



Department  
for Education

# **CONVENTIONS FOR THE UNDERLYING DATA FILE OF THE SCHOOL WORKFORCE CENSUS NOVEMBER 2017**

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**June 2018**

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# 1. School level

## 1.1 Missing Schools

For those schools for whom a return is expected but who do not supply data, DNS (for Did Not Submit) is used in all cells in the Staff Numbers, Staff Characteristics, Staff Pay, Staff Absence and Vacancies sections.

## 1.2 Staff Numbers

For any columns displaying numbers, headcount or FTE there is no suppression. Where a school has returned 0, 0 is shown. Where a school has not supplied data then NA is shown.

For headcount columns displaying percentages the following rules apply:

Where	Display
Numerator and denominator > 3	Number
Numerator <= 3	SUPP
Numerator = 0 and denominator > 3	0
Numerator = 0 and denominator <= 3	SUPP
Numerator = 0 and denominator = 0	NA

For FTE columns displaying percentages the following rules apply:

Where	Display
Numerator and denominator >= 2.00000001	Number
Numerator > 0 but < 2.00000001	SUPP
Numerator = 0 and denominator > 0 but < 2.00000001	SUPP
Numerator = 0 and denominator > 2.00000001	0
Numerator = 0 and denominator = 0	NA

For the teaching assistant ratio column the following rules apply:

Where	Display
Numerator and denominator > 0	Number
Numerator = 0 and denominator > 0	0
Numerator > 0 and denominator = 0 (unlikely)	NA
Numerator = 0 and denominator = 0	NA

For the PTR column, if the PTR is greater than 50 then the data is suppressed (SUPP). A value of 50 indicates there are issues with underlying data (either pupil or teacher numbers).

### 1.3 Staff Characteristics

For the less sensitive variables (gender, age, qualified teacher status and higher level teaching assistant) the following rules apply:

Where	Display
Numerator and denominator $\geq 2.00000001$	Number
Numerator $> 0$ but less than $2.00000001$ and denominator $> 0$	SUPP
Numerator = 0 and denominator $> 0$	0
Numerator = 0 and denominator = 0	NA

For the more sensitive variable of ethnicity the following rules apply:

Where	Display
Numerator and denominator $> 3$	Number
Numerator $> 0$ but $\leq 3$ and denominator $> 0$	SUPP
Numerator = 0 and denominator is $> 3$	0
Numerator = 0 and denominator is $> 0$ but $\leq 3$	SUPP
Numerator = 0 and denominator = 0	NA

For the more sensitive variable of QTS Route the following rules apply:

Where	Display
Numerator and denominator $\geq 2.00000001$	Number
Numerator $> 0$ but $< 2.00000001$ and denominator $> 0$	SUPP
Numerator = 0 and denominator is $\geq 2.00000001$	0
Numerator = 0 and denominator is $> 0$ and $< 2.00000001$	SUPP
Numerator = 0 and denominator = 0	NA

### 1.4 Staff Pay

This item is derived from Get Information About Schools.

Mean Gross Salary, this is suppressed where the number of full-time teachers is less than 3. If the number of full-time teachers is 0 then £) is shown.

Where there is a value for full-time teachers but salary data then NA is shown. Otherwise the rules for suppression are:

<b>Where</b>	<b>Display</b>
Numerator and denominator > 3	Number
Numerator > 0 but <= 3 and denominator is a value	SUPP
Numerator = 0 and denominator is > 3	0
Numerator = 0 and denominator is <= 3	SUPP
Numerator = 0 and denominator = 0	NA

## 1.5 Teacher Absence

For the percentage of teachers with at least one period of sickness absence the following rules apply:

<b>Where</b>	<b>Display</b>
Numerator > 3 and denominator > 3	Number
Numerator > 0 but <= 3 and denominator is a value	SUPP
Numerator = 0 and denominator is > 3	0
Numerator = 0 and denominator is <= 3	SUPP
Numerator = 0 and denominator = 0	NA

For the other columns relating to sickness absence the following rules apply:

<b>Where</b>	<b>Display</b>
The '%Teachers with at Least One Period of Sickness Absence' = n	Number
The '%Teachers with at Least One Period of Sickness Absence' = 0	0
The '%Teachers with at Least One Period of Sickness Absence' = SUPP	SUPP
The '%Teachers with at Least One Period of Sickness Absence' = NA	NA

## 1.6 Vacancies

The following rules apply:

<b>Where</b>	<b>Display</b>
The number > 0	Number
The number = 0/NA	0

## **2. Local authorities**

Figures in some Local Authorities may be low (usually because the LA is small but they could also occur where there has been a problem with the submission of a particular data item). In these cases to the rules outlined for schools above apply.

## **3. Region**

It would be expected that figures at regional level should be above the level at which the rules suggested above apply. Should suppression be necessary the rules outlined for schools above apply.



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