



Welsh School Workforce Annual Census (SWAC) 2025 Error Resolutions Guide

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Introduction and Further Guidance

It is the school’s responsibility to read the Welsh Government guidance to check all the information that should be submitted as part of the SWAC Return. See [here](#) for Welsh Government Guidance

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

Further Bromcom Guidance

- See [here](#) for further **Bromcom SWAC** guidance.

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.

Category	Sequence	Detail	Pathway
Error	50	LEA code missing or invalid	Check your LEA Code via the following screen: Config>Administration>Core Details
Error	90	School name missing	Check your School Name via the following screen: Config>Administration>Core Details
Error	140	No completion times provided	This error should not be possible as you cannot validate your census without entering completion data. If you are receiving this error please contact support.
Error	142	Duplicate completion times for same staff type	This error should not be possible as you cannot enter multiple completion times for the same staff type. If you are receiving this error please contact support.
Error	150	Completion time not a whole number of hours	This error should not be possible as any completion times entered will be rounded to the nearest hour. If you are receiving this error please contact support.
Error	10019	School phase is not reported.	Check your School Phase via the following screen: Config>Administration>Characteristics
Error	11011	Reference Date must be present	Check the Reference Date on your return via the following screen: Modules>Census>SWAC>Select Return>Edit

Error	11017	Completer Role must be present	This error should not be possible as you cannot enter completion information without selecting a role. If you are receiving this error please contact support.
Error	11018	Hours must be present	This error should not be possible as you cannot enter completion information without entering the time taken. If you are receiving this error please contact support.
Error	12004	Phase is not a recognised value	This error should not be possible If you are receiving this error please contact support.
Error	13036	Qualified teacher with teacher number missing.	Check the Teacher Reference Number of the Staff Member indicated in the error via the following screen: Staff Profile > Background Checks > Qualification Checks > Teacher Reference Number
Error	13038	Teacher number should be 7 digits and must not contain "/".	Check the Teacher Reference Number of the Staff Member indicated in the error via the following screen: Staff Profile > Background Checks > Qualification Checks > Teacher Reference Number
Error	13039	Multiple records with same Teacher Number for staff member.	Check the Teacher Reference Number of the Staff Member indicated in the error via the following screen: Staff Profile > Background Checks > Qualification Checks > Teacher Reference Number
Error	13040	Forename must be 60 characters or less and not have 2 or more consecutive spaces.	Check the Legal First Name of the Staff Member indicated in the error via the following screen: Staff Profile>Edit Staff Details
Error	13041	Middle names must be 60 characters or less and not have 2 or more consecutive spaces.	Check the Middle Name(s) of the Staff Member indicated in the error via the following screen: Staff Profile>Edit Staff Details
Error	13042	Surname must be 60 characters or less and not have 2 or more consecutive spaces.	Check the Legal Last Name of the Staff Member indicated in the error via the following screen: Staff Profile>Edit Staff Details
Error	13043	National Insurance number is missing.	Check the National Ins. No. of the Staff Member indicated in the error via the following screen: Staff Profile>Edit Staff Details>Additional Information
Error	13045	National Insurance number has invalid first 2 characters.	Check the National Ins. No. of the Staff Member indicated in the error via the following screen: Staff Profile>Edit Staff Details>Additional Information
Error	13046	Multiple records with same National Insurance Number for staff member.	Check the National Ins. No. of the Staff Member indicated in the error via the following screen: Staff Profile>Edit Staff Details>Additional Information
Error	13047	Workforce member sex is missing.	Check the Sex of the Staff Member indicated in the error via the following screen: Staff Profile>Edit Staff Details>Additional Information

Error	13048	Workforce Member date of birth is missing.	Check the Date of Birth of the Staff Member indicated in the error via the following screen: Staff Profile>Edit Staff Details>Additional Information
Error	13049	Date of birth has an invalid format.	Check the Date of Birth of the Staff Member indicated in the error via the following screen: Staff Profile>Edit Staff Details>Additional Information
Error	13050	Workforce member's age must be between 13 and 100 years.	Check the Date of Birth of the Staff Member indicated in the error via the following screen: Staff Profile>Edit Staff Details>Additional Information
Query	13051	Please check: multiple workforce member record with same name/sex/date of birth across school files.	Check the Name, Sex and Date of Birth of the Staff Member indicated in the error via the following screen: Staff Profile>Edit Staff Details & Additional Information
Error	13052	Workforce member ethnicity missing or in an invalid format.	Check the Ethnicity of the Staff Member indicated in the error via the following screen: Staff Profile>Ethnicity & Religion
Error	13053	Disability status of workforce member missing or in an invalid format.	Check the Disability Status of the Staff Member indicated in the error via the following screen: Staff Profile>Medical Conditions>Impairments
Error	13054	National identity of workforce member missing or in an invalid format.	Check the National Identity of the Staff Member indicated in the error via the following screen: Staff Profile>Ethnicity & Religion
Error	13056	QTS is invalid - must be '1' or '0'.	This error should not be possible. If you are receiving this error please contact support.
Error	13057	QTS date is missing.	Check the QTS Achieved date for the Staff Member indicated in the error via the following screen: Staff Profile>Background Checks>Qualification Checks
Error	13058	QTS route is missing.	Check the QTS Route for the Staff Member indicated in the error via the following screen: Staff Profile>Background Checks>Qualification Checks
Query	13059	Workforce member is not expected to have QTS and be under 20 years of age at Census Date.	Check the Teacher Status for the Staff Member indicated in the error via the following screen: Staff Profile>Background Checks>Qualification Checks
Error	13060	HLTA status is invalid - must be '1' or '0'.	This error should not be possible. If you are receiving this error please contact support.
Query	13061	Workforce member is not expected to have HLTA status and be under 18 years of age at Census Date.	Check the Higher Level Teaching Asst Status for the Staff Member indicated in the error via the following screen: Staff Profile>Background Checks>Qualification Checks
Error	13062	NPQH is invalid - must be '1' or '0'.	This error should not be possible. If you are receiving this error please contact support.

Error	13063	NPQH date is missing.	Check the NPQH Completed date for the Staff Member indicated in the error via the following screen: Staff Profile>Background Checks>Qualification Checks
Query	13064	Workforce member is not expected to have NPQH and be under 21 years of age at Census Date.	Check the NPQH Completed date for the Staff Member indicated in the error via the following screen: Staff Profile>Background Checks>Qualification Checks
Error	13065	QTS is missing for a teacher.	Check the Teacher Status for the Staff Member indicated in the error via the following screen: Staff Profile>Background Checks>Qualification Checks
Query	13066	HLTA status is missing for Higher Level Teaching Assistant.	Check the Higher Level Teaching Asst Status for the Staff Member indicated in the error via the following screen: Staff Profile>Background Checks>Qualification Checks
Error	13067	Teaching / working through the medium of Welsh is missing.	Check Teaching/Working through the medium of Welsh for the Staff Member indicated in the error via the following screen: Staff Profile>Ethnicity & Religion>Welsh Language
Error	13068	Welsh language ability is missing.	Check Welsh Language Ability for the Staff Member indicated in the error via the following screen: Staff Profile>Ethnicity & Religion>Welsh Language
Query	13071	Please check: workforce member at advanced level or above in Welsh shown as not able to teach / work through medium of Welsh.	Check Teaching/Working through the medium of Welsh for the Staff Member indicated in the error via the following screen: Staff Profile>Ethnicity & Religion>Welsh Language
Error	13073	Primary Staff Role is missing.	Check Staff Role for the Staff Member indicated in the error via the following screen: Staff Profile>Contracts>SWAC Information>SWAC Role
Query	13077	Please check: no curriculum records have been provided for member of staff.	Primary, Secondary and Middle Schools Only Check the Curriculum Details for Teachers and Teaching Assistants panel on your return via the following screen: Modules>Census>SWAC>Select Return>Edit
Error	13080	No curriculum records expected for school.	Nursery, Special Schools and Pupil Referral Units Only Check the Curriculum Details for Teachers and Teaching Assistants panel on your return via the following screen: Modules>Census>SWAC>Select Return>Edit
Error	13084	Year Group is missing for curriculum record.	Primary, Secondary and Middle Schools Only Check the Curriculum Details for Teachers and Teaching Assistants panel on your return via the following screen: Modules>Census>SWAC>Select Return>Edit
Error	13085	Lesson Medium is missing / invalid for curriculum record.	Primary, Secondary and Middle Schools Only Check the Curriculum Details for Teachers and Teaching Assistants panel on your return via the following screen: Modules>Census>SWAC>Select Return>Edit

Error	13090	Workforce Member with duplicate curriculum record.	Primary, Secondary and Middle Schools Only Check the Curriculum Details for Teachers and Teaching Assistants panel on your return via the following screen: Modules>Census>SWAC>Select Return>Edit
Error	13097	School number is missing.	Check the Establishment No. via the following screen: Config>Administration>Core Details
Error	13098	School number should be '9100' for local authority return.	Check the Establishment No. via the following screen: Config>Administration>Core Details
Error	13099	Contract type missing / invalid.	This error should not be possible. If you are receiving this error please contact support.
Error	13100	Contract start date is missing / invalid.	This error should not be possible. If you are receiving this error please contact support.
Error	13101	Contract start date is after census date.	Check the Start Date of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts
Query	13102	Please check: time since contract start is greater than 50 years.	Check the Start Date of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts
Error	13103	Contract end date before collection period.	Check the End Date of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts
Error	13104	Contract end date is less than 28 days after contract start date.	Check the End Date of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts
Error	13106	Post is missing / invalid.	Check the Post of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts
Error	13107	Invalid post and pay range combination. Individual in post 'TCM' (classroom teacher main) not on 'TE' (main teacher) pay range.	Check the Post and Pay Range of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts>Contract Information & Pay
Error	13108	Invalid post and pay range combination. Individual in post 'TCU' (classroom teacher upper) not on 'TU' (upper teacher) pay range.	Check the Post and Pay Range of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts>Contract Information & Pay

Error	13109	Invalid post and pay range combination. Individual in post 'LDP' (leading practitioner) not on 'LP' (leading practitioner) pay range.	Check the Post and Pay Range of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts>Contract Information & Pay
Error	13110	Invalid post and pay range combination. Individual in post 'UQT' (unqualified teacher) not on 'UT' (unqualified teacher) pay range.	Check the Post and Pay Range of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts>Contract Information & Pay
Error	13111	Invalid post and pay range combination. Support staff is on a teacher pay range.	Check the Post and Pay Range of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts>Contract Information & Pay
Query	13112	Please check: post and pay range details. Individual in leadership post not on leadership pay range.	Check the Post and Pay Range of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts>Contract Information & Pay
Error	13113	Daily rate is missing / invalid - must be '1' or '0'.	This error should not be possible. If you are receiving this error please contact support.
Error	13114	Base pay is missing / invalid.	Check the Base Pay of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Error	13115	If base pay is greater than 0 then daily rate should be 0.	Check Paid a Daily Rate and Base Pay for any Contracts for the Staff Member indicated via the following screens: Staff Profile>Contracts> Contract Information & Pay
Error	13116	If workforce member is not paid on a daily rate then base pay must be greater than 0.	Check Paid a Daily Rate and Base Pay for any Contracts for the Staff Member indicated via the following screens: Staff Profile>Contracts> Contract Information & Pay
Error	13117	If workforce member is paid by daily rate the base pay should be 0.	Check Paid a Daily Rate and Base Pay for any Contracts for the Staff Member indicated via the following screens: Staff Profile>Contracts> Contract Information & Pay

Error	13118	Safeguarded salary indicator is missing / invalid - must be '1' or '0'.	This error should not be possible. If you are receiving this error please contact support.
Error	13119	Hours per week is missing / invalid.	Check the Hours per Week of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Error	13120	FTE hours is missing / invalid.	Check the FTE of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Error	13121	FTE is missing / invalid.	Check the FTE of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Error	13123	Weeks per year is missing / invalid.	Check the Weeks Per Year of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Query	13124	Please check: workforce member appears to be paid less than the minimum wage for apprentices.	Check the Pay details of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Query	13125	Please check: base pay is greater than £170,000.	Check the Base Pay details of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Error	13127	Additional payment start date is missing.	Check the Pay details of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Error	13128	Additional payment amount is missing.	Check the Pay details of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Error	13129	Additional payment type is missing.	Check the Pay details of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Query	13131	Please check: workforce member is working more than 48 hours per week across all contracts.	Check the Hours per Week of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Query	13132	Please check: open contract for workforce member is less than 0.5 hours per week.	Check the Pay details of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay

Query	13133	Please check: FTE hours normally expected to be at least 20 and no greater than 40.	Check the FTE of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Query	13135	Please check: at least one workforce member record in schools return should show a role of Head Teacher, Executive Head Teacher or Acting Head Teacher.	Check Staff Roles via the following screen: Staff Profile>Contracts>SWAC Information
Query	13136	Please check: at least one workforce member record in schools return should show a role of SEN ALN Co-ordinator.	Check Staff Roles via the following screen: Staff Profile>Contracts>SWAC Information
Query	13142	Please check: workforce member base pay outside of leadership pay range.	Check the Base Pay details of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Query	13143	Please check: workforce member base pay outside of teacher main pay range.	Check the Base Pay details of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Query	13144	Please check: workforce member base pay outside of teacher upper pay range.	Check the Base Pay details of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Query	13145	Please check: workforce member base pay outside of leading practitioner pay range.	Check the Base Pay details of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Query	13146	Please check: workforce member base pay outside of unqualified teacher pay range.	Check the Base Pay details of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Query	13147	Please check: workforce member base pay outside of Soulbury pay range.	Check the Base Pay details of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Query	13148	Please check: workforce member base pay outside of National Joint Council Local Government Services pay range.	Check the Base Pay details of any Contracts for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay

Query	13149	Please check: workforce member TLR1 payment amount is above maximum value.	Check the details of any Additional Allowance pay entries for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Query	13150	Please check: workforce member TLR2 payment amount is above maximum value.	Check the details of any Additional Allowance pay entries for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Query	13151	Please check: workforce member TLR3 payment amount is above maximum value.	Check the details of any Additional Allowance pay entries for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Query	13152	Please check: workforce member ALN allowance payment amount is above maximum value.	Check the details of any Additional Allowance pay entries for the Staff Member indicated via the following screen: Staff Profile>Contracts> Pay
Error	13153	Vacancy Staff Role is missing/invalid.	This error should not be possible. If you are receiving this error please contact support.
Error	13155	Vacancy Subject is missing / invalid.	This error should not be possible. If you are receiving this error please contact support.
Error	13156	Vacancy Subject is invalid. Subject must be 'NAP' (not applicable) for given staff role.	Secondary Schools and Middle Schools Only This error should not be possible. If you are receiving this error please contact support.
Error	13157	Vacancy Subject is invalid. Subject must be 'NAP' (not applicable) for given year group.	Middle Schools Only This error should not be possible. If you are receiving this error please contact support.
Error	13158	Vacancy Subject is invalid. Subject must be 'NAP' (not applicable) for given school.	Nurserys, Primary Schools, Special Schools and Pupil Referral Units Only This error should not be possible. If you are receiving this error please contact support.
Error	13159	Vacancy Year Group is missing / invalid.	Primary, Middle and Secondary Schools Only Check Year Group for any Vacancies via the following screen: Modules>Administration>recruitment
Error	13161	Vacancy tenure is missing / invalid.	This error should not be possible. If you are receiving this error please contact support.
Error	13162	Language medium of vacancy is missing.	This error should not be possible. If you are receiving this error please contact support.
Error	13163	Vacancy start date is missing / invalid	This error should not be possible. If you are receiving this error please contact support.

Error	13164	Number of applications for vacancy is missing.	Check Number of Applications for any Vacancies via the following screen: Modules>Administration>recruitment
Error	13165	Please check: number of applications for vacancy expected to be greater than 0.	Check Number of Applications for any Vacancies via the following screen: Modules>Administration>recruitment
Query	13166	Please check: Number of applications for vacancy is greater than 100.	Check Number of Applications for any Vacancies via the following screen: Modules>Administration>recruitment
Error	13167	Vacancy end date is missing where appointment has been made.	Check Vacancy End Date for any Vacancies via the following screen: Modules>Administration>recruitment
Error	13168	No vacancy cover record expected for a vacancy where an appointment has been made.	Check Cover for any Vacancies via the following screen: Modules>Administration>recruitment
Error	13169	Vacancy cover is missing for vacancy with no appointment.	Check Cover for any Vacancies via the following screen: Modules>Administration>recruitment
Query	13171	Please check: number of times vacancy advertised expected to be greater than 0.	Check Number of times advertised for any Vacancies via the following screen: Modules>Administration>recruitment
Error	13172	Appointment to vacant post is missing	Check Appointment Made for any Vacancies via the following screen: Modules>Administration>recruitment
Error	13173	Role of leaver is missing / invalid.	
Error	13174	Subject of leaver is missing / invalid.	
Query	13175	Please check: subject of leaver expected to be 'NAP' (not applicable) for given staff role.	
Error	13176	Subject of leaver should be not applicable ('NAP') for given year group.	Middle Schools Only
Error	13177	Subject of leaver should be not applicable ('NAP') for school.	Nurseries, Primary Schools, Special Schools and Pupil Referral Units Only
Error	13178	Year group of leaver is missing / invalid.	Primary, Secondary and Middle Schools Only

Error	13180	Leaver destination is missing / invalid.	Check Leaver Destination for the Staff Member indicated in the error via the following screen: Staff Profile>Staff Details>Employee Details.
Error	13181	Years of teaching experience of leaver is missing and should be greater than 0.	
Error	13182	Years of teaching experience not required for leaver with given staff role.	
Error	13183	Duplicate supply record.	This error should not be possible. If you are receiving this error please contact support.
Error	13184	Supply cost is missing.	This error should not be possible. If you are receiving this error please contact support.
Error	13185	Number of supply days is missing.	This error should not be possible. If you are receiving this error please contact support.
Error	13186	Supply term is missing.	This error should not be possible. If you are receiving this error please contact support.
Error	13187	Supply planned / unplanned is missing.	This error should not be possible. If you are receiving this error please contact support.
Error	13188	Supply category is missing.	This error should not be possible. If you are receiving this error please contact support.
Error	13191	Leaving reason is missing / invalid.	Check Leaving Reason for the Staff Member indicated in the error via the following screen: Staff Profile>Staff Details>Employee Details.
Error	13192	Contract end date is missing.	Check Contract End Date for the Staff Member indicated via the following screen: Staff Profile>Contracts>Contract Information
Query	13193	Please check: at least 1 absence record expected in this return.	This error indicates that no Absence records are included in the return. You can check Staff Absence via the following screen: Reports>Administration>Staff Absence Report
Error	13194	First day of absence is missing / invalid.	This error should not be possible. If you are receiving this error please contact support.
Error	13195	First day of absence must be in the previous academic year.	Check Absence Details for the Staff Member indicated in the error via the following screen: Staff Profile>Absences & Leave Requests
Error	13196	Last day of absence is invalid. Must be in format CCYY-MM-DD.	Check Absence Details for the Staff Member indicated in the error via the following screen: Staff Profile>Absences & Leave Requests

Error	13197	Last day of absence must be in the current or preceding academic year.	Check Absence Details for the Staff Member indicated in the error via the following screen: Staff Profile>Absences & Leave Requests
Query	13198	Please check: last day of absence is missing.	Check Absence Details for the Staff Member indicated in the error via the following screen: Staff Profile>Absences & Leave Requests
Error	13199	Last day of absence is before first day of absence.	This error should not be possible. If you are receiving this error please contact support.
Query	13200	More than one absence record for workforce member.	Check Absence Details for the Staff Member indicated in the error via the following screen: Staff Profile>Absences & Leave Requests
Error	13202	Working days lost for absence is missing.	Check Absence Details for the Staff Member indicated in the error via the following screen: Staff Profile>Absences & Leave Requests
Error	13203	Working days lost for absence is invalid.	Check Absence Details for the Staff Member indicated in the error via the following screen: Staff Profile>Absences & Leave Requests
Error	13204	Absence category is invalid.	This error should not be possible. If you are receiving this error please contact support.
Error	13205	First day of absence is missing.	This error should not be possible. If you are receiving this error please contact support.
Error	13206	Absence category is missing.	This error should not be possible. If you are receiving this error please contact support.
Query	13208	Please check: at least one supply record expected in return.	Check the Supply panel for your return via the following screen: Modules>Census>SWAC>Select Return>Edit
Error	13209	Supply category is missing / invalid.	Check the Supply panel for your return via the following screen: Modules>Census>SWAC>Select Return>Edit
Error	13210	Supply planned / unplanned is missing / invalid.	Check the Supply panel for your return via the following screen: Modules>Census>SWAC>Select Return>Edit
Error	13211	Supply term is missing / invalid.	Check the Supply panel for your return via the following screen: Modules>Census>SWAC>Select Return>Edit
Error	13214	Supply days must be greater than 0.	Check the Supply panel for your return via the following screen: Modules>Census>SWAC>Select Return>Edit
Error	13215	Supply cost must be greater than 0.	Check the Supply panel for your return via the following screen: Modules>Census>SWAC>Select Return>Edit
Query	13216	Please check: no recruitment records returned.	Check Recruitment details via the following screen: Config>Administration>Recruitment

Query	13217	Please check: no leaver records returned.	Check Leavers via the following screen: Staff List > Search Filters> Status=Leaver
Query	13218	Please check: at least 1 pay and contracts record expected in this return.	This error indicates that no Pay Records have been returned. If this is not expected check pay records via the following screen: Staff Profile > Contracts > Pay
Query	13219	Please check: at least one workforce characteristic record expected in return.	This error indicates that no Staff Records have been returned. Check your Staff Records via the Staff List Page
Error	13223	National Insurance number has an invalid format. NI number must be 9 characters.	Check National Ins No. for the Staff Member indicated in the error via the following screen: Staff Profile>Staff Details>Additional Information
Error	13224	National Insurance number has an invalid format. First and second characters of NI number must be a letter.	Check National Ins No. for the Staff Member indicated in the error via the following screen: Staff Profile>Staff Details>Additional Information
Error	13225	National Insurance number has an invalid format. Characters 3 to 8 must be numeric.	Check National Ins No. for the Staff Member indicated in the error via the following screen: Staff Profile>Staff Details>Additional Information
Error	13226	National Insurance number has an invalid format. Final character must be A, B, C, D or space.	Check National Ins No. for the Staff Member indicated in the error via the following screen: Staff Profile>Staff Details>Additional Information
Error	13227	National Insurance number has an invalid format. First character cannot be D, F, I, Q or U.	Check National Ins No. for the Staff Member indicated in the error via the following screen: Staff Profile>Staff Details>Additional Information
Error	13228	National Insurance number has an invalid format. Second character cannot be D, F, I, O, Q, U or V.	Check National Ins No. for the Staff Member indicated in the error via the following screen: Staff Profile>Staff Details>Additional Information
Error	13229	Subject is missing / invalid.	Secondary Schools Only Check Subject for the Staff Member indicated in the error via the following screen: Census>SWAC>Select Return>Curriculum Details Panel

Error	13230	Subject is missing / invalid.	Middle Schools Only Check Subject for the Staff Member indicated in the error via the following screen: Census>SWAC>Select Return>Curriculum Details Panel
Error	13231	Subject is invalid Subject cannot be 'NAP' (not applicable).	Secondary Schools Only Check Subject for the Staff Member indicated in the error via the following screen: Census>SWAC>Select Return>Curriculum Details Panel
Error	13232	Subject is invalid Subject cannot be 'NAP' (not applicable) where year group is Year 7 to 14.	Middle Schools Only Check Subject for the Staff Member indicated in the error via the following screen: Census>SWAC>Select Return>Curriculum Details Panel
Error	13233	Subject Hours is missing / invalid.	Secondary and Middle Schools Only Check Subject for the Staff Member indicated in the error via the following screen: Census>SWAC>Select Return>Curriculum Details Panel
Error	13236	Invalid survey reference date	Check Reference Date for the Census via the following screen: Census>SWAC>Select Return>SWAC Census Parameters Panel
Query	13246	Please check: no additional payment records have been included in return.	This indicates no Additional Payment records have been recorded. Check Pay records via the following screen: Staff Profile > Contracts > Pay
Query	13247	Please check: no school identifiers have been returned for any contracts.	This error should not be possible. If you are receiving this error please contact support.
Error	13248	Invalid Additional Payment type code recorded.	This error should not be possible. If you are receiving this error please contact support.
Error	13249	Pay range is missing / invalid.	Check Pay records for the Staff Member indicated in the error via the following screen: Staff Profile > Contracts > Pay
Query	13250	FTE is missing for given main staff role.	Check FTE for the Staff Member indicated in the error via the following screen: Staff Profile > Contracts > Pay
Error	13251	FTE should not be provided for given additional staff role.	Check FTE for the Staff Member indicated in the error via the following screen: Staff Profile > Contracts > Pay

Query	13252	Please check: Workforce member has an FTE greater than 1.25 across all staff roles.	Check FTE for the Staff Member indicated in the error via the following screen: Staff Profile > Contracts > Pay
Error	13253	Third party value is invalid - must be '1' or '0'.	This error should not be possible. If you are receiving this error please contact support.
Error	13254	Status value is invalid.	This error should not be possible. If you are receiving this error please contact support.
Error	13255	There is no discount code included for this learning activity.	Check the Discount Code for the Teaching Class indicated in the error via the following screen: Groups>Teaching Class>Select Teaching Class> Learning Activity Details Panel
Error	13256	The discount code is not in the correct format. It cannot be longer than 9 characters.	Check the Discount Code for the Teaching Class indicated in the error via the following screen: Groups>Teaching Class>Select Teaching Class> Learning Activity Details Panel
Error	13257	Sex different in school and LA return for workforce member with same national insurance number.	This error should not be possible. If you are receiving this error please contact support.
Query	13258	NI number different in school and LA return for workforce member with same forename, surname and date of birth in same local authority.	This error should not be possible. If you are receiving this error please contact support.
Query	13259	Please check: at least one workforce member record in schools return expected to show a role of 'Qualified Teacher'.	This error indicates that no Qualified Teachers are recorded in the return. You can check if a Staff Member is recorded as a Qualified Teacher via the following screen: Staff Profile>Background Check>Qualification Checks>Teacher Status
Query	13260	Please check: at least one workforce member record in schools return expected to show a role of 'Teaching Assistant'	This error indicates that no Staff Members included in the return have a role of Teaching Assistant . If this is unexpected, you can update Staff Role via the following page: Staff Profile>Contracts>SWAC Information
Error	13261	Individual with Qualified Teacher Status (QTS) cannot have a role of 'Other Teacher (not QTS)'.	Check Teacher Status for the Staff Member indicated in the error via the following screen: Staff Profile>Background Checks>Qualification Checks
Error	13262	Individual with Qualified Teacher Status (QTS) cannot have a role of 'Unqualified Teacher'.	Check Teacher Status for the Staff Member indicated in the error via the following screen: Staff Profile>Background Checks>Qualification Checks

Query	13263	Please check: An individual who is able to work or teach through the medium of Welsh expected to have foundation level Welsh language skills or higher.	Check Welsh Language Ability for the Staff Member indicated in the error via the following screen: Staff Profile>Ethnicity & Religion>Welsh Language
Query	13264	Please check: An individual who teaches Welsh as second language only is expected to have entry level Welsh language skills or higher.	Check Welsh Language Ability for the Staff Member indicated in the error via the following screen: Staff Profile>Ethnicity & Religion>Welsh Language
Query	13265	Workforce member is expected to be aged 20 or over at date of obtaining QTS.	Check QTS Achieved for the Staff Member indicated in the error via the following screen: Staff Profile>Background Check>Qualification Checks
Query	13266	Please check: no TLR1 payment records have been included in return.	This error indicates that no Additional Allowances with the type of TLR1 have been recorded. Check Pay details via the following screen: Staff Profile>Contracts>Pay
Query	13267	Please check: no TLR2 payment records have been included in return.	This error indicates that no Additional Allowances with the type of TLR2 have been recorded. Check Pay details via the following screen: Staff Profile>Contracts>Pay
Query	13268	Please check: no TLR3 payment records have been included in return.	This error indicates that no Additional Allowances with the type of TLR2 have been recorded. Check Pay details via the following screen: Staff Profile>Contracts>Pay
Query	13269	Please check: no ALN payment records have been included in return.	This error indicates that no Additional Allowances with the type of ALN have been recorded. Check Pay details via the following screen: Staff Profile>Contracts>Pay
Error	13270	Number of working days lost is greater than the difference between the first and last day of absence	This error should not be possible. If you are receiving this error please contact support.
Query	13271	Please check: Welsh language ability information not obtained. Please confirm Welsh language ability level of individual or provide reason information not obtained.	Check the Welsh Language Ability of the Staff Member indicated in the error via the following screen: Staff Profile>Ethnicity & Religion>Welsh Language Ability

Query	13272	More than one absence record covering the same date(s) for same workforce member.	Check Absence Details for the Staff Member indicated in the error via the following screen: Staff Profile>Absences & Leave Requests
Query	13273	Please check: Ethnicity information not obtained. Please confirm ethnicity of individual or provide reason information not obtained.	Check the Ethnicity of the Staff Member indicated in the error via the following screen: Staff Profile>Ethnicity & Religion
Error	13274	School Language Category is not valid	Primary, Secondary and Middle Schools Only This error should not be possible. If you are receiving this error please contact support.
Error	13275	School Language Category must be present	Primary, Secondary and Middle Schools Only Check School Language Category via the following screen: Config>Administration>Characteristics
Error	13276	More than six School Language Category	Primary, Secondary and Middle Schools Only Check School Language Category via the following screen: Config>Administration>Characteristics
Error	13291	FTE is missing for given main staff role.	Check Pay details for the Staff Member indicated in the error via the following screen: Staff Profile>Contracts>Pay
Query	13292	Please check: at least one workforce member record in schools return expected to show a role of 'Teaching Assistant' or 'Additional Learning Needs support staff'	This error indicates no Staff included in the return have a role of Teaching Assistant or Additional Learning Needs Support Staff . Check Staff Role via the following screen: Staff Profile>Contracts>SWAC Information
Query	13293	NPQH is missing for a headteacher.	Check NPQH Completed for the Staff Member indicated in the error via the following screen: Staff Profile>Background Checks>Qualification Checks

This is the end of the School Workforce Annual Census 2025 Error Resolutions guide.

If you require any assistance with running the **Census** or have questions about the **Errors** or **Queries**, please contact support.