School Workforce Annual Census (SWAC)
Census day: 4 November 2025

The collection of SWAC data for the 2025/2026 academic year

Data items collected

Date of issue: August 2025
Version: 1.0

School workforce annual census
4 November 2025

Audience   Headteachers, teachers and governing bodies of maintained schools that have opted out of human resource and/or payroll service level agreements, local authorities and national bodies with an interest in education.

Overview   These technical completion notes are provided by the Welsh Government as guidance to support the above audience in complying with their statutory duties.

Action required   The above audience must ensure that the requirements set out in this document are implemented in line with the dates specified.

Further information   If you need further advice on the completion of any part of your SWAC return, please contact your local authority in the first instance.

Enquiries about this document should be directed to the below, but **do not include any individual level or personal data**:

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Additional copies   This document can be accessed from the Welsh Government website at gov.wales.

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

Contents

1. Summary of data items to be returned in the school return

The sections below show what data items are in each module, and which school setting types and staff types they should be returned for. Each field name in the below tables are hyperlinked to more detailed information about the data item within annex A.

In the below tables, the key to the school setting types is:

NS   Nursery schools
PS   Primary schools
MS   Middle schools
SS   Secondary schools
SP   Special schools
PR   Pupil referral units

1.1 Survey details

Data type: **Snapshot**
Included in: **School** and **pay, HR and absence** returns

Field Name	Field Length	Field Type	Xml Tag	Sample Data	NS	PS	MS	SS	SP	PR
Survey extraction type	6	Alphanumeric	<Survey>	SWAC	✓	✓	✓	✓	✓	✓
Survey reference date	10	Date	<ReferenceDate>	2025-11-04	✓	✓	✓	✓	✓	✓
Person completing survey	2	Alphanumeric	<CompleterRole>	BM	✓	✓	✓	✓	✓	✓
Survey completion time	3	Alphanumeric	<Hours>	005	✓	✓	✓	✓	✓	✓

1.2 School details

Data type: **Snapshot**
Included in: **School** and **pay, HR and absence** returns

Field Name	Field Length	Field Type	Xml Tag	Sample Data	NS	PS	MS	SS	SP	PR
LEA number	3	Alphanumeric	<LEA>	660	✓	✓	✓	✓	✓	✓
School number	4	Alphanumeric	<Estab>	4099	✓	✓	✓	✓	✓	✓
School name	100	Alphanumeric	<Name>	Anglesey Comprehensive School	✓	✓	✓	✓	✓	✓
School phase	2	Alphanumeric	<Phase>	SS	✓	✓	✓	✓	✓	✓
School language category	2	Alphanumeric	<SchoolLanguageCategory>	C3	X	✓	✓	✓	X	X

1.3 Workforce identifiers (Minimum data set)

Data type: **Snapshot**
Included in: **School** and **pay, HR and absence** returns

All data in this module should be maintained as changes occur. This module will be collected for all staff meeting the criteria given in section 6. Note that this is likely to include some staff that left the school during the academic year prior to the collection, for which contract or absence information is being provided.

Field Name	Field Length	Field Type	Xml Tag	Sample Data	NS	PS	MS	SS	SP	PR
Teacher reference number	7	Alphanumeric	<TeacherNumber>	5963274	✓	✓	✓	✓	✓	✓
Surname	35	Alphanumeric	<Surname>	Jones	✓	✓	✓	✓	✓	✓
Forename	35	Alphanumeric	<Forename>	Marc	✓	✓	✓	✓	✓	✓
Middle name(s)	35	Alphanumeric	<MiddleNames>	Iwan Owen	✓	✓	✓	✓	✓	✓
Sex	1	Alphanumeric	<Sex>	M	✓	✓	✓	✓	✓	✓
Date of birth	10	Date	<DOB>	1990-03-31	✓	✓	✓	✓	✓	✓
National insurance number	9	Alphanumeric	<NINumber>	JP235491D	✓	✓	✓	✓	✓	✓

1.4 Workforce Characteristics

Data Type: **Snapshot**
Included in: **School** return

Field Name	Field Length	Field Type	Xml Tag	Sample Data	NS	PS	MS	SS	SP	PR
Ethnic code	4	Alphanumeric	<Ethnicity>	WBRI	✓	✓	✓	✓	✓	✓
Disability status	4	Alphanumeric	<Disability>	NO	✓	✓	✓	✓	✓	✓
National identity	3	Alphanumeric	<NationalIdentity>	BRI	✓	✓	✓	✓	✓	✓
Qualified teacher status (QTS)	1	Boolean	<QTStatus>	1	✓	✓	✓	✓	✓	✓
QTS date	10	Date	<QTSDate>	2017-07-30	✓	✓	✓	✓	✓	✓
QTS route	4	Alphanumeric	<QTSRoute>	ITEU	✓	✓	✓	✓	✓	✓
Higher level teaching assistant (HLTA) status	1	Boolean	<HLTAStatus>	0	✓	✓	✓	✓	✓	✓
National professional qualification for headship (NPQH) status	1	Boolean	<NPQH>	1	✓	✓	✓	✓	✓	✓
NPQH date	10	Date	<NPQHDate>	2013-04-30	✓	✓	✓	✓	✓	✓
Welsh ability	2	Alphanumeric	<AbilityWelsh>	W1	✓	✓	✓	✓	✓	✓
Teach/work through the medium of Welsh	2	Alphanumeric	<TeachWelsh>	T2	✓	✓	✓	✓	✓	✓
Status	3	Alphanumeric	<Status>	MAT	✓	✓	✓	✓	✓	✓
Third party Staff	1	Boolean	<ThirdParty>	0	✓	✓	✓	✓	✓	✓

1.5   Roles

Data Type: **Snapshot**
Included in: **School** return

Field Name	Field Length	Field Type	Xml Tag	Sample Data	NS	PS	MS	SS	SP	PR
Staff roles	2	Alphanumeric	<StaffRole>	HT	✓	✓	✓	✓	✓	✓
FTE	4	Alphanumeric	<FTE>	0.88	✓	✓	✓	✓	✓	✓

1.6 Curriculum

Data Type: **Snapshot**
Included in: **School** return

Field Name	Field Length	Field Type	Xml Tag	Sample Data	NS	PS	MS	SS	SP	PR
Subject	3	Alphanumeric	<Subject>	ART	X	X	✓	✓	X	X
Subject hours	5	Alphanumeric	<SubjectHours>	5.00	X	X	✓	✓	X	X
Subject year group	2	Alphanumeric	<YearGroup>	1-14	✓	✓	✓	✓	X	X
Lesson medium	1	Alphanumeric	<LessonMedium>	E	✓	✓	✓	✓	X	X

1.7 Recruitment

Data Type: **Historical**
Included in: **School** return

This covers all teacher vacancies in the previous academic year. Information must be provided for each teacher post that is permanent or a contract of one or more terms. If a school had no vacancies over the previous academic year then no information needs to be recorded. This information is used to identify potential areas of staff shortage in the teaching profession and to gauge the extent and effect of staff turnover.

For each unique post advertised between **1 September** and **31 August of the academic year preceding the census reference date** and for each teacher who left the profession or took early retirement please enter all the valid data items.

Field Name	Field Length	Field Type	Xml Tag	Sample Data	NS	PS	MS	SS	SP	PR
Vacancy reference number	2	Alphanumeric	<VacancyID>	1	✔	✔	✔	✔	✔	✔
Vacancy role	2	Alphanumeric	<StaffRole>	HT	✔	✔	✔	✔	✔	✔
Vacancy subject	3	Alphanumeric	<Subject>	ART	✔	✔	✔	✔	✔	✔
Vacancy year group(s)	2	Alphanumeric	<YearGroup>	N1	✔	✔	✔	✔	✔	✔
Welsh medium vacancy	1	Boolean	<WelshMediumVacancy>	0	✔	✔	✔	✔	✔	✔
Vacancy tenure	1	Alphanumeric	<Tenure>	F	✔	✔	✔	✔	✔	✔
Vacancy start date	10	Date	<VacancyStart>	2024-11-30	✔	✔	✔	✔	✔	✔
Vacancy end date	10	Date	<VacancyEnd>	2024-12-20	✔	✔	✔	✔	✔	✔
Number of applications for vacancy	3	Alphanumeric	<TotalNumberOfApplications>	0	✔	✔	✔	✔	✔	✔
Number of times vacancy advertised	2	Alphanumeric	<VacancyAdvertised>	2	✔	✔	✔	✔	✔	✔
Appointment made	1	Boolean	<AppointmentMade>	0	✔	✔	✔	✔	✔	✔
Unfilled vacancy covered by	2	Alphanumeric	<VacancyCover>	SM	✔	✔	✔	✔	✔	✔

1.8 Retention

Data Type: **Historical**
Included in: **School** return

This module covers members of staff who left their employment during the previous academic year (i.e. between 1 September 2024 and 31 August 2025). The information is used to identify potential areas of staff shortage in the teaching profession and to gauge the extent and effect of staff turnover.

For teacher retention include all teachers leaving their job, including voluntary or compulsory redundancy, early or normal age retirement, teachers' leaving the profession or leaving for another job in teaching or other roles in education. See code set in annex D for the full list. Do not include teachers who are on maternity leave, secondment or sickness absence.

Field Name	Field Length	Field Type	Xml Tag	Sample Data	NS	PS	MS	SS	SP	PR
Leaver identifier	2	Alphanumeric	<LeaverID>	1	✔	✔	✔	✔	✔	✔
Leaver role	2	Alphanumeric	<StaffRole>	QT	✔	✔	✔	✔	✔	✔
Leaver subject	3	Alphanumeric	<Subject>	ART	✔	✔	✔	✔	✔	✔
Leaver year group(s)	2	Alphanumeric	<YearGroup>	M	✔	✔	✔	✔	✔	✔
Destination of leaver	3	Alphanumeric	<LeaverDestination>	EDU	✔	✔	✔	✔	✔	✔
Teaching experience	2	Alphanumeric	<TeachingExperience>	8	✔	✔	✔	✔	✔	✔

1.9 Supply

Data Type: **Historical**
Included in: **School** return

This module contains aggregated data for the school for each supply type for the previous academic year (i.e. between **1 September 2024** and **31 August 2025**). One record should be in each **school** return for each combination of: supply category, supply planned and supply term.

All supply, including supply provided via supply agencies and supply provided directly via the local authority supply pool should be included.

Do **not** include:

> 'direct employed supply' who are supernumerary or floating teachers on a contract of a year or more with a school or lead school as part of a cluster.

These should be included as 'contracted supply teacher (non-agency)' in the individual level data as part of the **school** data return.

Field name	Field length	Field type	XML tag	Sample data	NS	PS	MS	SS	SP	PR
Supply category	4	Alphanumeric	<SupplyCategory>	TCHR	✓	✓	✓	✓	✓	✓
Supply planned	1	Alphanumeric	<SupplyPlanned>	U	✓	✓	✓	✓	✓	✓
Supply term	1	Alphanumeric	<SupplyTerm>	S	✓	✓	✓	✓	✓	✓
Number of supply days	10	Alphanumeric	<SupplyDays>	100	✓	✓	✓	✓	✓	✓
Total cost of supply	10	Alphanumeric	<SupplyCost>	1000.00	✓	✓	✓	✓	✓	✓

2. Summary of data items to be returned in the pay, HR and absence return

The sections below show what data items are in each module. Each field name in the below tables are hyperlinked to more detailed information about the data item within annex A.

2.1 Survey details

Data type: **Snapshot**
Included in: **Pay, HR and absence** returns

Field Name	Field Length	Field Type	Xml Tag	Sample Data
Survey/data extraction type	6	Alphanumeric	<Survey>	SWACHR
Survey reference date	10	Date	<ReferenceDate>	2025-11-04
Person completing survey	2	Alphanumeric	<CompleterRole>	LA
Survey completion time	3	Alphanumeric	<Hours>	005

2.2 School / LA identifiers

Data type: **Snapshot**
Included in: **Pay, HR and absence** returns

Field Name	Field Length	Field Type	Xml Tag	Sample Data
Source	1	Alphanumeric	<Source>	S
LEA number	3	Alphanumeric	<LEA>	660
School number*	4	Alphanumeric	<Estab>	4099

*Must be "9100" for local authority returns and source is "L"

2.3 Workforce identifiers (Minimum data set)

Data type: **Snapshot**
Included in: **Pay, HR and absence** return

All data in this module should be maintained as changes occur. This module will be collected for all staff meeting the criteria given in section 6. Note that this is likely to include some staff that left the school during the academic year prior to the collection, for which contract or absence information is being provided.

Field Name	Field Length	Field Type	Xml Tag	Sample Data
Teacher reference number	7	Alphanumeric	<TeacherNumber>	5963274
Surname	35	Alphanumeric	<Surname>	Jones
Forename	35	Alphanumeric	<Forename>	Marc
Middle name(s)	35	Alphanumeric	<MiddleNames>	Iwan Owen
Sex	1	Alphanumeric	<Sex>	M

Field Name	Field Length	Field Type	Xml Tag	Sample Data
Date of birth	10	Date	<DOB>	1990-03-31
National insurance number	9	Alphanumeric	<NINumber>	JP235491D

2.4 Pay and contract

Data Type: **Snapshot** and **historical**
Included in: **Pay, HR and absence** return

All data in this module should be maintained as changes occur. Any member of staff employed may have:

a)   one or more contract records with the same school; or
b)   one or more contract records with different schools.

Current contracts/service agreements (those open on census reference day) must be included if the contract has lasted 28 days or more or is permanent or has a contract end date 27 days or more after the contract start date. Please ensure that contract or service agreement data is being supplied for all members of staff in regular service.

Contracts not open on census reference day must be included if they ended in the previous academic year (1 September to 31 August). Contracts that close on census reference day are considered to be open for the purposes of the SWAC.

Field Name	Field Length	Field Type	Xml Tag	Sample Data
Contract/agreement type	3	Alphanumeric	<ContractType>	PRM
Start date	10	Date	<ContractStart>	2013-04-01
End date	10	Date	<ContractEnd>	2025-02-02
Leaver reason	3	Alphanumeric	<LeavingReason>	VOR
Post	3	Alphanumeric	<Post>	TAS
LEA	3	Alphanumeric	<LEA>	660
School number	4	Alphanumeric	<Estab>	4099
Daily rate	1	Alphanumeric	<DailyRate>	N
Pay range	2	Alphanumeric	<PayRange>	TU
Level	2	Alphanumeric	<PaySpine>	3
Base pay	10	Alphanumeric	<BasePay>	35000.00
Safeguarded salary	1	Boolean	<SafeguardedSalary>	0
Additional payment type	3	Alphanumeric	<PaymentType>	TL3
Additional payment amount	10	Alphanumeric	<PaymentAmount>	2500.00
Additional payment start date	10	Date	<PayStartDate>	2023-10-12
Additional payment end date	10	Date	<PayEndDate>	2025-01-31
Hours worked per week	5	Alphanumeric	<HoursPerWeek>	32.5
FTE hours per week	5	Alphanumeric	<FTEHours>	37
FTE	4	Alphanumeric	<FTE>	0.88
Weeks per year	2	Alphanumeric	<WeeksPerYear>	40

2.5 Absences

Data Type: **Historical**
Included in: **Pay, HR and absence** return

Absence data is required for **teachers only** employed directly by schools. All data items in this module should be recorded when periods of absence occur throughout the year rather than waiting until the collection period in the autumn.

Information is required on any activity or circumstances, except for training, that takes a teacher or away from normal duties with their usual employer for half a day or more. For the purposes of the SWAC such periods away from normal duties are considered to be absences. Generally, absences of less than half a day do not need to be recorded, apart from the following exceptions:

- if the morning and afternoon sessions are not equal, each session should be regarded as half a day; or
- if a member of staff is contracted to work less than half a day, any absences should be recorded and if it is for sickness absence, the working days lost should be recorded as 0.5.

Absence records are required for any periods of absence which began or ended in the previous academic year (from 1 September to 31 August). If teachers or teaching assistants left the school before the Census day but experienced periods of absence during the previous academic year then absence records will need to be submitted for them. If the absence is ongoing at the time when the SWAC return is made then the absence must be included with no end date entered.

Examples of activities or circumstances that are not counted as absence for SWAC are:

- taking part in activities such as field trips;
- days that are non-working days under a person's contract;
- PPA (planning, preparation and assessment) time;
- INSET days;
- NQT non-contact time;
- training;
- working at a consortium school or a Primary/Secondary linked school; and
- attending meetings that are part of an individual's normal duties.

Please note that a validation rule checks that there is at least one absence record in the data return.

Field Name	Field Length	Field Type	Xml Tag	Sample Data
First day of absence	10	Date	<FirstDayOfAbsence>	2024-12-01
Last day of absence	10	Date	<LastDayOfAbsence>	2024-12-08
Working days lost	5	Alphanumeric	<WorkingDaysLost>	4.5
Absence category	3	Alphanuermic	<AbsenceCategory>	SIC

Annex A: Staff roles

Each member of workforce must have at least one of these roles recorded. Hours must be provided.

Optional additional roles recorded if performed by member of workforce. Hours **not** required.

	Role*	Must have at least 1 of these present (i.e. main roles)	Category	Category code (see spec)	Used in Vacancy 'StaffRole' and Leaver 'StaffRole' data items
EH	Main Role - Executive headteacher	Y	Teacher	CT	Y
HT	Main Role - Headteachers	Y	Teacher	CT	Y
AC	Main Role - Acting headteachers	Y	Teacher	CT	Y
DH	Main Role - Deputy headteachers	Y	Teacher	CT	Y
AS	Main Role - Assistant head teachers	Y	Teacher	CT	Y
QT	Main Role - Qualified teachers with Qualified Teacher Status (QTS)	Y	Teacher	CT	Y
UQ	Main Role - Unqualified Teacher who does not hold QTS but is covered by the 'The Education Workforce Council (Main Functions) (Wales) Regulations 2015' and paid on the unqualified teacher payscale as defined in the School Teachers Pay and Conditions (Wales) Document (STPC(W)D)	Y	Teacher	CT	Y
TD	Main Role - Teachers of the Deaf	Y	Teacher	CT	Y
TV	Main Role - Teachers of the Visually Impaired	Y	Teacher	CT	Y
LP	Main Role - Leading practitioner	Y	Teacher	CT	Y
OT	Main Role - Other teachers (not QTS status but not 'unqualified' i.e. those	Y	Teacher	CT	N

	covered by Education Specified Work and Registration) who do not hold Qualified Teacher Status (QTS) and are not covered by the School Teachers Pay and Conditions (Wales) Document (STPC(W)D)				
TT	Main Role – Students on initial teacher training courses	Y	Teacher	CT	N
SU	Main Role - Permanent supply teacher (other than any entered in above categories) (nursery schools only)	Y	Teacher	CT	N
LS	Main Role - Contracted supply teacher (non-agency)	Y	Teacher	CT	N
HL	Main Role - Higher level teaching assistant (HLTA)	Y	Teaching assistant	TA	Y
TA	Main Role - Teacher assistants/aides employed in the classroom	Y	Teaching assistant	TA	Y
FA	Main Role - Foreign language assistants/language support)	Y	Teaching assistant	TA	Y
SP	Main Role - ALN Co-ordinator (for individuals where it is their primary role)	Y	Other	Oth	N
SN	Main Role - Additional Learning Needs support staff	Y	Other	Oth	Y
ME	Main Role - Matrons/nurses/medical staff (including NHS employees)	Y	Other	Oth	N
PS	Main Role - Pastoral support staff	Y	Other	Oth	N
LI	Main Role - Librarians and library assistants	Y	Other	Oth	N
EO	Main Role - Examinations officers/Invigilators	Y	Other	Oth	N

AO	Main Role - Administration staff	Y	Other	Oth	N
BM	Main Role - School business manager or equivalent	Y	Other	Oth	N
MS	Main Role - Midday Supervisors	Y	Other	Oth	N
AD	Main Role - Advisory Staff	Y	Other	Oth	N
ST	Main Role - Science and laboratory technicians	Y	Other	Oth	N
IT	Main Role - ICT staff	Y	Other	Oth	N
OS	Main Role - Other support staff	Y	Other	Oth	N
HS	Additional Role - Head of school	N	NA		N
HD	Additional Role - Head of department	N	NA		N
HY	Additional Role - Head of year	N	NA		N
HK	Additional Role - Head of key stage/phase	N	NA		N
SC	Additional Role - ALN Co-ordinator (as an additional role to main responsibilities)	N	NA		Y
SR	Additional Role - Sex and relationship education co-ordinator	N	NA		N
WB	Additional Role - Welsh baccalaureate co-ordinator	N	NA		N
NC	Additional Role - Numeracy co-ordinator	N	NA		N
LC	Additional Role - Literacy co-ordinator	N	NA		N
CS	Additional Role - Cover supervisor	N	NA		N
WL	Additional Role - Welsh language co-ordiantor	N	NA		N
IN	Additional Role - Instructor (including sports coach)	N	NA		N
ET	Additional Role - Minority ethnic support	N	NA		N
TS	Additional Role - Traveller support	N	NA		N

WE	Additional Role - Welfare officer/assistant	N	NA	N
DM	Additional Role - Data manager/analyst	N	NA	N
OR	Additional Role - Other roles	N	NA	N