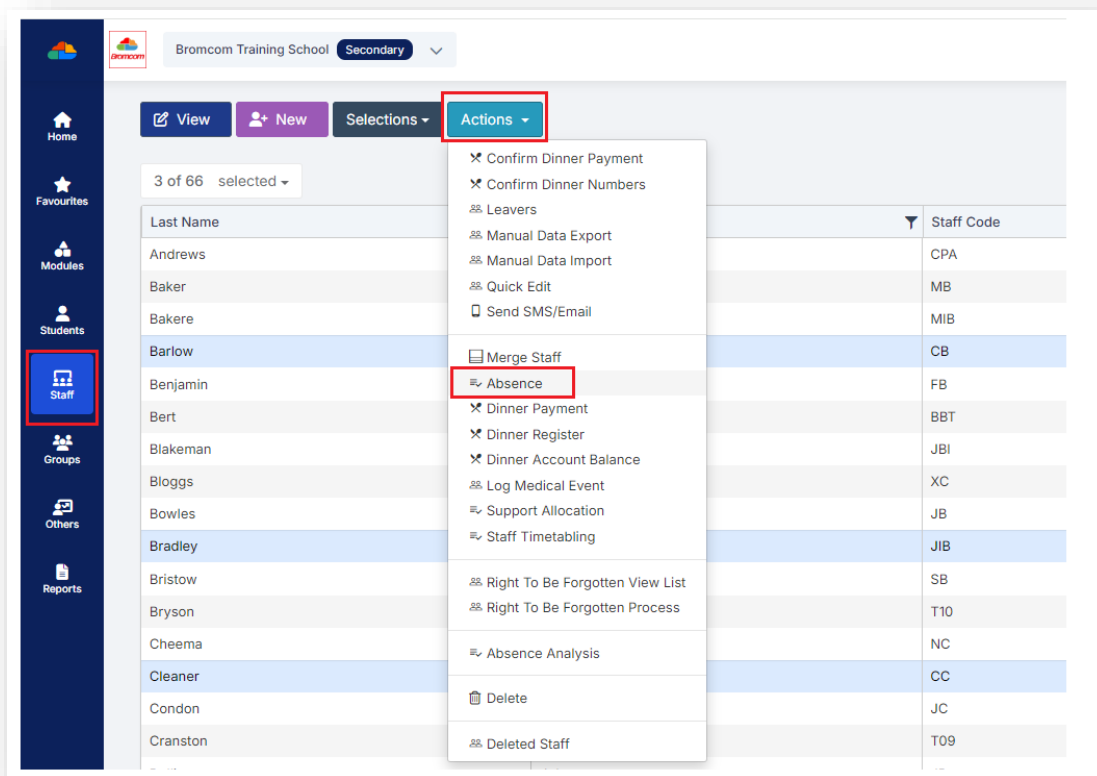
**Access:** The minimum permissions required to access the **Staff List** page is found in the **Framework Module of Config>Setup>Roles & Permissions**

To create a **Staff Absence** from the left **Menu**, go to **Staff > Select 1 or more Members of Staff > Actions > Absence**.

Tip: You can select **multiple Staff** if the **Date** and **Reason** for the **Absence** is the same.



This will open the **Record Absence** pop-up. The pop-up has 2 tabs, **Absence Details** and **Absence Certificates**.



In the **Absence Details Tab** add the **Absence** information using the dropdown options.

- **Absent For** – from the dropdown list select the time period for the **Absence**
- **Absence Type** – from the dropdown list select the **Absence Type**, these are added by the school.
- **Start Date** – this will default to the **Current Date** and can be changed if required the **Time** can also be changed
- **End Date Known** – tick this box if you know the **End Date** of the **Absence**, this will create an extra field to enter the **End Date**
- **End Date** – this will default to the **Current Date** and can be changed if required the **Time** can also be changed
- **DfE Duration** – for ‘Continuous Absences’ this will automatically populate based on the **Start** and **End Date** of the **Absence** and can also be changed manually
- **Annual Leave** – Select if the **Absence** is Annual Leave
- **Industrial Injury** – Select if the **Absence** is as a result of an **Industrial Injury**.
- **SSP Exclusion Advised** – Select if the **Absence** will not be covered by **Statutory Sick Pay**.
- **Reason** – from the dropdown list select the **Reason** for the **Absence**, these are set in **Config>Administration>Staff Absence Codes**.
- If you select an **Absence Code** which is linked to the **Category of Sickness (SIC)**, this will create an extra field to enter the **Illness Category**, which are added by the school using the **Lookup Tables**,
- **Local Code** – this will be automatically populated based on the **Reason** and can be changed manually



- **Pay Decision** – select the **Pay Decision** from the dropdown list, these are added by the school using **Lookup Tables**.
- **Payroll Absence Category** – Select the **Payroll Absence Category** from the dropdown.
- **Authorised Pay Rate** – Select the **Authorised Pay Rate** from the dropdown.
- **Attachments** – can be added by clicking the **Browse** button and uploading a file
- **Return to Work Assessment Date** – this allows a Date to be added
- **Notes** – add any additional **Free Text Notes** if required

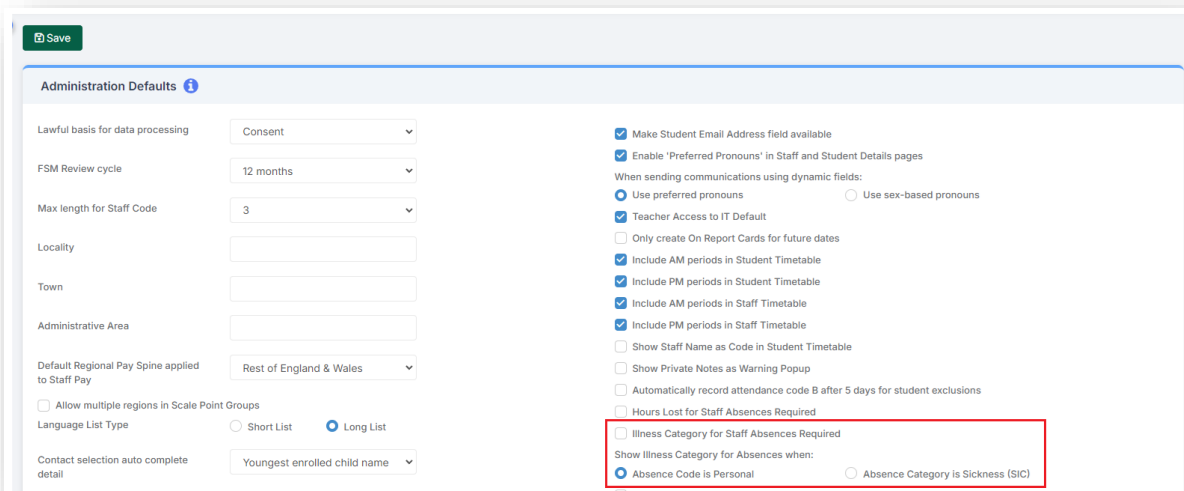
When completed click the **Save** button.

You can configure the system so that **Illness Category for Staff Absences** is required in **Config>Administration>Administration Defaults**. First tick **Illness Category for Staff Absence Required**

Then there are 2 scenarios for this, choose either;

- Absence Code is Personal
- Absence Category is Sickness (SIC)

If **Absence Code is Personal** is selected, then **ANY Absence Code** with the Type Personal will require an Illness



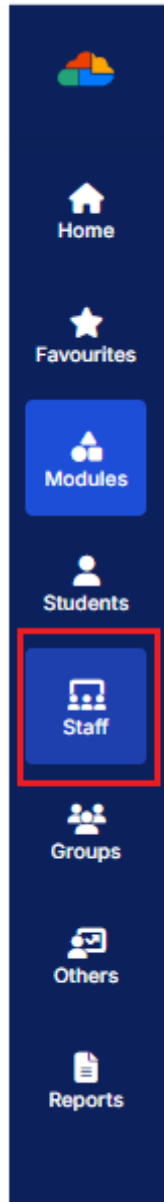
Category to be completed when recording Staff Absence

If **Absence Category is Sickness (SIC)** is selected, then **only Absence Codes** under the **Category SIC** will require an Illness Category when recording Staff Absence

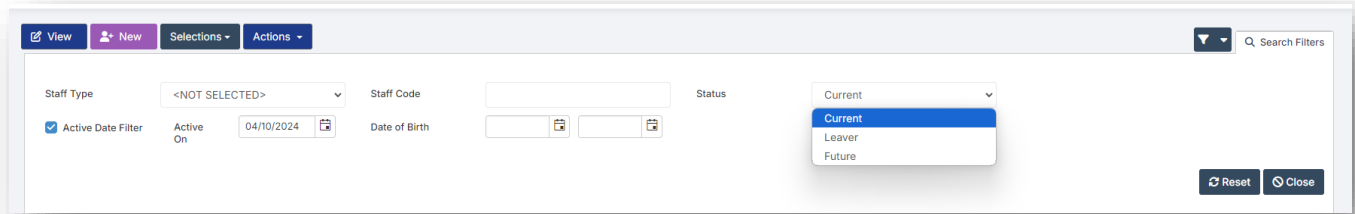
Click **Save**.

## Staff List Page Reporting

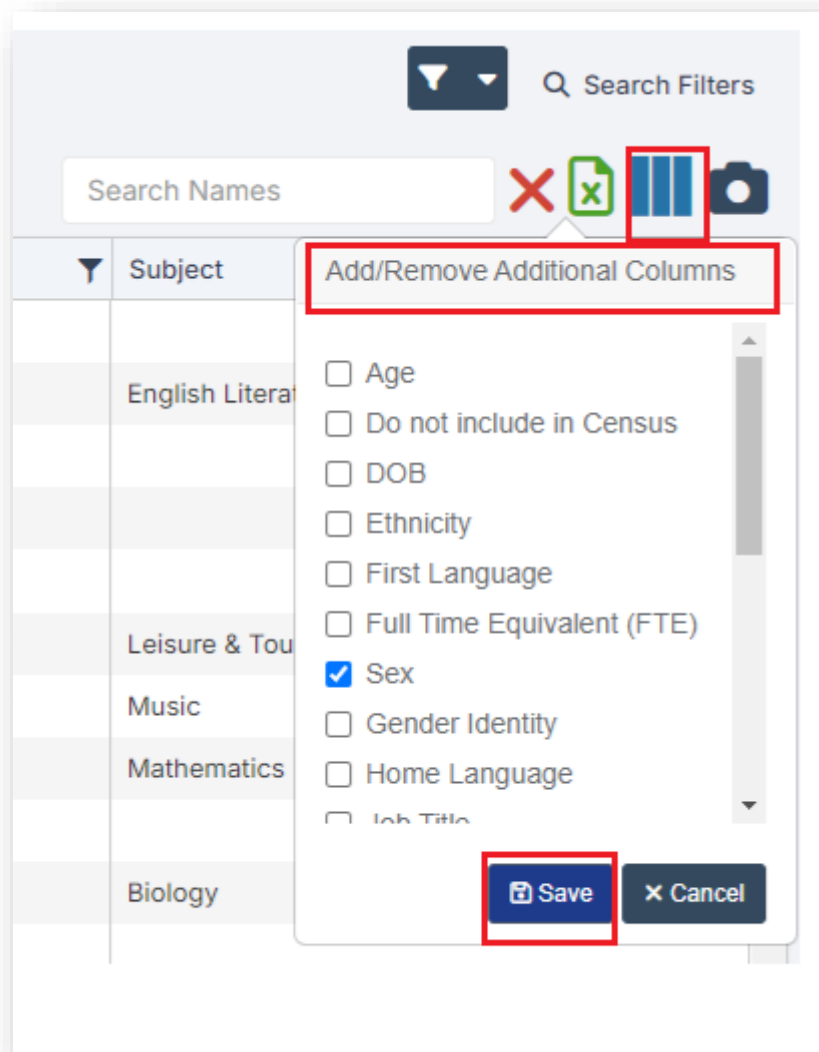
In this section we will look at using the **Staff List Page** to report on **Staff**. From the left menu click **Staff** to open the **Staff List Page**.



The **Staff List Page** defaults to **Current Staff** however, you can change the **Status to Leaver or Future** by clicking on the top right **Search Filters** and changing the **Status** drop down. Click close to close the **Search Filters**.

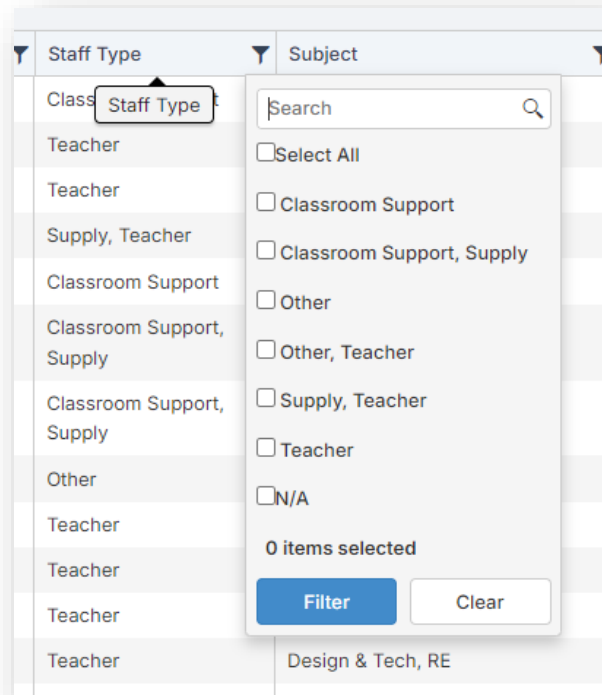


Then click the top right three blue bars to **Add/Remove Additional Columns**, tick which columns you want to appear in your **Staff List Page** and click **Save**. Tip: The system will remember your choices and will show the **additional columns** added every time you open the **Staff List Page**.



Once you have added the columns required you can **filter and sort** the **Staff List Page** by using the **filter cups** in the column headers or **clicking the column header to sort** the list.

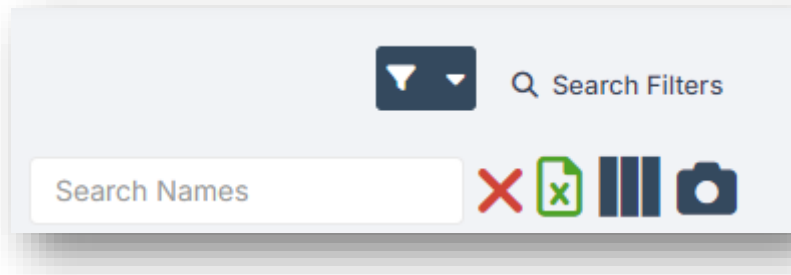
In the example below we have clicked the **Filter cup** in the **Staff Type** column then we can **tick the field(s)** we want to filter the **Staff List Page** by. Click **Filter**.



Then if we click on the column header the **column will sort**, alphabetically, click **twice to reverse the sort order**

Staff Type ↑	Subject
Classroom Support	
Classroom Support	
Teacher	English Liter
Teacher	
Teacher	
Teacher	Biology
Teacher	
Teacher	Design & Te
Teacher	
Teacher	Music
Teacher	History, Mat

Once we have the required fields and order in the **Staff List Page**, we can click the top right **Green X** Icon to **Export** the **Staff List in Excel** for further analysis.

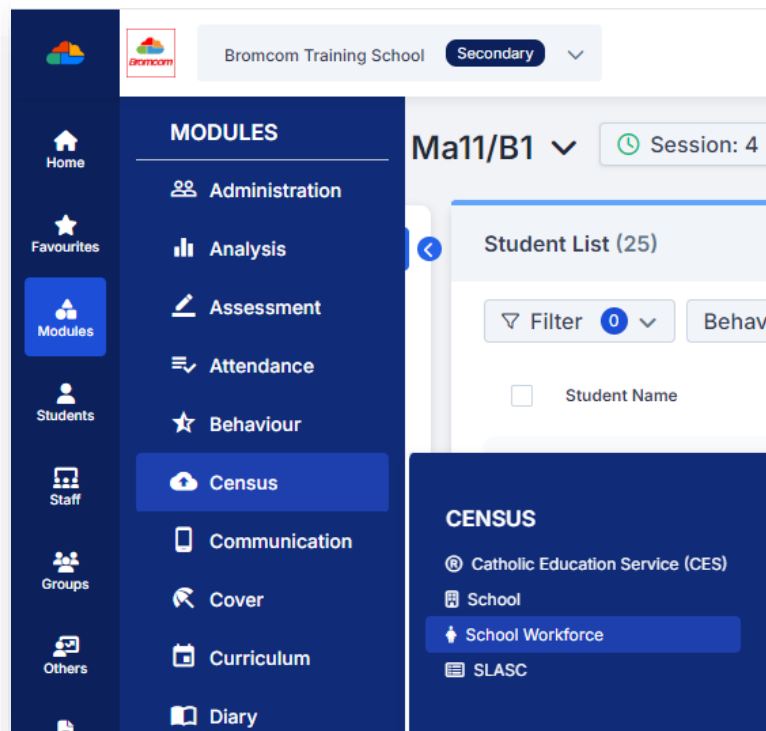


In addition, you can use the **Staff List page** to **Quick Edit** multiple records and use the **Manual Data Import/Export** function to update large amounts of data.

For more information see [How to use Quick Edit](#) and [How to use Manual Data Import and Export](#)

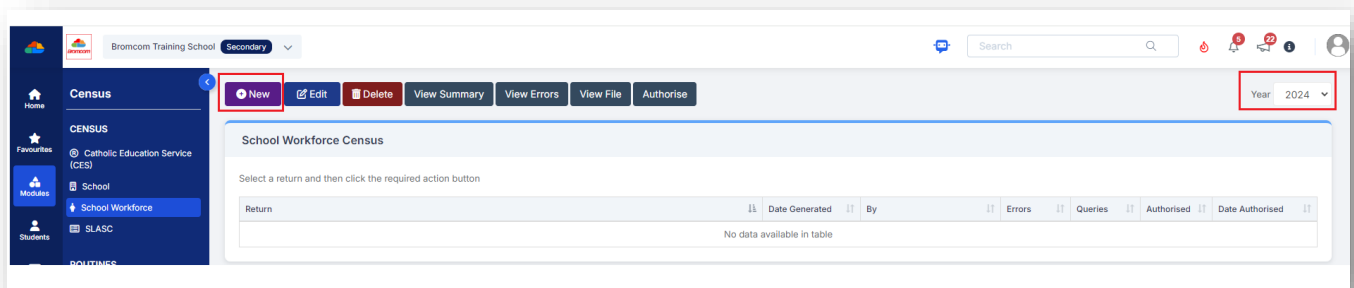
## How to Generate a Return

To run the **School Workforce Census**, go to **Modules>Census>School Workforce**.



The top right **Year**-dropdown menu will display the **Current Year** by default. The year is the **Calendar** year and **NOT** the **Academic** year.

Click on the top left **New** button to produce a new **Return**



You will now see the **Workforce Census Parameter** screen.

**Workforce Census Parameters**

Reference Date: 07/11/2024

Title: 2024 Autumn

Absences included from: 01/09/2023 through to: 31/08/2024

Continuous Contracts from: 01/09/2023 through to: 07/11/2024

Absence and Contract dates are defined by the census specification and not expected to be changed.

**School Details**

School name: Bromcom Technology School Refresh

LA: HACKNEY LONDON BOROUGH COUNCIL    LA ID: 204    Estab. No.: 6398

Address: Prospect House, Homesdale Road, Bromley, London, BR2 9LY

Telephone: 02082906153    Fax Number: 02082900841

E-mail: email2@bromcomcloud.com Edit

---

School Phase: Secondary    NC Year Range: 7 to 14

Intake: Religious School    Sex of Initial Intake: Coeducational

Governance: Community    Type of School: Comprehensive all-through, 11-18

Sex Post 16: Coeducational Edit

The information in the **Workforce Census Parameters** and **School Details** panels are pre-populated for you, but please check the information displayed within the **School Details** panel is accurate.

If you need to make any changes to the **School Details** panel, click either of the **Edit** buttons.

**School Details**

School name: Bromcom Technology School Refresh

LA: HACKNEY LONDON BOROUGH COUNCIL    LA ID: 204    Estab. No.: 6398

Address: Prospect House, Homesdale Road, Bromley, London, BR2 9LY

Telephone: 02082906153    Fax Number: 02082900841

E-mail: email2@bromcomcloud.com Edit

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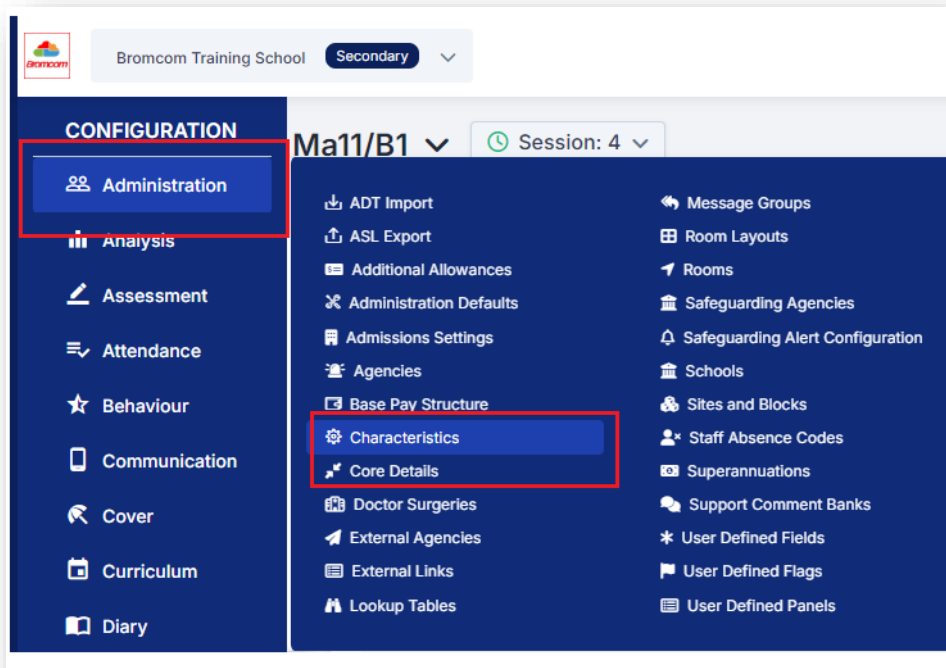
School Phase: Secondary    NC Year Range: 7 to 14

Intake: Religious School    Sex of Initial Intake: Coeducational

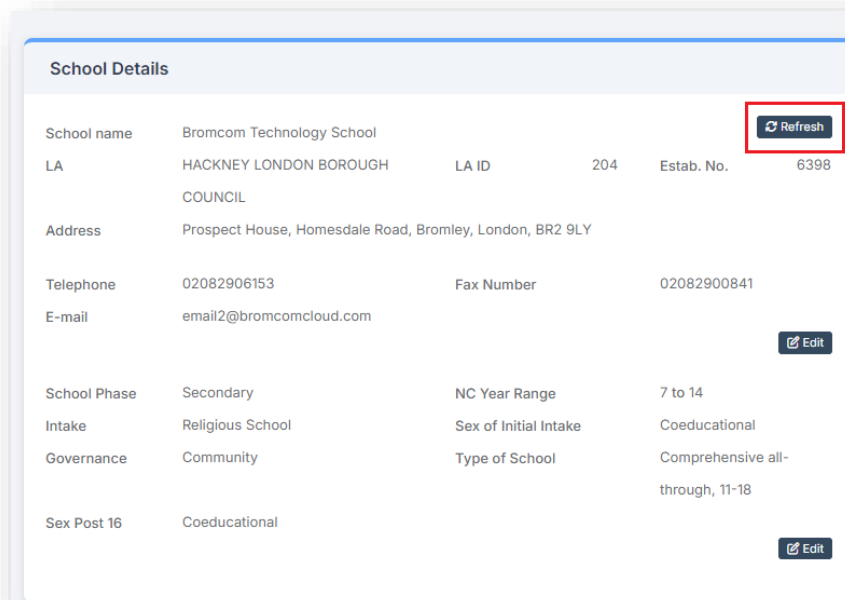
Governance: Community    Type of School: Comprehensive all-through, 11-18

Sex Post 16: Coeducational Edit

This will re-direct you to **Config>Administration** to either **Core Details** or **Characteristics**. Once you have made any changes , click **Save**.

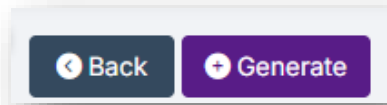


Then return to the **School Workforce Census** page and click the top right **Refresh** in the **School Details** panel.





Once you are happy with your **School Details**, click the top left **Generate** button to generate your **School Workforce Census**.

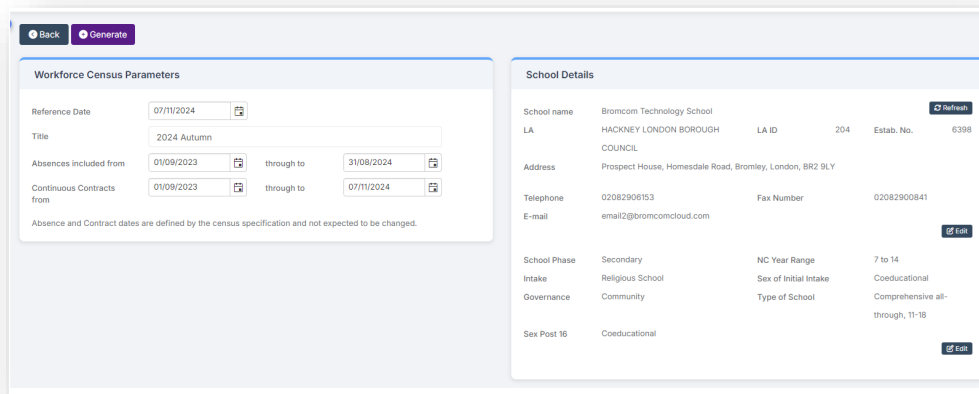


Your **Return** will now be generated, this may take a while, so please be patient **and wait for it to complete**.

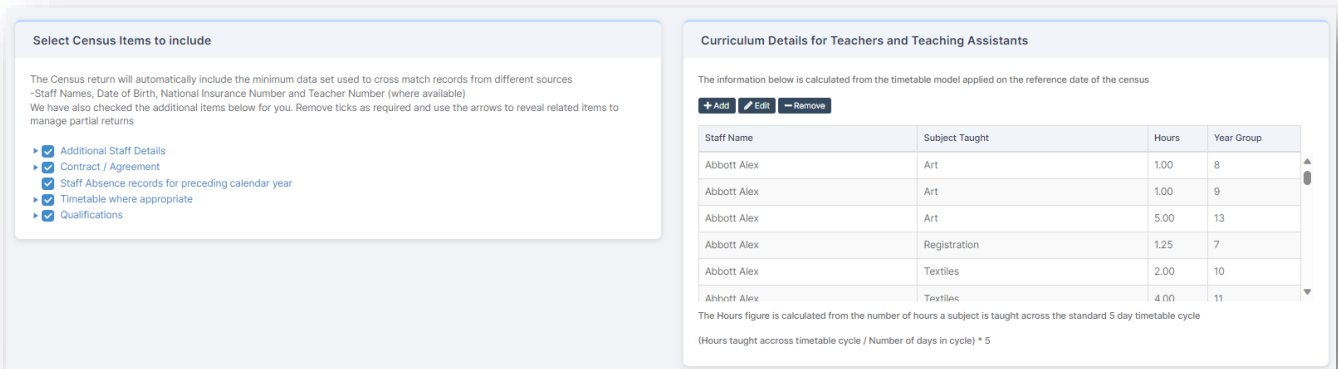
You will now be asked to **Save & Validate** the information produced from the following **eight sections**, some of this information can be **added, edited, or removed**.

These are:

- Workforce Census Parameters
- School Detail



- School Census Items to Include
- Curriculum Details for Teachers and Teaching Assistants



For **School Census Items to Include** , these are **all ticked by default** however, you can if required untick an item if that item is not stored in Bromcom. You will, however, need to submit all the information requested for your SWF.

For **Curriculum Details for Teachers and Teaching Assistants** use the **Add, Edit** and **Remove** functions as required. You can check the information from **Staff List Page>Select Staff>Actions>Staff Timetabling>Manage Non Timetabled Time**. See [How to Manage Staff Timetabling](#)

### Add/Edit Curriculum Details

Staff \*

Subject Type \*

Year Group \*

Hours

- Absences
- Teacher Vacancies
- Occasional Teachers on Census Day
- Cover/Agency Staff on Census Day

#### Absences

Staff Name	First Day	Last Day	Days Lost	Category
Abbott Alex	2023-02-02	2023-02-02	1.0	Personal (Advance)
Abbott Alex	2023-03-08	2023-03-08	1.0	Personal (Advance)
Abbott Alex	2023-01-25	2023-01-25	0.5	Personal (Phone)
Allenby Bromcomuser	2022-10-18	2022-10-18	1.0	Illness
Allenby Bromcomuser	2022-11-09	2022-11-09	1.0	Illness
Allenby Bromcomuser	2022-12-17	2022-12-13	1.0	Family member ill

#### Teacher Vacancies

Post Category	Previous Holder	Subject	Tenure	Temp Filled	Advert.
Classroom Teacher		Art	PT		✓

#### Occasional Teachers on Census Day

Occasional Teachers in school on Census Day e.g Supply or Agency staff - enter 0(zero) if none

Qualified

Unqualified

Not Known

#### Cover / Agency Staff on Census Day

Support staff not directly employed by the School or Local Authority, working at the school on Census Day  
(e.g. cleaners employed by a contract cleaning company)

Role	No. in school on Census Day
Learning Mentor	1
Teaching Assistant	4
Cover Supervisor	3
Cleaner	15
Other Catering Staff	9
Caretaker	1

For **Absences, Teacher Vacancies** or **Cover/Agency Staff on Census Day** use the **Add, Edit or Remove** functions as required.

**Add/Edit Staff Absence**

Staff \* <NOT SELECTED>

First Day \* 15/10/2024

Last Day \* 15/10/2024

Absence Category <NOT SELECTED>

Days Lost 0.00

**Save** **Cancel**

**Add/Edit Teacher Vacancy**

Select a member of staff who has left to use their contract to define a vacancy, or use the fields below to define a new one.  
Note: If the selected member of staff has more than one contract you will need to add details of other contract separately

Staff Name [Search] [X]

Post Category \* <NOT SELECTED>

Main Subject <NOT SELECTED>

Tenure <NOT SELECTED>

Post Temporarily Filled  
 Post Advertised

**Save** **Cancel**

**Add/Edit Other Staff indirectly employed**

Select the Role that these staff fulfil and enter the number of such staff on site on Census Day

Role \* <NOT SELECTED>

No. on site \* 0

**Save** **Cancel**

To **Remove** click on the record in the appropriate panel and click **Remove**

**Absences**

+ Add Edit Remove

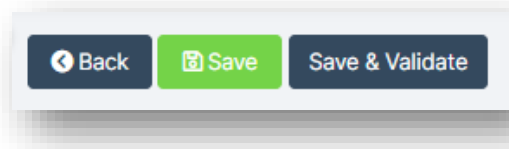
Staff Name	First Day	Last Day
(MB) Baker Martin	2023-09-11	2023-09-11
(MB) Baker Martin	2023-11-06	2023-11-06
(MB) Baker Martin	2024-05-27	2024-05-27
(MB) Baker Martin	2023-12-04	2023-12-04
(MB) Baker Martin	2023-12-25	2023-12-25
(MIR) Baker Martin	2024-08-19	2024-08-19

**Confirmation**

Are you sure you want to remove selected record?

**Cancel** **Proceed**

When you have finished with this page, click on the top left **Save & Validate**.

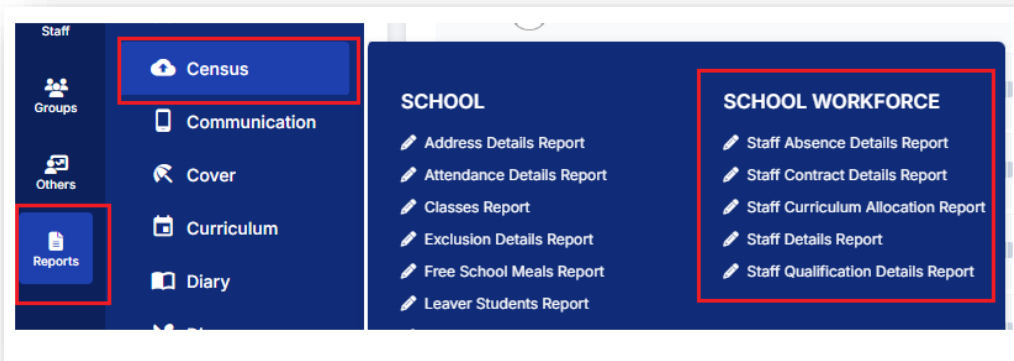


You will now be returned to the **Census** page where you will be able to see the **File(s)** that have been generated. See the [Census Views](#) section in this guide.

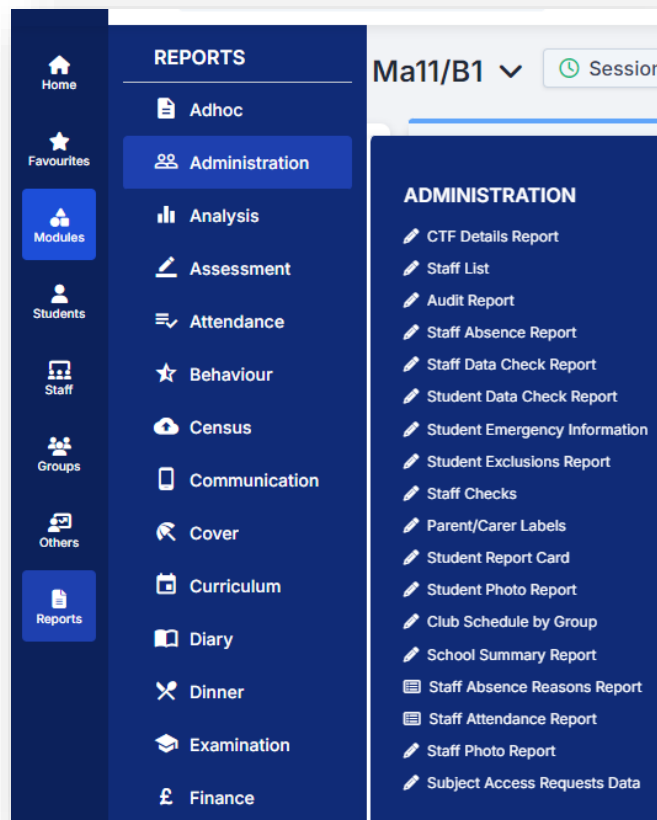
You will then need to deal with the **Errors/Queries** before **Authorising** and submitting the **Return**.

## Staff Reports

Once you have [Generated a Return](#) you will be able to access the following built in **School Workforce** Census Reports from **Reports>Census>School Workforce**



In addition, there are various built in **Staff reports** in the **Administration** Module from **Reports>Administration**



## Census Views

Once you have Generated a Return you will see that the screen updates to show any **Returns** which have already been generated. Each **Return** will clearly identify:

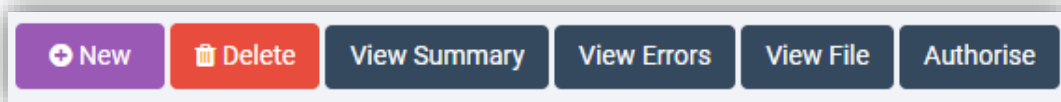
- Return Name
- Date Generated
- Return Created By
- No. of Errors & Queries
- Authorised (Yes/No)
- Date Authorised

School Workforce Census

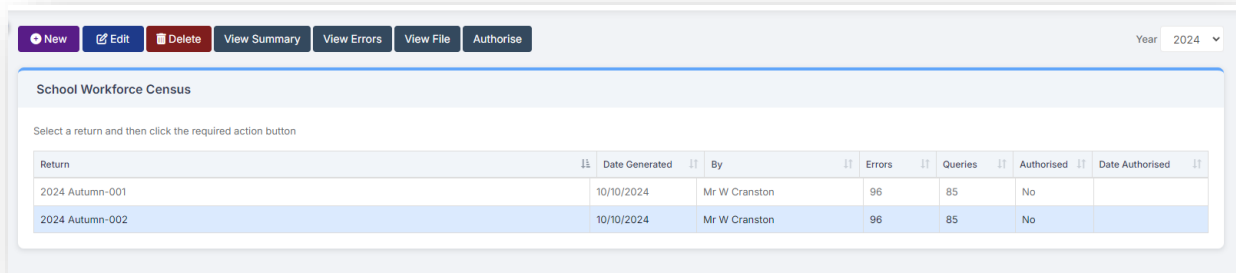
Select a return and then click the required action button

Return	Date Generated	By	Errors	Queries	Authorised	Date Authorised
2024 Autumn-001	10/10/2024	Mr W Cranston	96	85	No	
2024 Autumn-002	10/10/2024	Mr W Cranston	96	85	No	

You have the following options available to choose from:



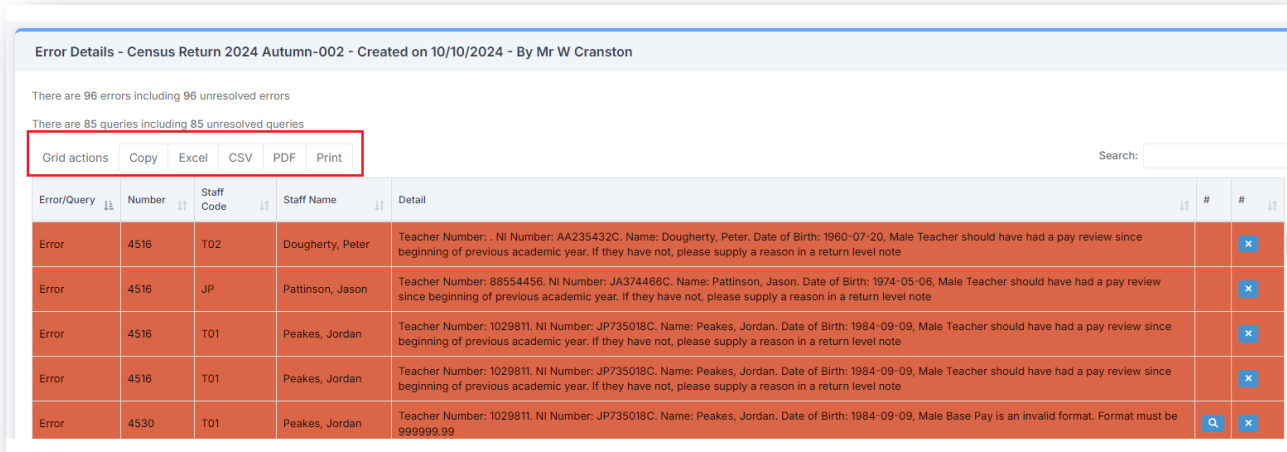
- **New:** generates a new **Census Return**
- **Delete:** deletes an existing **Census** file
- **View Summary** – gives you the **Summary** page for the **Return**. You may want to print this and use it as a starting point to check your data
- **View Errors** - this shows you any **Errors** or **Queries** that the validation process has found
- **View File** – this gives you the option to **View** and **Save** the **Census XML file**. You will not need to do this until you are ready to send the **Census Return** to the **LA** or upload to **Collect**
- **Authorise** – this is used to **Authorise** the completed **Return** after any errors or queries have been resolved. You must authorise the file you want to upload before exporting it, otherwise it will be in the wrong format and the upload will fail.



Click on the required **Return** file to select, which will now **highlight blue**.

**View Errors**

Click on the **View Errors** button and the screen will update and look similar to the following image.



Each outstanding **Query** and **Error** will be displayed ready to be dealt with, in addition the entire **Error Details** list can be **exported** in either **Excel**, **CSV** or **PDF** format, **copied** or **printed** using **Grid Actions**.

## Working within the Error Summary Screen

### Navigating the Error Details Data Grid

Grid actions	Copy	Excel	CSV	PDF	Print	Search:			
Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#	
Error	2475	00705	4RM	4	Harmsworth, Bryony	UPN: G93663980680A. Name: Harmsworth, Bryony. Date of Birth: 2012-07-27, Female Attendance code is invalid.			
Error	2490	00705	4RM	4	Harmsworth, Bryony	UPN: G93663980680A. Name: Harmsworth, Bryony. Date of Birth: 2012-07-27, Female Pupil reporting number of sessions missed with no corresponding reason (attendance code).			

Click on the relevant column headers to **sort by** Error/Query, Number, Admission Number, Tutor Group, Year Group, Student Name, Detail or Status (unlabelled dropdown menu to the right)

You can also enter the name or number in the top right **Search** box and press enter and the **Data Grid** will now display the entered information only. You can also search by student name to find **Errors** against them.

**Note:** The **Number** filter option displays the **Sequence/Error Number** which can be referenced against the possible errors and queries table see [Understanding possible errors and queries](#) in this guide

### Dealing with Errors and Queries

In regard to dealing with the **Errors/Queries** shown, you are able to use the **Errors and Queries Data Grid** to:

- Link directly to the required MIS Page in order to correct the **Error/Query** (this is not available on all **Errors/Queries** however)
- Mark **Errors/Queries** as **Resolved** or **Unresolved** (initially all will be **Unresolved**)

To **link directly to the MIS Page** where the **Error/Query** can be resolved; this is possible for all those **Errors/Queries** where you see a **Magnifying Glass** icon

Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#
Error	1840	8475	N1	4	Wragg, Codie	UPN: X830999117065. Name: Wragg, Codie. Date of Birth: 2011-07-11, Male Language is missing or invalid value.		
Error	1840	8476	SJP	5	Marrows, Marther	UPN: A830999117040. Name: Marrows, Marther. Date of Birth: 2011-07-20, Female Language is missing or invalid value.		
Error	1840	8477	SJP	5	Byard, Aleaha	UPN: N830999117021. Name: Byard, Aleaha. Date of Birth: 2011-04-10, Female Language is missing or invalid value.		
Error	1840	8478	SJP	5	Simpson, Jacob	UPN: M830999117057. Name: Simpson, Jacob. Date of Birth: 2010-10-23, Male Language is missing or invalid value.		
Error	1840	8479	SDS	5	Graham-Bell, Alexander	UPN: M830999117028. Name: Graham-Bell, Alexander. Date of Birth: 2011-03-28, Male Language is missing or invalid value.		

From any new window which you have opened via the link, correct the **Error/Query**, then **Save** and close that window. From the **Error and Query Data Grid**, you should now mark that you have **Resolved** that particular **Error/Query**.

### To Mark an Error or Query as Resolved

As there is no refresh option for the **Census** you are running, it is advisable that you mark each **Error and Query** you deal with as **Resolved**; this will make it easier to track those **Errors and Queries** you still need to deal with.

Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	#	#
Error	1840	8475	N1	4	Wragg, Codie	UPN: X830999117065. Name: Wragg, Codie. Date of Birth: 2011-07-11, Male Language is missing or invalid value.	Q	✓
Error	1840	8476	5JP	5	Marrows, Marther	UPN: A830999117040. Name: Marrows, Marther. Date of Birth: 2011-07-20, Female Language is missing or invalid value.	Q	✗
Error	1840	8477	5JP	5	Byard, Aleaha	UPN: N830999117021. Name: Byard, Aleaha. Date of Birth: 2011-04-10, Female Language is missing or invalid value.	Q	✓
Error	1840	8478	5JP	5	Simpson, Jacob	UPN: M830999117057. Name: Simpson, Jacob. Date of Birth: 2010-10-23, Male Language is missing or invalid value.	Q	✗
Error	1840	8479	5DS	5	Graham-Bell, Alexander	UPN: M830999117028. Name: Graham-Bell, Alexander. Date of Birth: 2011-03-28, Male Language is missing or invalid value.	Q	✗

To change the **Status** of an **Error/Query**, click on the **Unresolved** icon the **Error/Query** will change to the green **Resolved** icon and the row will highlight green

**Important:** Changing the status of an **Error/Query** to **Resolved** DOES NOT REMOVE IT from the list of outstanding **Errors/Queries**. This function is used as a marker so you know which **Errors/Queries** you have addressed from the list, and if they should **NOT** appear on the next **Census** file you **Generate**. You **MUST GENERATE A NEW CENSUS** to remove the resolved errors or queries

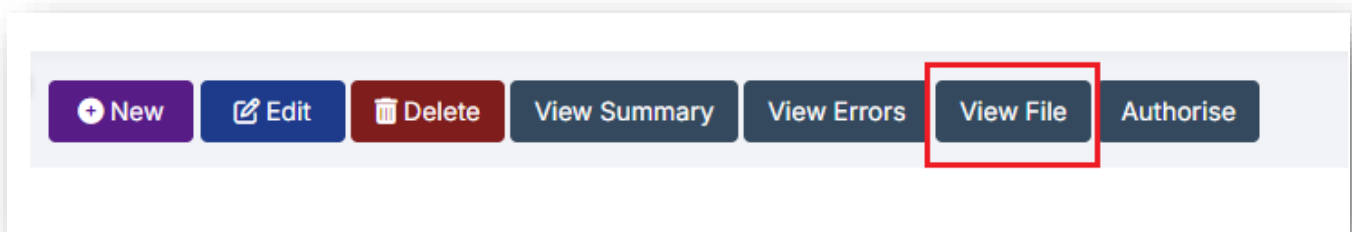
If required, you can change a **Resolved Error/Query** to **Unresolved**; to do this click on the **Resolved** icon which will now toggle back to **Unresolved**, removing the green row highlight as well.

**Authorise and View File**

Once you have dealt with all the **Errors** and are happy with any of the outstanding **Queries**, please **re-run** the census, select that **new file**, and click the authorise button

This will update the file to the correct format (XML) for uploading to Collect. It will also date/time stamp the file so if you have run multiple census' you will know which file you wish to submit.

The file is now ready to be submitted, select the required **Return** and click the **View File** button, and save a copy, for example on your local machine.





## Understanding Possible Errors & Queries

The table below shows you all possible **Errors** and **Queries** which each **School Workforce Census** can present; please use for guidance in correcting and resolving as required.

Any changes for 2024 are **in blue**, with new validation rules **in red**.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	10	Census Name invalid, should be 'School Workforce Census'	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	30	Year out of range	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	40	Reference Date, i.e., Census Reference Date, must be provided	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	60	Source level is invalid	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	70	LA Number is invalid	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	80	No Message presented	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	110	No Message presented	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	120	No Message presented	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Query	4085	Please note that this return contains no contract records. Please ensure that this is correct, and that contract data is being supplied to the Department by another source.	This query relates to the data structure content of the return. If it is presented, please ensure that all your Staff have active <b>Contracts</b> with the correct details. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	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.	It is unlikely that there have been no Staff Absences between 01/09/2022 to 31/08/2023. If this is correct, please supply a return level note to Collect when uploading the Census. If needed, Absence records can be added via the following path: <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4100Q	Teacher with Teacher Number missing: Please supply a reason in a return level note.	Ensure that all Teachers who are assigned Qualified Teacher Status have valid Teacher numbers. Check this on <b>Qualification Check</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check&gt;Qualification Check</a>
Query	4105	Teacher number should be 7 or 8 digits.	If present, the School Staff Number, must be seven or eight digits. Check this on <b>Qualification Check</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check&gt;Qualification Check</a>
Error	4110	Family Name is missing or has two or more consecutive spaces.	Family name is present in the Bromcom MIS as Legal last name. Check its format and ensure that no double spacing is present. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Staff Details</a>
Error	4120	Given Name is missing or has two or more consecutive spaces.	Given name is present in the Bromcom MIS as Legal first name. Check its format and ensure that no double spacing is present. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Staff Details</a>
Error	4140	Former Family Name has two or more consecutive spaces.	Former Family name is present in the Bromcom MIS as Former Last name. Check its format and ensure that no double spacing is present. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Staff Details</a>
Error	4150	NI Number has invalid Format	Ensure that all staff possess valid entries for National Insurance Number. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Staff Details</a>
Error	4155	Temporary NI numbers must not be supplied. This must be replaced or removed	Ensure that all members of staff possess valid entries for National Insurance Number. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View&gt; Edit Staff Details</a>
Query	4160Q	Member of workforce with missing NI Number	Ensure that all members of staff possess valid entries for National Insurance Number. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View&gt; Edit Staff Details</a>
Error	4180	Sex is missing or invalid.	Ensure that all members of staff possess valid entries for Sex. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View&gt; Edit Staff Details</a>
Error	4190	Date of Birth missing or has invalid format. Format should be CCYY-MM-DD.	Ensure that all members of staff possess valid entries for Date of Birth. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View&gt;Edit Staff Details</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4195Q	Two other members of staff also have a date of birth of 1 January, please check that this is correct	Ensure that all members of staff possess valid entries for Date of Birth. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View&gt;Edit Staff Details</a>
Error	4200	Person's age must be between 13 and 100 years	Ensure that all members of staff possess valid entries for Date of Birth and that their Age value is calculated accurately and within the stated boundaries. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View&gt;Edit Staff Details</a>
Error	4220	Ethnicity is missing or invalid	Ensure that all members of staff possess valid entries for Ethnicity. Check this in the <b>Ethnicity &amp; Religion</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Ethnicity &amp; Religion</a>
Error	4225	Disability is missing or invalid. This data is important to improve outcomes and opportunities for disabled people and should be fully reported.	Ensure that all members of staff possess valid entries or no entry for Disabilities. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View&gt;Edit Staff Details &gt; Medical Conditions, Dietary Needs &amp; Impairments</a>
Error	4227	Qualified Status is missing for a SENCO	Ensure that all members of staff possess valid entries for Qualified Status. Check this on the <b>Qualifications</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Qualifications</a>
Error	4228	If <Post> is not = ('SBP' School Business Professional 'LNT' Leadership Non Teacher , 'OSP' Other Support Staff or 'TAS' Teaching Assistant ) Qualified Status is missing for a teacher	A member of staff who is assigned a contract which has the Class Teacher role (or similar) must also have an entry for Qualified Teacher Status. Either the achievement of or the working towards this status must be provided. Check this on the <b>Qualifications</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Qualifications</a>
Query	4229Q	Qualified Status is missing for a SENCO. Under the Special Educational Needs and Disability Regulations 2014 schools are obliged to employ a qualified teacher as a SENCO.	Ensure that all members of staff possess valid entries for Qualified Status. Check this on the <b>Qualifications</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Qualifications</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4230	QTS is invalid	<p>A member of staff who is assigned a contract which has the Class Teacher role (or similar) must also have an entry for Qualified Teacher Status. Either the achievement of or the working towards this status must be provided.</p> <p>Check this on the <b>Qualification Checks</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check&gt; Qualification Checks&gt;Professional Details</a></p>
Error	4231	EYTS is invalid	<p>A member of staff who is assigned a contract which has the Class Teacher role (or similar) may also have a check against their “Early Years Teacher Status.” Providing this for a non-teacher may result in this error.</p> <p>Check this on the <b>Qualification Checks</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check&gt; Qualification Checks&gt;Professional Details</a></p>
Error	4232	QTLS is invalid	<p>A member of staff who is assigned a contract which has the Class Teacher role (or similar) may also have a check against their “Qualified Teacher Learning and Skill status Providing this for non-teaching staff may result in this error</p> <p>Check this on the <b>Qualification Checks</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check&gt; Qualification Checks&gt;Professional Details</a></p>
Query	4233Q	Please check fewer than 60% of teachers appear to have Qualified Teacher Status.	<p>A member of staff who is assigned a contract which has the Class Teacher role (or similar) may also have a check against their “Qualified Teacher Learning and Skill status Providing this for non-teaching staff may result in this error</p> <p>Check this on the <b>Qualification Checks</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt;Background Check&gt; Qualification Checks &gt; Professional Details</a></p>
Query	4235Q	Person is not expected to have QT status and be under 21 years of age on Census Date	<p>An unusually young member of staff who is assigned a contract which has the Class Teacher role (or similar) must also have an entry for Qualified Teacher Status. Either the achievement of or the working towards this status must be provided. In this case it is more likely that “working towards” is the correct selection.</p> <p>Check this on the <b>Qualification Checks</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt;Qualification Checks&gt;Professional Details</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4236Q	Person is not expected to have EYTS and be under 21 years of age on Census Date	A member of staff who is assigned a contract which has the Class Teacher role (or similar) may also have a check against their “Early Years Teacher Status.” Providing this for a staff member of the age indicated will result in this query. Check this on the <b>Qualification Checks</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check&gt; Qualification Checks&gt;Professional Details</a>
Error	4237Q	Person is not expected to have QTLS and be under 21 years of age on Census Date	A member of staff who is assigned a contract which has the Class Teacher role (or similar) may also have a check against their “Qualified Teacher Learning and Skill status.” Providing this for a staff member of the age indicated will result in this query. Check this on the <b>Qualification Checks</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check&gt; Qualification Checks&gt;Professional Details</a>
Error	4238Q	HLTA Status is missing for a Teaching Assistant	A member of staff who is assigned a contract which has the Teaching Assistant role (or similar) must also have an entry for Higher Level Teaching Assistant Status. The MIS should assign a NULL to this by default so this error should never occur. Check the accurate provision of HLTA status on the <b>Qualification Checks</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt; Qualification Checks&gt; Professional Details</a>
Error	4240	HLTA Status is invalid	A member of staff who is assigned a contract which has the Teaching Assistant role (or similar) must also have an entry for Higher Level Teaching Assistant Status. The MIS should assign a NULL to this by default so this error should never occur. Check the accurate provision of HLTA status on the <b>Qualification Checks</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt; Qualification Checks&gt; Professional Details</a>
Error	4245	Person cannot be shown as having HLTA status and be under 18 on Census Date	A member of staff who is under the age of 18 on the workforce Census Date and is assigned a contract which has the Teaching Assistant role (or similar) is not likely to have a positive entry for Higher Level Teaching Assistant Status. Check the accurate provision of HLTA status on the <b>Qualification Checks</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt;Background Checks&gt; Qualification Checks &gt; Professional Details</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4250	QTS Route is invalid	<p>A member of staff who is assigned a QTS value should also be given a defined route for the attainment of Qualified Teacher Status.</p> <p>The selections are controlled by the MIS so it should not be possible to assign an invalid value. This error should not be possible to occur.</p> <p>Check the QTS Route on the <b>Qualification Checks</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt; Qualification Checks &gt; Professional Details</a></p>
Error	4260	To be recorded as a Newly Qualified Teacher a teacher must be on the Early Career Framework and have QTS.	<p>Newly Qualified Teacher is a new option available on the system within the Staff Record and must be entered for the highlighted Staff., “Newly Qualified Teacher has been added to identify qualified teachers in their first or second year. Not NQT is the default for all staff and will be returned even if no Teacher Status has been added.”</p> <p>Check on the <b>Qualification Checks</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt; Qualification Checks &gt; Professional Details</a></p>
Query	4265Q	<p>If Newly Qualified Teacher is 'NQT2' then School Arrival Date should be no earlier than 1 September 2019</p> <p>Teacher appears to be in second year of induction after more than 4 years in post. Please check</p>	<p>Newly Qualified Teacher is a new option available on the system within the Staff Record and must be entered for the highlighted Staff</p> <p>Check on the <b>Qualification Checks</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt; Qualification Checks &gt; Professional Details</a></p>
Query	4270Q	<p>If Newly Qualified Teacher is 'NQT1' then School Arrival Date should be no earlier than 1 September 2021</p> <p>Teacher appears to be in first year of induction after more than 2 years in post. Please check</p>	<p>Newly Qualified Teacher is a new option available on the system within the Staff Record and must be entered for the highlighted Staff</p> <p>Check on the <b>Qualification Checks</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt; Qualification Checks &gt; Professional Details</a></p>
Error	4280	LA or School Level indicator missing or invalid	<p>This query relates to the data structure content of the return. If it is presented, then you should seek advice from the <a href="#">Bromcom Helpdesk</a> immediately.</p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4310	Contract/Service Agreement Type is missing or invalid	<p>Each Contract and/or Service Agreement has a type associated with it that is chosen at point of creation. These values are taken from the CBDS definitions.</p> <ul style="list-style-type: none"> <li>• PRM - Permanent</li> <li>• FXT - Fixed Term</li> <li>• TMP - Temporary</li> <li>• SLA - Service Agreement with Local Authority</li> <li>• SAG - Service Agreement with an Agency</li> <li>• SOT - Service Agreement with other source</li> </ul> <p>The system only allows entry of these validated items so the error should never occur.</p> <p>Check the Contract/Service Agreement type on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Error	4350	Contract/Service Agreement Start Date is missing	<p>A member of staff with a current contract of employment should have a start date for that contract. The system treats this as a mandatory field so this error should not occur.</p> <p>Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Error	4355	Contract/Service Agreement Start Date cannot be in the future.	<p>A member of staff with a current contract of employment should have a start date for that contract before or equal to the Census reference date. The system prevents the entry of future start dates so this error should not occur.</p> <p>Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Error	4357Q	Contract/Service Agreement Start Date more than 30 years ago.	<p>A member of staff with a current contract of employment should have a start date for that contract that up to or before 30 years ago. The system will prevent the start date being earlier than the teachers start date in the school. So, this error should not occur.</p> <p>Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Error	4360	Contract has invalid end date for this Census.	<p>No contracts outside the Census scope will be retrieved by the system. So, this error should not occur.</p> <p>Check the Contract/Service Agreement End Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4370	Contract End Date is invalid	If provided, the Contract End Date must be presented in a valid format. Check the Contract/Service Agreement End Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4375	Contract/Service Agreement end date must be at least 27 days after the start date	No contracts less than 27 days in length will be retrieved by the system. So, this error should not occur. Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a>
Error	4376	Service agreements and temporary contracts that have lasted less than 28 days, as of reference date, will be picked up in the next year's census if they go on to last 28 days or more. Do not include them now.	No contracts initiated less than 28 days earlier than the Census Date will be retrieved by the system. So, this error should not occur. Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4377Q	Contract/Service Agreement end date should be on or prior to Census Reference Date for this type of contract or agreement	No open-ended contract end dates later than the Census Date will be retrieved by the system. So, this error should not occur. Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4380	Contract/Service Agreement Type is Fixed Term therefore End Date must be specified.	The system treats End Dates for fixed term contracts as a mandatory field. So, this error should not occur. Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4385	Where Contract Type equals ('PRM' or 'FXT' or 'TMP') and Post is not 'SBP', 'LNT', or 'OSP' or 'AVT' and Contract End is provided and before Census Date then Destination Code must be provided Destination code must be provided for completed contracts	When a staff contract completes and the staff member leaves, the destination must be entered. This information can be entered on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Staff Details &gt; Employee Details</a>



Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	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.	When a staff contract completes and the staff member leaves, the destination must be entered. This information can be checked on the following pages: <b>Path:</b> <a href="#">Staff &gt; Select &gt; Leavers</a> And the <b>Contract</b> panel on: <b>Path:</b> <a href="#">Staff &gt; Select &gt;&gt; Contracts</a>
Error	4400	Contract End Date cannot be before contract Start Date	The system validates the end date before save and prevents the entry of end dates earlier than start dates. So, this error should not occur. Check the Contract/Service Agreement Start Date and End Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4410	Post is missing or invalid	Each valid staff contract's Role should have a Post associated with it. Check the Contract/Service Agreement Post association on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4413	Post shown as Executive Head. One of the associated Roles must also be Executive Head	Each valid staff contracts Role should have a post associated with it. If the posts include "Executive Head" then at least one Role should also be "Executive Head." Check the Contract/Service Agreement Post association on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4414	Post shown as Head Teacher. One of the associated Roles must also be Head Teacher	Each valid staff contracts Role should have a post associated with it. If the posts include "Head Teacher" then at least one Role should also be "Head Teacher." Check the Contract/Service Agreement Post association on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4415	Post shown as Deputy Head. One of the associated Roles must also be Deputy Head	Each valid staff contracts Role should have a post associated with it. If the posts include "Deputy Head" then at least one Role should also be "Deputy Head." Check the Contract/Service Agreement Post association on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4416	Post shown as Assistant Head Teacher. One of the associated Roles must also be Assistant Head	Each valid staff contracts Role should have a post associated with it. If the posts include "Assistant Head Teacher" then at least one Role should also be "Assistant Head." Check the Contract/Service Agreement Post association on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4417Q	If role is HLTA then HLTA Status is expected to be true	Each valid staff contracts should have a Role associated with it. If the Role includes HLTA then the staff details on the <b>Qualifications</b> panel on the below page should include an entry for HLTA Status. Check the <b>Qualification Checks</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Checks &gt; Qualification Checks</a>
Error	4420	Date of Arrival in School is invalid	Check the Date Started at School on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4425Q	Date of Arrival in School is more than 40 years ago. Please confirm if this is correct.	It is unlikely that a member of staff will have begun employment at a school over 40 years ago. Check the Date Started at School on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4430Q	Where Post is not 'SBP', 'LNT', 'OSP' or 'AVT' and LA School Level is equal to S, then School Arrival Date should be supplied  Date of Arrival in School has not been supplied. Please confirm if this is correct.	The Date of Arrival is a mandatory field so this error should not occur. Check the Date Started at School on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4440Q	Where Post is not 'SBP', 'LNT', 'OSP' or 'AVT', then School Arrival Date, if present, should not be later than Contract Start  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.	The Date of Arrival is a mandatory field, and no contract can be set to start earlier than its value. So, this error should not occur. Check the Date Started at School on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4460	Pay Range is invalid	Each valid contract scale pay item should have valid entries for base pay table and spine point. Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4470Q	Qualified Teacher Status inconsistent with Pay range type	Each valid contract scale pay item should have valid entries for base pay table and spine point. If the member of staff is listed with a positive QTS value, they should have an appropriate Base Pay table selection. Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4480Q	Where Post is equal to 'SBP', 'LNT', 'OSP' or TAS then Pay Range should not be equal to 'UT', LD, TE, TU, or LP.  The Pay Range supplied is not valid for a support staff or teaching assistant Post	Each valid contract scale pay item should have valid entries for base pay table and spine point. If the member of staff is listed as Support Staff or Teaching Assistant, they should have an appropriate Base Pay table selection. Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4490	Pay Range is invalid for the given Post. Head teachers, Deputy Heads and Assistant Heads must be paid under the "Leadership Pay Range" or an "Other Pay Range."	Each valid Senior Leadership Team contract should only have valid entries from the "Leadership Pay Scales" or "Other Pay Scale" base pay tables. Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4495Q	Daily Rate should not be used except for agency or service agreement teachers.	Only valid Agency or service agreement recruited teachers should be listed as being paid at Daily Rate. Check the pay items associated with the teacher on the edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4505	Pay Range is invalid for the given Post. Leading Practitioners must be paid under the "Leading Practitioners" pay Range.	Each valid Leading Practitioner post should only have valid entries from the "Leading Practitioner" base pay tables. Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4515	No Payment information has been provided	At least one contract or pay item associated with a member of staff must have appropriate pay information included. Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4516	Teacher should have had a pay review since beginning of previous academic year. If they have not, please supply a reason in a return level note.	This information is normally required and can be entered via the following path. If it is correct that this information is not present, please supply a reason in a return level note. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4517Q	This return contains no Pay Review Dates, please ensure that this is correct.	This information is normally required and can be entered via the following path. If it is correct that this information is not present, please supply a reason in a return level note. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4521Q	Please supply the Framework under which this leadership teacher is being paid, i.e., 'Pre 2014' framework or '2014' framework	The definition of a pay framework as either a 'Pre 2014' or '2014' pay framework is set at base pay structure definition. Check the appropriate base pay structure "version" and set the pay framework dropdown to the correct value on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	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.	The definition of a pay framework as either a 'Pre 2014' or '2014' pay framework is set at base pay structure definition. Check the appropriate base pay structure "version" and set the pay framework dropdown to the correct value on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4523Q	Please supply the Pay Range Minimum for this leadership teacher	The definition of the minimum pay range is set at base pay structure definition. Check the appropriate base pay structure values on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4524Q	Please supply the Pay Range Maximum for this leadership teacher	The definition of the maximum pay range is set at base pay structure definition. Check the appropriate base pay structure values on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4530	Base Pay is in an invalid format. Format must be 999999.99	Check the base pay values against the listed staff member. This will be found either within the staff <b>Contract</b> record under the appropriate Pay item (if the pay scale of Other is in use), or defined in the base pay structure: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4540	If staff member is not paid by a Daily Rate, then Base Pay must be provided	Check the <b>Contract</b> record for the staff member. If "Paid a Daily Rate" is not checked, then there should be at least one Pay item within the <b>Contract</b> that has an associated Base Pay value: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4545Q	Where Base Pay is present then Base Pay should be greater than or equal to: Hours Per Week multiplied by Weeks Per Year multiplied by 5.28  Staff member appears to be paid less than the minimum wage for apprentices, please supply a reason in a return level note.	If Base Pay is provided, then Staff contracts must be delivered with a minimum Base Pay value. This information, along with pay scale, Spine point and Regional Spine can be checked on the Edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4550	Base Pay must not be provided where Daily Rate is Y	Check the <b>Contract</b> record for the staff member. If “Paid a Daily Rate” is checked, then there should not be any Pay items within the contract that have an associated Base Pay value: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4555	Pay (i.e., Base Pay, Pay Range, Pay Framework, Pay Range Minimum and Pay Range Maximum) must not be provided for both Post and Role for the same contract or service agreement	Check the <b>Contract</b> record for the staff member to ensure that the correct pay information is present. It should not be possible to get this error within the MIS: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4560	Safeguarded Salary is in an invalid format. Format should be ‘1’ or ‘0’ or ‘true’ or ‘false’	Check the Contract record for the staff member to ensure that the correct safeguarding information is present. The Safeguarded checkbox should be present on the pay item: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	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.	The guidelines for pay of particular staff types indicate a salary less than £50,000 is expected. Please check the staff members pay on the Edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4570	Daily Rate is invalid	When provided Daily Rate is validated against the CBDS definitions and entry of an invalid format should not be possible. So, this error should not occur. Check this value in the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4575Q	Where Post = 'SBP', 'LNT' or 'AVT' AND Contract Type = 'PRM' or 'FXT' or 'TMP', then Base Pay, totalled across contract node should be less than £80,000.  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.	The guidelines for pay of particular staff types indicate a salary less than £80,000 is expected. Please check the staff members pay on the Edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4580	Destination code is invalid	When provided Destination Code is validated against the CBDS definitions and entry of an invalid format should not be possible. So, this error should not occur. Check this value on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; Leavers</a>
Error	4585	Leaving Reason is invalid	Check that the listed member of staff was given a valid leaving reason when their contract was ended. <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4586	If leaving reason is 'Left for other teaching Post' or 'Still in Education' then Destination must be employment in education.	Check the listed staff members "Destination" on the <b>Contracts</b> panel of the staff record <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4587	If leaving reason is 'Not Applicable- Change of Contract' then Destination must be the same	Check the listed staff members "Destination" on the <b>Contracts</b> panel of the staff record <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4588	If leaving reason is 'Deceased' then Destination must be 'Other'.	Check the listed staff members "Destination" on the <b>Contracts</b> panel of the staff record <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4589	Where Post = 'SBP' School Business Professional then Leaving Reason <b>must not</b> equal 'OTE' or 'LET'	Leaving Reason of 'No longer teaching but still in education' or 'Left the teaching profession' is invalid for School Business Professionals <b>Path:</b> <a href="#">Staff&gt;Select&gt;View &gt;Edit Staff Details&gt;Employee Details</a>
Error	4600	Origin is invalid	When provided the Origin field is validated against the CBDS definitions and entry of an invalid format should not be possible. So, this error should not occur. Check this value on the following <b>Contracts</b> page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4605	Where Post = 'SBP' School Business Professional then Origin <b>must not</b> equal '1STIMM', '1STAFT' or '1STEBR'	Origin of 'First employment in teaching' is invalid for School Business Professionals <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts&gt;Payroll Information</a>
Error	4610	Where Post is not 'SBP', 'LNT', 'OSP' or 'AVT' <b>AND</b> Contract Type = 'PRM' or 'FXT' or 'TMP', then if Contract Start is greater than 2009-08-31 then Origin must be provided.  Origin must be provided for teachers who joined after 2009-08-31	For Contracted staff (other than Advisory Teachers and Support Staff) whose employment commenced after 31 <sup>st</sup> August 2009 you must specify a valid Origin. Check this value on the following <b>Contracts</b> page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4700	No Role details have been supplied	Each contract or post should have at least one associated Role. This can be checked on the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4710	Role Identifier is missing or invalid	Each contract or post should have at least one associated Role. This can be checked on the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4711Q	Staff member with Role of Head Teacher should have post of Head Teacher or Executive Head	Where Role is equal to Head Teacher, post should be Head Teacher or Executive Teacher. This can be checked on the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4712Q	Staff member with Role of Deputy Head Teacher should have post of Deputy Head Teacher	Where Role is equal to Deputy Head Teacher, post should be Deputy Head Teacher. This can be checked on the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4720	Post is inconsistent with Role Identifier. Non-teaching Post has a teaching role associated for a staff member.	<p>Where Post is equal to Support or Teaching Assistant then the following Role values are invalid:</p> <ul style="list-style-type: none"> <li>• ASHT – Assistant Head Teacher</li> <li>• DPHT – Deputy Head Teacher</li> <li>• EXHT – Executive Head teacher</li> <li>• HDTR – Head Teacher</li> <li>• MISC – Miscellaneous Teaching Service for the LA</li> <li>• MUSC – Music Tuition (Includes peripatetic)</li> <li>• PERI – Peripatetic Teacher (unattached)</li> <li>• SPLY – LA Supply Pool</li> <li>• TCHR – Classroom Teacher</li> <li>• TMIS – Teacher: Engaged to teach in miscellaneous establishments</li> <li>• TNON – Teacher engaged for non-school education</li> <li>• TPRU – Teacher engaged to teach in a pupil referral unit</li> </ul> <p>These relationships can be checked within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Query	4722Q	<p>Where Post is equal to SBP, LNT, OSP or TAS then the following Role Identifier values should not be used within the contract node: CADV, HDPT, HDHO, HDYR, INST</p> <p>Post appears to be inconsistent with Role Identifier. Non-teaching Post has a role associated for a staff member that would be expected to be normally filled by a teacher.</p>	<p>Where Post is equal to Support or Teaching Assistant then the following Role values should not be used:</p> <ul style="list-style-type: none"> <li>• CADV – Careers Advisor</li> <li>• HDPT – Head of Department</li> <li>• HDHO – Head of House</li> <li>• HDYR – Head of Year</li> <li>• SENC – SEN Co-Ordinator</li> <li>• INST – Instructor (including sports coach)</li> </ul> <p>These relationships can be checked within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>



Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4723Q	Post appears to be inconsistent with Role Identifier	<p>Where role is not one of:</p> <ul style="list-style-type: none"> <li>• ASHT – Assistant Head Teacher</li> <li>• DPHT – Deputy Head Teacher</li> <li>• EXHT – Executive Head teacher</li> <li>• HDTR – Head Teacher</li> <li>• MISC – Miscellaneous Teaching Service for the LA</li> <li>• MUSC – Music Tuition (Includes peripatetic)</li> <li>• PERI – Peripatetic Teacher (unattached)</li> <li>• SPLY – LA Supply Pool</li> <li>• TCHR – Classroom Teacher</li> <li>• TMIS – Teacher: Engaged to teach in miscellaneous establishments</li> <li>• TNON – Teacher engaged for non-school education</li> <li>• TPRU – Teacher engaged to teach in a pupil referral unit</li> <li>• CADV – Careers Advisor</li> <li>• HDPT – Head of Department</li> <li>• HDHO – Head of House</li> <li>• HDYR – Head of Year</li> <li>• SENC – SEN Co-Ordinator</li> <li>• INST – Instructor (including sports coach)</li> </ul> <p>Then the post should be one of Support or Teaching Assistant. These relationships can be checked within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Query	4725Q	Where Post is equal to SBP, LNT, OSP then the following Role Identifier values should not be used: TASS, HLTA	<p>Where Role is equal to Teaching Assistant or Higher-Level Teaching Assistant then only the Post value of “Teaching Assistant” is to be expected. These relationships can be checked within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Error	4730	Hours worked per week is in an invalid format. Format must be 99.99.	<p>Hours per week is checked at point of entry and should conform to the expected formats as defined within the CBDS. So, this error should not occur. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Error	4735	Hours worked per week must not be provided for both Post and Role for the same Contract or Service Agreement	<p>Only <b>one of</b> Post <b>or</b> Role should have associated hours. The MIS defines hours in relation to the individual aspect of the contact so this error should not occur. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4740	Hours worked per week is missing	Hours per Week “must” be provided for each valid contract item. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4745Q	Member of staff is working more than 48 hours a week. Please confirm if this is true.	Hours per Week, when provided, should not exceed 48 hours across all open contracts. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4746Q	The open contract for this member of staff is for less than 0.5 hours per week. If this is zero hours contract it should be removed from the return. Please confirm if the hours recorded are correct.	Hours per Week, when provided, should not be less than 0.5 hours. Please check, paying close attention to the <b>pay factor</b> , within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4750	FTE Hours per week is invalid	FTE Hours per week is checked at point of entry and should conform to the expected formats as defined in the CBDS. So, this error should not occur. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4760	FTE Hours per week is missing	FTE Hours per Week “must” be provided for each valid contract item. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4765Q	FTE hours normally expected to be at least 24 and no greater than 40	Where provided FTE hours should not be less than 24 or more than 40. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4770	Weeks per year is invalid	Weeks per year should be supplied as a two-digit integer with a maximum value of 99. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4780	Weeks per year is missing	Weeks per year should be supplied as a two-digit integer with a maximum value of 99. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4800	Category of Additional Payment is invalid	<p>If Additional Payment items are provided, then only the following values are accepted:</p> <ul style="list-style-type: none"> <li>LIN - Inner London Weighting (Support Staff)</li> <li>LOT - Outer London Weighting (Support Staff)</li> <li>LFR - London Fringe Weighting (Support Staff)</li> <li>MAL - Management Allowances</li> <li>TLE – Teaching and learning Responsibility payments, aka TLR1 and TLR2</li> <li>TL3 – Teaching and Learning Responsibility payments, aka TLR3</li> <li>RAR - Recruitment and Retention</li> <li>SEN - SEN Allowances</li> <li>ACT - Acting</li> <li>RES - Residential duties</li> <li>INS - INSET</li> <li>OOS - Out of School Activities</li> <li>RCP - Recruitment Incentive (Pay)</li> <li>RCC - Recruitment Incentive (One Off Payment)</li> <li>RCA - Recruitment Incentive (Other)</li> <li>WEL - Welcome Back</li> <li>GTC - GTC subscription</li> <li>UQT -Unqualified Teachers</li> <li>OTH – Other</li> </ul> <p>Please check within the <b>Contracts</b> panel of the following page:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Error	4810	Where Additional Payment Amount is provided the Category of Additional Payment must also be provided	<p>If an Additional Payment Amount is provided, then each amount must have an associated Additional Payment Category. The MIS will authenticate the entry of these items and should prevent the entry of one without the other. So, this error should not occur.</p> <p>Please check within the <b>Contracts</b> panel of the following page:  <b>Path:</b> <a href="#">- Staff &gt; Select &gt; View &gt; Contracts</a></p>
Error	4820	Additional Payment Amount is in an invalid format. Format must be 999999.99.	<p>The entry of Additional Payment Amount is validated at point of entry to conform to the expected format. So, this error should not occur.</p> <p>Please check within the <b>Contracts</b> panel of the following page:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Query	4825Q	Additional Payment Amount appears to be high. Please check and confirm value	<p>If an Additional Payment Amount is provided, please check, and confirm value from the following page:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4830	Where Category of Additional Payment is provided the Additional Payment Amount must also be provided	If an Additional Payment Category is provided, then each category must have an associated Additional Payment Amount. The MIS will authenticate the entry of these items and should prevent the entry of one without the other. So, this error should not occur. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4832	Pay End Date cannot be before Pay Start Date	The end date of a pay item cannot be before the start date. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4833	Start and end dates of TLR3 payment must be provided	If a 'Teaching and Learning Responsibility 3 Payments' item is added to a pay record, then both the start and end dates should be provided. Please check within the <b>Contracts</b> panel pay items section of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4834Q	Additional payment start date is before beginning of previous academic year: please supply a reason in a return level note.	Additional payment start dates should be reviewed to confirm accuracy. Please check within the <b>Contracts</b> panel pay items section of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a>
Error	4900	First Day of absence is invalid	Please ensure a valid absence date is entered within the highlighted Staff member's absence record. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Error	4910	First Day of absence is missing	Please ensure a valid absence date is entered within the highlighted Staff member's absence record. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Error	4920	First Day of absence must be in the previous academic year 01/09/2023 to 31/08/2024	Please ensure a valid absence start date is entered within the highlighted Staff member's absence record. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Error	4930	Last Day of absence is in an invalid format. Format must be CCYY-MM-DD	Please ensure a valid absence date is entered within the highlighted Staff member's absence record. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Query	4935Q	Last Day of absence is missing for a non-maternity absence – please confirm if absence is ongoing	Please ensure a valid absence end date is entered within the highlighted Staff member's absence record. If the absence is ongoing, please upload a return level note to collect when uploading the Census or amend the Absence via the following path: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Error	4936	Last Day of absence must be in the current or preceding academic year	Please ensure a valid absence end date is entered within the highlighted Staff member's absence record. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4940	Last Day of absence cannot be before First Day of absence	Please ensure a valid absence end date is entered within the highlighted Staff member's absence record. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Query	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.	Please ensure a valid absence end date is entered within the highlighted Staff member's absence record. If the absence end date is correct, please upload a return level note to collect when uploading the Census or amend the Absence via the following path: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Query	4950Q	More than one absence record without an end date, please confirm if this is correct.	Multiple continuous absence records are unlikely. Please upload a return level note to collect confirming if this is correct.
Query	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.	Please upload a return level note to collect to confirm that the absence details for the highlight staff members are correct.
Error	4980	Working Days Lost is in an invalid format. Format must be 999.9 and should be to the nearest half-day.	Please ensure that the Working Days Lost within the Absence Record is entered in a valid format for the Staff Member highlighted. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Error	4990	Where Last Day of a sickness absence is provided, then the number of Working Days Lost must be greater than zero.	Please ensure that the number of working days lost is greater than zero for absence records where a last day of absence has been entered. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Error	4992	Where Last Day of a pregnancy related absence is provided then the number of Working Days Lost must be greater than zero.	Please ensure that the number of working days lost is greater than zero for absence records where a last day of absence has been entered. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Error	5000	Absence Category is invalid	When creating an Absence Record, a valid <b>Absence Category</b> must be provided <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Error	5010	Absence Category is missing	When creating an Absence Record, an <b>Absence category</b> must be provided. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Absences</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	6000	Subject Code is invalid	Valid <b>Subject Codes</b> used for curriculum are defined within the MIS and are expected to be in line with the detail published in the CBDS. This error will occur if you have used non-standard subject code definitions on your class subjects within Curriculum. To remove the error, you should adjust the subject code to a valid value for Subject Group and Classification. To check the <b>Subject Groups/Classifications</b> , you will need to view and amend the highlighted Subjects individually via the following page: <b>Path:</b> <a href="#">Groups &gt; Group Type Subject &gt; Select a Subject &gt; View</a>
Error	6100	Subject Code is missing	If data is provided for subject hours or year group, then the <b>Subject Code</b> should be provided also. The system authenticates this information at point of entry so it should not be possible to get this error. To check the <b>Subject Groups/Classifications</b> , you will need to view and amend the highlighted Subjects individually via the following page: <b>Path:</b> <a href="#">Groups &gt; Group Type Subject &gt; Select a Subject &gt; View</a>
Error	6110	Subject Hours is invalid. Subject hours should be in the format 99.99 and should be less than or equal to 40.00	Subject hours should be present and is calculated automatically based on the teacher's curriculum delivery in the week of the census This information can be checked on the <b>Timetable</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Timetable</a>
Error	6120	Subject Hours is missing	If data is provided for subject code or year group, then the subject hours should be provided also. The system authenticates this information at point of entry so it should not be possible to get this error. The subject information can be checked within the <b>Timetable</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Timetable</a>
Error	6130	Year Group (NC Year Group) is invalid	The year group of class delivery should be one of 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, M or X The year group information can be checked within the <b>Basic Group Details</b> panel on the following page: <b>Path:</b> <a href="#">Groups &gt; Teaching Class &gt; View Group Details</a>
Error	6140	Year Group is missing	The year group of class delivery should be one of 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, M or X The year group information can be checked within the <b>Basic Group Details</b> panel on the following page: <b>Path:</b> <a href="#">Groups &gt; Teaching Class &gt; View Group Details</a>
Error	6145	Two or more curriculum records with the same Subject/Year Group combination	Each subject/year combination should only be provided once within the Census return for each member of staff. This is managed by the MIS automatically so this error should not occur.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	6150Q	Normally 'Computer Science' should be taught at KS4, rather than 'ICT'. ICT should only be used for vocational awards, as the ICT GCSE was withdrawn in 2015. Please check that this subject is not actually 'Computer Science'	Please double check this information is correct for the highlighted Subject, if needed it can be amended via the following path: <b>Path:</b> <a href="#">Groups &gt; Subjects &gt; View Group Details</a>
Error	6200	Qualification Code is invalid	<b>Qualification Code</b> is invalid. Please amend this for the highlighted Staff Members via the following path: <b>Path:</b> <a href="#">Staff &gt; View &gt; Qualifications</a>
Error	6205	Where School Arrival Date is => 1st August 2013 AND Post is not ('SBP', 'LNT', 'OSP' or 'AVT' or 'TAS') AND Contract Type = 'PRM' or 'FXT' or 'TMP' AND Qualification Code = 'BEDO' or 'FRST' then Class of Degree must be provided and be a valid code. Valid codes are: 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 99  Class of Degree must be provided for teachers with a degree arriving in the school from 1 August 2013	<b>Class of Degree</b> is missing. Please amend this for the highlighted Staff Members via the following path: <b>Path:</b> <a href="#">Staff &gt; View &gt; Qualifications</a>
Error	6210	Qualification Code is missing	<b>Qualification Code</b> is missing. Please amend this for the highlighted Staff Members via the following path: <b>Path:</b> <a href="#">Staff &gt; View &gt; Qualifications</a>
Error	6220	Subject Code is invalid	<b>Subject Code</b> is invalid. Please amend this for the highlighted Staff Members via the following path: <b>Path:</b> <a href="#">Staff &gt; View &gt; Qualifications</a>
Error	6245	Qualification Subject Codes cannot be the same.	Qualification Subject Codes cannot be the same. Please amend this for the highlighted Staff Members via the following path: <b>Path:</b> <a href="#">Staff &gt; View &gt; Qualifications</a>
Error	6250	Too many Subjects have been recorded for this Qualification. There must be no more than two.	More than two subjects have been recorded for the highlighted Qualification. Please amend this for the highlighted Staff Members via the following path: <b>Path:</b> <a href="#">Staff &gt; View &gt; Qualifications</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	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	SENCOs should have a NASENCO qualification. Please double check <b>Qualifications</b> for the highlighted Staff Members via the following path: <b>Path:</b> <a href="#">Staff &gt; View &gt; Qualifications</a> See <a href="#">How to Add NASENCO Qualification</a>
Error	6500	There is more than one record with the same Teacher Number	Each teacher should only have one entry in each census. Check to ensure that <b>no teachers share the same teacher number</b> . Check the teacher information on the <b>Background Checks</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt; Qualification Checks</a>
Query	6510	There is more than one record with the same NI Number	No two teachers should have the same National Insurance details. Check to ensure that no teachers share the same National Insurance number. Check the teacher information from <b>Edit Basic Details</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Basic Details</a>
Query	6530Q	The same person has a total Full Time Equivalent ratio greater than 1.5	Where a person has a single Role, the FTE ratio for the Role (where the FTE ratio is calculated by dividing the Hours Per Week by FTE Hours) must not be greater than 1.5. A person may have more than one Role, either because there is more than one current Contract on Census Date, or because one or more Contracts current on Census Date contains multiple Roles. In these cases, the total FTE ratio for all Roles (where total FTE ratio for all Roles is calculated by accumulating the FTE ratio for each role, and the FTE ratio for each role is calculated by dividing the Hours Per Week by FTE Hours) must not be greater than 1.5. (Note: Current Contracts on Census Date are where Contract End is after Census Date or Contract End is not supplied). This test should only use Contract/SA records where the Contract/Service Agreement Type is one of Permanent, Temporary or Fixed Term. This is automatically generated by the system and should prevent entry of any data that would cause the error to occur. So, this error should not occur.
Query	6540Q	At least one staff record in this school's return should show a role of Head Teacher or Executive Head Teacher.	Across the data return from a single school, at least one staff member should be assigned the role of: <b>HDTR or EXHT</b> . Check the <b>Role</b> information on the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>



Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	6550Q	At least one staff record in this school's return should show a role of SENC (SEN Co-ordinator) under a current contract. Where SENCO is missing, please add it to the appropriate staff record.	Across the data return from a single school, at least one staff member should be assigned the role of: SENC – SEN Co-ordinator Check the teacher information on the <b>Role</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	6560Q	At least one member of staff with a post of 'SBP' within a contract node with Contract End not present or equal to or after census date should also contain an 'SLT' flag set to 'True'.	The school has School Business Professionals, but none are flagged as <b>SLT</b> . Please check and confirm this is correct <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	6570Q	At least one member of staff has a post of 'SBP' within a contract node with Contract End not present or equal to or after census reference date, Then there should be at least one qualification node associated with a post of 'SBP'.	No qualifications are recorded for staff with post of 'School Business Professional'. Please check <b>Qualifications</b> and confirm this is correct. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Qualifications</a>
Error	7000	Vacancy Post is invalid	Where provided, field format and/or allowed values must match associated CBDS entry. This is handled from the School Workforce data entry screen and is validated on that screen. So, this error should not occur.
Error	7005	Vacancy Post is missing	Where vacancy information is provided, the post must be included. This is handled from the School Workforce data entry screen and is validated on that screen. So, this error should not occur.
Error	7010	Vacancy Subject not required for this Vacancy Post	This information is missing/invalid from the <b>Teacher Vacancies</b> section of the Census. It can be amended via the following path: <b>Path:</b> <a href="#">Modules &gt; Census &gt; School &gt; School Workforce &gt; Edit</a>
Error	7020	Vacancy Subject required for this Vacancy Post	This information is missing/invalid from the <b>Teacher Vacancies</b> section of the Census. It can be amended via the following path: <b>Path:</b> <a href="#">Modules &gt; Census &gt; School &gt; School Workforce &gt; Edit</a>
Error	7030	Vacancy Subject is invalid	This information is missing/invalid from the <b>Teacher Vacancies</b> section of the Census. It can be amended via the following path: <b>Path:</b> <a href="#">Modules &gt; Census &gt; School &gt; School Workforce &gt; Edit</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	7040	Vacancy Tenure is invalid	This information is missing/invalid from the <b>Teacher Vacancies</b> section of the Census. It can be amended via the following path: <b>Path:</b> <a href="#">Modules &gt; Census &gt; School &gt; School Workforce &gt; Edit</a>
Error	7050	Vacancy Temporarily Filled is invalid	Where provided, field format and/or allowed values must match associated CBDS entry. This is handled from the School Workforce data entry screen and is validated on that screen. So, this error should not occur.
Error	7060	Vacancy Advertised is invalid	Where provided, field format and/or allowed values must match associated CBDS entry. This is handled from the School Workforce data entry screen and is validated on that screen. So, this error should not occur.
Error	7070	Vacancy Temporarily Filled and/or Vacancy Advertised is missing	Where Vacancy Post is provided the data items of Vacancy Temporarily Filled and Vacancy Advertised must also be provided This is handled from the School Workforce data entry screen and is validated on that screen. So, this error should not occur.
Query	7080Q	Unusually high number of vacancies reported.	Only teacher posts that were vacant or temporarily filled on census day should be reported.
Error	7100	One figure must be returned for each of Occasional Teachers with Qualified Teacher Status, Occasional Teachers without Qualified Teacher Status and Occasional Teachers with unknown Qualified Teacher Status. Where more than one record has been provided for any of these please combine them, where no record has been provided for one of these categories please provide. Please note: Qualified Teacher means a teacher with QTS or QTLS or EYTS	This error is directly related to the formatting of the census return. This is managed automatically by the system and so this error should not occur.
Error	7110	Number of Qualified Occasional Teachers present on Census Date value must be a non-negative whole number Please note: Qualified Teacher means a teacher with QTS or QTLS or EYTS	The count of <b>occasional qualified teachers</b> must be a non-negative whole number. This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	7111	Number of Unqualified Occasional Teachers present on Census Date value must be a non-negative whole number. Please note: Qualified Teacher means a teacher with QTS or QTLS or EYTS	The count of <b>occasional unqualified teachers</b> must be a non-negative whole number. This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.
Error	7112	Number of Occasional Teachers where not known if qualified or not and who are present on Census Date: value must be a non-negative whole number	The count of <b>occasional teachers</b> for whom qualification status is unknown must be a non-negative whole number. This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.
Query	7120Q	Number of Qualified Occasional Teachers present on Census Date is unexpectedly high (40 or more). Please supply a reason in a return level note.	The count of <b>qualified occasional teachers</b> is unusually high. This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.
Query	7121Q	Number of Unqualified Occasional Teachers present on Census Date is unexpectedly high (10 or more). Please supply a reason in a return level note	The count of <b>unqualified occasional teachers</b> is unusually high. This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.
Query	7122Q	Number of Teachers where not known if qualified or not and who are present on Census Date is unexpectedly high (10 or more). Please supply a reason in a return level note.	The count of teachers for whom <b>qualification status is unknown is unusually high</b> . This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.
Error	7210	Number of Agency / Third Party support staff present on Census Reference Date: value must be a non-negative whole number.	This information is missing/invalid from the <b>Occasional Teachers</b> section of the Census. It can be amended via the following path: <b>Path:</b> <a href="#">Modules &gt; Census &gt; School &gt; School Workforce &gt; Occasional Teachers on Census Day</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	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.	The number of Cover/Agency staff on Census Reference Date is higher than expected within the <b>Cover/Agency</b> section of the Census. Please double check this via the following path <b>Path:</b> <a href="#">Modules &gt; Census &gt; School &gt; School Workforce&gt;Cover/Agency Staff&gt;</a>
Error	7230	Count of Agency/Third Party support staff must not include any Teaching Roles	This information is missing/invalid from the <b>Cover/Agency</b> section of the Census. It can be amended via the following path: <b>Path:</b> <a href="#">Modules &gt; Census &gt; School &gt; School Workforce &gt; Cover/Agency</a>
Query	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. Please check the 'School Workforce Census: Minimum notepad entries' guidance document for the accepted wording.	No vacancy records have been found. Double check that any appropriate records are entered into the <b>Contracts</b> sections of the MIS. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a>
Error	8000	It is expected that part time headcount would be greater than FTE	Check Staff <b>Contracts</b> <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	8010	Part time headcount, full time headcount and full-time equivalent values must all be recorded at the LA level for a central return.	Check Staff <b>Contracts</b> <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

**This is the end of the School Workforce Census 2024 guide.**

If you require any assistance with running the **Census** or have questions about the **Errors** or **Queries**, please contact the **Bromcom Helpdesk** on **020 8290 7177**.