

## Get ready for the annual School Workforce Census on 5<sup>th</sup> November

Useful information to help you prepare and submit your statutory return to the SWC team (maintained schools) or directly to the DfE (academies)

The School Workforce Census pages on Kelsi have links and information including –

- Changes since the last census
  - Links to the DfE guidance and analysis
  - Contact Information
  - Useful documents
  - Sending test files before the census
  - Information for Academies
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The School workforce census (SWC) is an annual statutory requirement set by the Department for Education. It is a collection of data about each member of teaching and support staff working in local authorities, local authority-maintained schools and academies.

The next census will take place on Thursday 5th November 2015 and maintained schools will have until Friday 13th November 2015 to upload their file to the SWC team via the secure method of Perspective Lite.

Our [SWC pages on Kelsi](#) have useful links and information to help you fulfill your statutory obligation. The pages also contain information about [changes](#) that the DfE have made to the census since last year which you will need to be aware of and if you are an [EIS](#) (SIMS) customer there is also information about their [SWC seminars](#) and [information notices](#) (you will need to be a customer to log into these items).

Maintained schools will be able to submit a test file to the SWC team from Thursday 8<sup>th</sup> October via the secure method of Perspective Lite. Sending a test file will give schools the chance to correct any issues that are highlighted when we load it into the DfE's test website (Collect). If you do decide to send a test census then please email us at [SWC@kent.gov.uk](mailto:SWC@kent.gov.uk) to let us know so we can look out for it in Perspective Lite but please do not send it before the 8<sup>th</sup> October.

If you are an academy or will be converting to academy status before the 5<sup>th</sup> November then please refer to the [Kelsi SWC academy information page](#). You will not be able to submit your SWC file to the SWC team and these pages have useful links and [contact information](#) to help you.

SWC Team

[SWC@kent.gov.uk](mailto:SWC@kent.gov.uk)