

School Workforce Census validation queries and acceptable notes.

| Query Number | Error Message | Minimum Notepad entry |
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| 4100Q | Please check:Qualified Teacher with Teacher Number missing | (1) Awaiting teacher number. (2) New appointment and not yet obtained. |
| 4155Q | Please check: Appears to be a temporary or non-standard NI Number. This should be resolved or removed | No minimum notepad entry - This should be removed or resolved to a standard NI number |
| 4160Q | Member of workforce with missing NI Number | Agency Staff - Not available |
| 4235Q | Person is not expected to have QT status and be under 21 years of age on census reference date. | Checked and is correct |
| 4085Q | 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 | These will be uploaded from another source |
| 4377Q | Contract/Service Agreement end date should be on or prior to Census Reference Date for this type of contract or agreement | Contract end date has been agreed |
| 4390Q | Please check: Destination code has been provided therefore contract End Date must be specified | No minimum notepad entry - End Date must be specified or Destination code removed |
| 4417Q | If role is HLTA then HLTA Status is expected to be true | Checked and this is correct |
| 4425Q | Please check: Date of Arrival in School is more than 50 years ago | Checked and this is correct |
| 4430Q | Please Check: Date of Arrival in School has not been supplied | Record not available |
| 4440Q | Please check: Date of Arrival in School should not be later than the start of the contract | Checked and this is correct |
| 4495Q | Daily Rate Should not be used except for agency or service agreement Teachers | Please Check and if agency/Service agreement staff - Checked and Correct If not Agency/Service Agreement Staff - Daily Rate should be removed |
| 4545Q | Base pay is less than £11.00. Please check that this is correct | Checked and Correct |
| 4765Q | FTE hours normally expected to be at least 24 and no greater than 40 | MFL Assistant (24) Multiple Job roles (40) |
| 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. | (1) Coming from another source (2) New school/academy or converted academy not required (3) Checked an no absences in previous academic year (4) (LA) Central return - not required |
| 4935Q | Last Day of absence is missing for a non-maternity absence – please check absence is ongoing | Absence ongoing |
| 4945Q | Please check: Last Day of absence is not expected to be after <ReferenceDate>, except in cases of maternity or paternity leave. | Return date has been agreed |
| 4950Q | Please check - more than one absence record without an end date | These are 2 different absence codes |
| 4960Q | Please check - more than one absence record with absence category of sickness covering the same date(s | No minimum notepad entry - These should be amended as this may cause double counting of days sickness in the schools published records |
| 4995Q | Total Working days lost is greater than total number of working days in the academic year. | No minimum notepad entry - These should be amended please check that only working days lost for sicness (SIC) have been reported |

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| 6510Q | Please Check: There is more than one record with the same NI Number | No minimum notepad entry - There should not be more than one record with the same NI number these need amending |
| 6520Q | Please Check: The same person has a total Full Time Equivalent ratio greater than 1.2 and less than or equal to 1.5 | Multiple job roles |
| 6540Q | At least one staff record in this school's return should show a role of Head Teacher | (1) Federated school - (please list the schools in the federation) (2) Executive head shared with (list schools) |
| 7120Q | Please check: Number of Qualified Occasional Teachers present on Census Reference Date is unexpectedly high (40 or more). | Checked and this is correct |
| 7121Q | Please check: Number of Unqualified Occasional Teachers present on Census Reference Date is unexpectedly high (10 or more). | Checked and this is correct |
| 7122Q | Please check: Number of Teachers where not known if qualified or not and who are present on Census Reference Date is unexpectedly high (10 or more) | Checked and this is correct |
| 7220Q | Please check: Number of Agency / Third Party support staff present on Census Reference Date is unexpectedly high (50 or more). | Checked and this is correct |