



## **School Workforce Census 2025 Error Resolutions Guide**

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## Introduction and Further Guidance

**It is the school’s responsibility to read the DfE guidance to check all the information that should be submitted as part of the School Workforce Census Return. See [here](#) for DfE SWF Guidance**

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

### Further Bromcom Guidance

- See [here](#) for further **Bromcom School Workforce Census** guidance.

## Understanding Errors and Queries

The table below displays all possible **Errors** and **Queries** which each **School Workforce Census** can present; please use for guidance in correcting and resolving as required.

New rules for 2025 are **in red**.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	10	Census Name invalid, should be 'School Workforce Census'	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	30	Year out of range	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	40	Reference Date, i.e., Census Reference Date, must be provided	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	60	Source level is invalid	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	70	LA Number is invalid	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	80	No Message presented	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	110	No Message presented	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Error	120	No Message presented	This error relates to the software naming conventions used in the transfer file. It is pre-set and the system should never present this error.
Query	4085	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.	This query relates to the data structure content of the return. If it is presented, please ensure that all your Staff have active <b>Contracts</b> with the correct details. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	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.	It is unlikely that there have been no Staff Absences between 01/09/2024 to 31/08/2025. If this is correct, please supply a return level note to Collect when uploading the Census. If needed, Absence records can be added via the following <b>path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Query	4100Q	Teacher with Teacher Number missing: Please supply a reason in a return level note.	Ensure that all Teachers who are assigned Qualified Teacher Status have valid Teacher numbers. Check this on <b>Qualification Check</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check&gt;Qualification Check</a>
Error	4105	Teacher number should be 7 or 8 digits.	If present, the School Staff Number, must be seven or eight digits. Check this on <b>Qualification Check</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check&gt;Qualification Check</a>
Error	4110	Family Name is missing or has two or more consecutive spaces.	Family name is present in the Bromcom MIS as Legal last name. Check its format and ensure that no double spacing is present. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Staff Details</a>
Error	4120	Given Name is missing or has two or more consecutive spaces.	Given name is present in the Bromcom MIS as Legal first name. Check its format and ensure that no double spacing is present. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Staff Details</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4140	Former Family Name has two or more consecutive spaces.	Former Family name is present in the Bromcom MIS as Former Last name. Check its format and ensure that no double spacing is present. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Staff Details</a>
Error	4150	NI Number has invalid Format	Ensure that all staff possess valid entries for National Insurance Number. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Staff Details</a>
Error	4155	Temporary NI numbers must not be supplied. This must be replaced or removed	Ensure that all members of staff possess valid entries for National Insurance Number. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Staff Details</a>
Query	4160Q	Member of workforce with missing NI Number	Ensure that all members of staff possess valid entries for National Insurance Number. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Staff Details</a>
Error	4180	Sex is missing or invalid.	Ensure that all members of staff possess valid entries for Sex. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Staff Details</a>
Error	4190	Date of Birth missing or has invalid format. Format should be CCYY-MM-DD.	Ensure that all members of staff possess valid entries for Date of Birth. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Staff Details</a>
Query	4195Q	Two other members of staff also have a date of birth of 1 January, please check that this is correct	Ensure that all members of staff possess valid entries for Date of Birth. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Staff Details</a>
Error	4200	Person's age must be between 13 and 100 years	Ensure that all members of staff possess valid entries for Date of Birth and that their Age value is calculated accurately and within the stated boundaries. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Staff Details</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4220	Ethnicity is missing or invalid	Ensure that all members of staff possess valid entries for Ethnicity. Check this in the <b>Ethnicity &amp; Religion</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Ethnicity &amp; Religion</a>
Query	4221Q	Where <SchoolArrivalDate> present, and <ReferenceDate> minus <SchoolArrivalDate> greater than 100 days, then <Ethnicity> should not be equal to 'NOBT'  Please check: Staff member started more than 3 months previously but Ethnicity has not been obtained. Staff members can refuse to provide the information, but it should be asked for. Refusal should be recorded as 'Refused' (REFU), not as 'Information not yet obtained' (NOBT).	Ensure that all members of staff possess valid entries for Ethnicity. Check this in the <b>Ethnicity &amp; Religion</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Ethnicity &amp; Religion</a>
Error	4225	Disability is missing or invalid. This data is important to improve outcomes and opportunities for disabled people and should be fully reported.	Ensure that all members of staff possess valid entries or no entry for Disabilities. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View&gt;Edit Staff Details &gt; Medical Conditions, Dietary Needs &amp; Impairments</a>
Query	4226Q	Where <SchoolArrivalDate> present, and <ReferenceDate> minus <SchoolArrivalDate> greater than 100 days, then <Disability> should not be equal to 'NOBT'  Please check: Staff member started more than 3 months previously but Disability Status has not been obtained. Staff members can refuse to provide the information, but it should be asked for. Refusal should be recorded as 'Refused' (REFU), not as 'Information not yet obtained' (NOBT).	Ensure that all members of staff possess valid entries or no entry for Disabilities. Check this in <b>Edit Staff Details</b> via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View&gt;Edit Staff Details &gt; Medical Conditions, Dietary Needs &amp; Impairments</a>
Error	4227	Qualified Status is missing for a SENCO	Ensure that all members of staff possess valid entries for Qualified Status. Check this on the <b>Qualifications</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Qualifications</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4228	If <Post> is not = ('SBP' School Business Professional 'LNT' Leadership Non Teacher, 'OSP' Other Support Staff or 'TAS' Teaching Assistant ) Qualified Status is missing for a teacher	A member of staff who is assigned a contract which has the Class Teacher role (or similar) must also have an entry for Qualified Teacher Status. Either the achievement of or the working towards this status must be provided. Check this on the <b>Qualifications</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Qualifications</a>
Query	4229Q	Qualified Status is missing for a SENCO. Under the Special Educational Needs and Disability Regulations 2014 schools are obliged to employ a qualified teacher as a SENCO.	Ensure that all members of staff possess valid entries for Qualified Status. Check this on the <b>Qualifications</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Qualifications</a>
Error	4230	QTS is invalid	A member of staff who is assigned a contract which has the Class Teacher role (or similar) must also have an entry for Qualified Teacher Status. Either the achievement of or the working towards this status must be provided. Check this on the <b>Qualification Checks</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt; Qualification Checks &gt; Professional Details</a>
Error	4231	EYTS is invalid	A member of staff who is assigned a contract which has the Class Teacher role (or similar) may also have a check against their “Early Years Teacher Status.” Providing this for a non-teacher may result in this error. Check this on the <b>Qualification Checks</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt; Qualification Checks &gt; Professional Details</a>
Error	4232	QTLS is invalid	A member of staff who is assigned a contract which has the Class Teacher role (or similar) may also have a check against their “Qualified Teacher Learning and Skill status Providing this for non-teaching staff may result in this error Check this on the <b>Qualification Checks</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt; Qualification Checks &gt; Professional Details</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4233Q	Please check fewer than 60% of teachers appear to have Qualified Teacher Status.	<p>A member of staff who is assigned a contract which has the Class Teacher role (or similar) may also have a check against their “Qualified Teacher Learning and Skill status Providing this for non-teaching staff may result in this error Check this on the <b>Qualification Checks</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt;Background Check&gt; Qualification Checks &gt; Professional Details</a></p>
Query	4235Q	Person is not expected to have QT status and be under 21 years of age on Census Date	<p>An unusually young member of staff who is assigned a contract which has the Class Teacher role (or similar) must also have an entry for Qualified Teacher Status. Either the achievement of or the working towards this status must be provided. In this case it is more likely that “working towards” is the correct selection. Check this on the <b>Qualification Checks</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt;Qualification Checks&gt;Professional Details</a></p>
Query	4236Q	Person is not expected to have EYTS and be under 21 years of age on Census Date	<p>A member of staff who is assigned a contract which has the Class Teacher role (or similar) may also have a check against their “Early Years Teacher Status.” Providing this for a staff member of the age indicated will result in this query. Check this on the <b>Qualification Checks</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check&gt; Qualification Checks&gt;Professional Details</a></p>
Error	4237Q	Person is not expected to have QTLS and be under 21 years of age on Census Date	<p>A member of staff who is assigned a contract which has the Class Teacher role (or similar) may also have a check against their “Qualified Teacher Learning and Skill status.” Providing this for a staff member of the age indicated will result in this query. Check this on the <b>Qualification Checks</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check&gt; Qualification Checks&gt;Professional Details</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4238Q	HLTA Status is missing for a Teaching Assistant	<p>A member of staff who is assigned a contract which has the Teaching Assistant role (or similar) must also have an entry for Higher Level Teaching Assistant Status.</p> <p>The MIS should assign a NULL to this by default so this error should never occur.</p> <p>Check the accurate provision of HLTA status on the <b>Qualification Checks</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt; Qualification Checks &gt; Professional Details</a></p>
Error	4240	HLTA Status is invalid	<p>A member of staff who is assigned a contract which has the Teaching Assistant role (or similar) must also have an entry for Higher Level Teaching Assistant Status.</p> <p>The MIS should assign a NULL to this by default so this error should never occur.</p> <p>Check the accurate provision of HLTA status on the <b>Qualification Checks</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt; Qualification Checks &gt; Professional Details</a></p>
Error	4245	Person cannot be shown as having HLTA status and be under 18 on Census Date	<p>A member of staff who is under the age of 18 on the workforce Census Date and is assigned a contract which has the Teaching Assistant role (or similar) is not likely to have a positive entry for Higher Level Teaching Assistant Status.</p> <p>Check the accurate provision of HLTA status on the <b>Qualification Checks</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Checks &gt; Qualification Checks &gt; Professional Details</a></p>
Error	4250	QTS Route is invalid	<p>A member of staff who is assigned a QTS value should also be given a defined route for the attainment of Qualified Teacher Status.</p> <p>The selections are controlled by the MIS so it should not be possible to assign an invalid value. This error should not be possible to occur.</p> <p>Check the QTS Route on the <b>Qualification Checks</b> panel via the following screen:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt; Qualification Checks &gt; Professional Details</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4260	To be recorded as a Newly Qualified Teacher a teacher must be on the Early Career Framework and have QTS.	Newly Qualified Teacher is a new option available on the system within the Staff Record and must be entered for the highlighted Staff., “Newly Qualified Teacher has been added to identify qualified teachers in their first or second year. Not NQT is the default for all staff and will be returned even if no Teacher Status has been added.” Check on the <b>Qualification Checks</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt; Qualification Checks &gt; Professional Details</a>
Query	4265Q	If Newly Qualified Teacher is 'NQT2' then School Arrival Date should be no earlier than 1 September 2021  Teacher appears to be in second year of induction after more than 4 years in post. Please check	Newly Qualified Teacher is a new option available on the system within the Staff Record and must be entered for the highlighted Staff Check on the <b>Qualification Checks</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt; Qualification Checks &gt; Professional Details</a>
Query	4270Q	If Newly Qualified Teacher is 'NQT1' then School Arrival Date should be no earlier than 1 September 2023  Teacher appears to be in first year of induction after more than 2 years in post. Please check	Newly Qualified Teacher is a new option available on the system within the Staff Record and must be entered for the highlighted Staff Check on the <b>Qualification Checks</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check &gt; Qualification Checks &gt; Professional Details</a>
Error	4280	LA or School Level indicator missing or invalid	This query relates to the data structure content of the return. If it is presented, then you should seek advice from the <a href="#">Bromcom Helpdesk</a> immediately.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4310	Contract/Service Agreement Type is missing or invalid	<p>Each Contract and/or Service Agreement has a type associated with it that is chosen at point of creation.</p> <p>These values are taken from the CBDS definitions.</p> <ul style="list-style-type: none"> <li>• PRM - Permanent</li> <li>• FXT - Fixed Term</li> <li>• TMP - Temporary</li> <li>• SLA - Service Agreement with Local Authority</li> <li>• SAG - Service Agreement with an Agency</li> <li>• SOT - Service Agreement with other source</li> </ul> <p>The system only allows entry of these validated items so the error should never occur.</p> <p>Check the Contract/Service Agreement type on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Error	4350	Contract/Service Agreement Start Date is missing	<p>A member of staff with a current contract of employment should have a start date for that contract. The system treats this as a mandatory field so this error should not occur.</p> <p>Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Error	4355	Contract/Service Agreement Start Date cannot be in the future.	<p>A member of staff with a current contract of employment should have a start date for that contract before or equal to the Census reference date. The system prevents the entry of future start dates so this error should not occur.</p> <p>Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Error	4357Q	Contract/Service Agreement Start Date more than 30 years ago.	<p>A member of staff with a current contract of employment should have a start date for that contract that up to or before 30 years ago. The system will prevent the start date being earlier than the teachers start date in the school. So, this error should not occur.</p> <p>Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4360	Contract has invalid end date for this Census.	No contracts outside the Census scope will be retrieved by the system. So, this error should not occur. Check the Contract/Service Agreement End Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4370	Contract End Date is invalid	If provided, the Contract End Date must be presented in a valid format. Check the Contract/Service Agreement End Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4375	Contract/Service Agreement end date must be at least 27 days after the start date	No contracts less than 27 days in length will be retrieved by the system. So, this error should not occur. Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a>
Error	4376	Service agreements and temporary contracts that have lasted less than 28 days, as of reference date, will be picked up in the next year's census if they go on to last 28 days or more. Do not include them now.	No contracts initiated less than 28 days earlier than the Census Date will be retrieved by the system. So, this error should not occur. Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4377Q	Contract/Service Agreement end date should be on or prior to Census Reference Date for this type of contract or agreement	No open-ended contract end dates later than the Census Date will be retrieved by the system. So, this error should not occur. Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4380	Contract/Service Agreement Type is Fixed Term therefore End Date must be specified.	The system treats End Dates for fixed term contracts as a mandatory field. So, this error should not occur. Check the Contract/Service Agreement Start Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4385	Where Contract Type equals ('PRM' or 'FXT' or 'TMP') and Post is <b>not 'SBP', 'LNT', or 'OSP' or 'AVT'</b> and Contract End is provided and before Census Date then Destination Code must be provided Destination code must be provided for completed contracts	When a staff contract completes and the staff member leaves, the destination must be entered. This information can be entered on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Staff Details &gt; Employee Details</a>
Query	4390Q	Destination code has been provided therefore contract End Date should be specified: If it cannot be supplied, please give a reason in a return level note.	When a staff contract completes and the staff member leaves, the destination must be entered. This information can be checked on the following pages: <b>Path:</b> <a href="#">Staff &gt; Select &gt; Leavers</a> And the <b>Contract</b> panel on: <b>Path:</b> <a href="#">Staff &gt; Select &gt;&gt; Contracts</a>
Error	4400	Contract End Date cannot be before contract Start Date	The system validates the end date before save and prevents the entry of end dates earlier than start dates. So, this error should not occur. Check the Contract/Service Agreement Start Date and End Date on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4410	Post is missing or invalid	Each valid staff contract's Role should have a Post associated with it. Check the Contract/Service Agreement Post association on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4413	Post shown as Executive Head. One of the associated Roles must also be Executive Head	Each valid staff contracts Role should have a post associated with it. If the posts include "Executive Head" then at least one Role should also be "Executive Head." Check the Contract/Service Agreement Post association on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4414	Post shown as Head Teacher. One of the associated Roles must also be Head Teacher	Each valid staff contracts Role should have a post associated with it. If the posts include "Head Teacher" then at least one Role should also be "Head Teacher." Check the Contract/Service Agreement Post association on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4415	Post shown as Deputy Head. One of the associated Roles must also be Deputy Head	Each valid staff contracts Role should have a post associated with it. If the posts include “Deputy Head” then at least one Role should also be “Deputy Head.” Check the Contract/Service Agreement Post association on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4416	Post shown as Assistant Head Teacher. One of the associated Roles must also be Assistant Head	Each valid staff contracts Role should have a post associated with it. If the posts include “Assistant Head Teacher” then at least one Role should also be “Assistant Head.” Check the Contract/Service Agreement Post association on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4417Q	If role is HLTA then HLTA Status is expected to be true	Each valid staff contracts should have a Role associated with it. If the Role includes HLTA then the staff details on the <b>Qualifications</b> panel on the below page should include an entry for HLTA Status. Check the <b>Qualification Checks</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Checks &gt; Qualification Checks</a>
Error	4420	Date of Arrival in School is invalid	Check the Date Started at School on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4425Q	Date of Arrival in School is more than 40 years ago. Please confirm if this is correct.	It is unlikely that a member of staff will have begun employment at a school over 40 years ago. Check the Date Started at School on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4430Q	Where Post is not 'SBP', 'LNT', 'OSP' or 'AVT' and LA School Level is equal to S, then School Arrival Date should be supplied  Date of Arrival in School has not been supplied. Please confirm if this is correct.	The Date of Arrival is a mandatory field so this error should not occur. Check the Date Started at School on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4440Q	Where Post is not 'SBP', 'LNT', 'OSP' or 'AVT', then School Arrival Date, if present, should not be later than Contract Start  Date of Arrival in School should not be later than the start of the contract: If Date of Arrival is later, please supply a reason in a return level note.	The Date of Arrival is a mandatory field, and no contract can be set to start earlier than its value. So, this error should not occur. Check the Date Started at School on the <b>Contracts</b> panel via the following screen: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4460	Pay Range is invalid	Each valid contract scale pay item should have valid entries for base pay table and spine point. Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4470Q	Qualified Teacher Status inconsistent with Pay range type	Each valid contract scale pay item should have valid entries for base pay table and spine point. If the member of staff is listed with a positive QTS value, they should have an appropriate Base Pay table selection. Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4480Q	Where Post is equal to 'SBP', 'LNT', 'OSP' or TAS then Pay Range should not be equal to 'UT', LD, TE, TU, or LP.  The Pay Range supplied is not valid for a support staff or teaching assistant Post	Each valid contract scale pay item should have valid entries for base pay table and spine point. If the member of staff is listed as Support Staff or Teaching Assistant, they should have an appropriate Base Pay table selection. Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4490	Pay Range is invalid for the given Post. Head teachers, Deputy Heads and Assistant Heads must be paid under the "Leadership Pay Range" or an "Other Pay Range."	Each valid Senior Leadership Team contract should only have valid entries from the "Leadership Pay Scales" or "Other Pay Scale" base pay tables. Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4495Q	Daily Rate should not be used except for agency or service agreement teachers.	Only valid Agency or service agreement recruited teachers should be listed as being paid at Daily Rate. Check the pay items associated with the teacher on the edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4505	Pay Range is invalid for the given Post. Leading Practitioners must be paid under the “Leading Practitioners” pay Range.	Each valid Leading Practitioner post should only have valid entries from the “Leading Practitioner” base pay tables. Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4515	No Payment information has been provided	At least one contract or pay item associated with a member of staff must have appropriate pay information included. Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4516	Teacher should have had a pay review since beginning of previous academic year. If they have not, please supply a reason in a return level note.	This information is normally required and can be entered via the following path. If it is correct that this information is not present, please supply a reason in a return level note. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4517Q	This return contains no Pay Review Dates, please ensure that this is correct.	This information is normally required and can be entered via the following path. If it is correct that this information is not present, please supply a reason in a return level note. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4521Q	Please supply the Framework under which this leadership teacher is being paid, i.e., ‘Pre 2014’ framework or ‘2014’ framework	The definition of a pay framework as either a ‘Pre 2014’ or ‘2014’ pay framework is set at base pay structure definition. Check the appropriate base pay structure “version” and set the pay framework dropdown to the correct value on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4522Q	Teacher is being paid under ‘Pre 2014’ framework even though they arrived after 31 August 2014: Please supply a reason in a return level note.	The definition of a pay framework as either a ‘Pre 2014’ or ‘2014’ pay framework is set at base pay structure definition. Check the appropriate base pay structure “version” and set the pay framework dropdown to the correct value on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4523Q	Please supply the Pay Range Minimum for this leadership teacher	The definition of the minimum pay range is set at base pay structure definition. Check the appropriate base pay structure values on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4524Q	Please supply the Pay Range Maximum for this leadership teacher	The definition of the maximum pay range is set at base pay structure definition. Check the appropriate base pay structure values on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4530	Base Pay is in an invalid format. Format must be 999999.99	Check the base pay values against the listed staff member. This will be found either within the staff <b>Contract</b> record under the appropriate Pay item (if the pay scale of Other is in use), or defined in the base pay structure: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4540	If staff member is not paid by a Daily Rate, then Base Pay must be provided	Check the <b>Contract</b> record for the staff member. If "Paid a Daily Rate" is not checked, then there should be at least one Pay item within the <b>Contract</b> that has an associated Base Pay value: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4545Q	Where <BasePay> is present then <BasePay> should be greater than or equal to: <HoursPerWeek> multiplied by <WeeksPerYear> multiplied by 6.4  Staff member appears to be paid less than the minimum wage for apprentices, please supply a reason in a return level note.	If Base Pay is provided, then Staff contracts must be delivered with a minimum Base Pay value. This information, along with pay scale, Spine point and Regional Spine can be checked on the Edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4550	Base Pay must not be provided where Daily Rate is Y	Check the <b>Contract</b> record for the staff member. If "Paid a Daily Rate" is checked, then there should not be any Pay items within the contract that have an associated Base Pay value: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4555	Pay (i.e., Base Pay, Pay Range, Pay Framework, Pay Range Minimum and Pay Range Maximum) must not be provided for both Post and Role for the same contract or service agreement	Check the <b>Contract</b> record for the staff member to ensure that the correct pay information is present. It should not be possible to get this error within the MIS: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4560	Safeguarded Salary is in an invalid format. Format should be '1' or '0' or 'true' or 'false'	Check the Contract record for the staff member to ensure that the correct safeguarding information is present. The Safeguarded checkbox should be present on the pay item: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
<b>Error</b>	<b>4562</b>	Where <BasePay> is present then <PayRange> must be present and a valid value. If staff member is not paid by a Daily Rate, then Pay Range must be included	Check these values on the edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4565Q	Where <Post> = ('OSP' or 'TAS') AND <ContractType> ='PRM' or 'FXT' or 'TMP', then Base Pay, totalled across contract node should be less than £60,000.  Staff member appears to be paid more than the maximum of the local government pay scale, please supply a reason in a return level note.	The guidelines for pay of particular staff types indicate a salary less than £60,000 is expected. Please check the staff members pay on the Edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4570	Daily Rate is invalid	When provided Daily Rate is validated against the CBDS definitions and entry of an invalid format should not be possible. So, this error should not occur. Check this value in the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4575Q	Where Post = 'SBP', 'LNT' or 'AVT' AND Contract Type = 'PRM' or 'FXT' or 'TMP', then Base Pay, totalled across contract node should be less than £80,000.  Staff member appears to be paid more than the maximum of the local government pay scale, please supply a reason in a return level note.	The guidelines for pay of particular staff types indicate a salary less than £80,000 is expected. Please check the staff members pay on the Edit pay items section of the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4580	Destination code is invalid	When provided Destination Code is validated against the CBDS definitions and entry of an invalid format should not be possible. So, this error should not occur. Check this value on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; Leavers</a>
Error	4585	Leaving Reason is invalid	Check that the listed member of staff was given a valid leaving reason when their contract was ended. <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4586	If leaving reason is 'Left for other teaching Post' or 'Still in Education' then Destination must be employment in education.	Check the listed staff members "Destination" on the <b>Contracts</b> panel of the staff record <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4587	If leaving reason is 'Not Applicable-Change of Contract' then Destination must be the same	Check the listed staff members "Destination" on the <b>Contracts</b> panel of the staff record <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4588	If leaving reason is 'Deceased' then Destination must be 'Other'.	Check the listed staff members "Destination" on the <b>Contracts</b> panel of the staff record <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4589	Where Post = 'SBP' School Business Professional then Leaving Reason <b>must not</b> equal 'OTE' or 'LET'	Leaving Reason of 'No longer teaching but still in education' or 'Left the teaching profession' is invalid for School Business Professionals <b>Path:</b> <a href="#">Staff&gt;Select&gt;View &gt;Edit Staff Details&gt;Employee Details</a>
Error	4600	Origin is invalid	When provided the Origin field is validated against the CBDS definitions and entry of an invalid format should not be possible. So, this error should not occur. Check this value on the following <b>Contracts</b> page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4605	Where Post = 'SBP' School Business Professional then Origin <b>must not</b> equal '1STIMM', '1STAFT' or '1STEBR'	Origin of 'First employment in teaching' is invalid for School Business Professionals <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts&gt;Payroll Information</a>
Error	4610	Where Post is not 'SBP', 'LNT', 'OSP' or 'AVT' <b>AND</b> Contract Type = 'PRM' or 'FXT' or 'TMP', then if Contract Start is greater than 2009-08-31 then Origin must be provided.  Origin must be provided for teachers who joined after 2009-08-31	For Contracted staff (other than Advisory Teachers and Support Staff) whose employment commenced after 31 <sup>st</sup> August 2009 you must specify a valid Origin. Check this value on the following <b>Contracts</b> page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4700	No Role details have been supplied	Each contract or post should have at least one associated Role. This can be checked on the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4710	Role Identifier is missing or invalid	Each contract or post should have at least one associated Role. This can be checked on the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4711Q	Staff member with Role of Head Teacher should have post of Head Teacher or Executive Head	Where Role is equal to Head Teacher, post should be Head Teacher or Executive Teacher. This can be checked on the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4712Q	Staff member with Role of Deputy Head Teacher should have post of Deputy Head Teacher	Where Role is equal to Deputy Head Teacher, post should Deputy Head Teacher. This can be checked on the <b>Contracts</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4720	Post is inconsistent with Role Identifier. Non-teaching Post has a teaching role associated for a staff member.	<p>Where Post is equal to Support or Teaching Assistant then the following Role values are invalid:</p> <ul style="list-style-type: none"> <li>• ASHT – Assistant Head Teacher</li> <li>• DPHT – Deputy Head Teacher</li> <li>• EXHT – Executive Head teacher</li> <li>• HDTR – Head Teacher</li> <li>• MISC – Miscellaneous Teaching Service for the LA</li> <li>• MUSC – Music Tuition (Includes peripatetic)</li> <li>• PERI – Peripatetic Teacher (unattached)</li> <li>• SPLY – LA Supply Pool</li> <li>• TCHR – Classroom Teacher</li> <li>• TMIS – Teacher: Engaged to teach in miscellaneous establishments</li> <li>• TNON – Teacher engaged for non-school education</li> <li>• TPRU – Teacher engaged to teach in a pupil referral unit</li> </ul> <p>These relationships can be checked within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Query	4722Q	<p>Where Post is equal to SBP, LNT, OSP or TAS then the following Role Identifier values should not be used within the contract node: CADV, HDPT, HDHO, HDYR, INST</p> <p>Post appears to be inconsistent with Role Identifier. Non-teaching Post has a role associated for a staff member that would be expected to be normally filled by a teacher.</p>	<p>Where Post is equal to Support or Teaching Assistant then the following Role values should not be used:</p> <ul style="list-style-type: none"> <li>• CADV – Careers Advisor</li> <li>• HDPT – Head of Department</li> <li>• HDHO – Head of House</li> <li>• HDYR – Head of Year</li> <li>• SENC – SEN Co-Ordinator</li> <li>• INST – Instructor (including sports coach)</li> </ul> <p>These relationships can be checked within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4723Q	Post appears to be inconsistent with Role Identifier	<p>Where role is not one of:</p> <ul style="list-style-type: none"> <li>• ASHT – Assistant Head Teacher</li> <li>• DPHT – Deputy Head Teacher</li> <li>• EXHT – Executive Head teacher</li> <li>• HDTR – Head Teacher</li> <li>• MISC – Miscellaneous Teaching Service for the LA</li> <li>• MUSC – Music Tuition (Includes peripatetic)</li> <li>• PERI – Peripatetic Teacher (unattached)</li> <li>• SPLY – LA Supply Pool</li> <li>• TCHR – Classroom Teacher</li> <li>• TMIS – Teacher: Engaged to teach in miscellaneous establishments</li> <li>• TNON – Teacher engaged for non-school education</li> <li>• TPRU – Teacher engaged to teach in a pupil referral unit</li> <li>• CADV – Careers Advisor</li> <li>• HDPT – Head of Department</li> <li>• HDHO – Head of House</li> <li>• HDYR – Head of Year</li> <li>• SENC – SEN Co-Ordinator</li> <li>• INST – Instructor (including sports coach)</li> </ul> <p>Then the post should be one of Support or Teaching Assistant. These relationships can be checked within the <b>Contracts</b> panel of the following page:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Query	4725Q	Where Post is equal to SBP, LNT, OSP then the following Role Identifier values should not be used: TASS, HLTA	<p>Where Role is equal to Teaching Assistant or Higher-Level Teaching Assistant then only the Post value of “Teaching Assistant” is to be expected.                      These relationships can be checked within the <b>Contracts</b> panel of the following page:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Error	4730	Hours worked per week is in an invalid format. Format must be 99.99.	<p>Hours per week is checked at point of entry and should conform to the expected formats as defined within the CBDS. So, this error should not occur.                      Please check within the <b>Contracts</b> panel of the following page:  <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4735	Hours worked per week must not be provided for both Post and Role for the same Contract or Service Agreement	Only <b>one of Post or Role</b> should have associated hours. The MIS defines hours in relation to the individual aspect of the contact so this error should not occur. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4740	Hours worked per week is missing	Hours per Week “must” be provided for each valid contract item. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4745Q	Member of staff is working more than 48 hours a week. Please confirm if this is true.	Hours per Week, when provided, should not exceed 48 hours across all open contracts. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4746Q	The open contract for this member of staff is for less than 0.5 hours per week. If this is zero hours contract it should be removed from the return. Please confirm if the hours recorded are correct.	Hours per Week, when provided, should not be less than 0.5 hours. Please check, paying close attention to the <b>pay factor</b> , within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4750	FTE Hours per week is invalid	FTE Hours per week is checked at point of entry and should conform to the expected formats as defined in the CBDS. So, this error should not occur. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4760	FTE Hours per week is missing	FTE Hours per Week “must” be provided for each valid contract item. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4765Q	FTE hours normally expected to be at least 24 and no greater than 40	Where provided FTE hours should not be less than 24 or more than 40. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4770	Weeks per year is invalid	Weeks per year should be supplied as a two-digit integer with a maximum value of 99. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	4780	Weeks per year is missing	Weeks per year should be supplied as a two-digit integer with a maximum value of 99. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4800	Category of Additional Payment is invalid	If Additional Payment items are provided, then only the following values are accepted: LIN - Inner London Weighting (Support Staff) LOT - Outer London Weighting (Support Staff) LFR - London Fringe Weighting (Support Staff) MAL - Management Allowances TLE – Teaching and learning Responsibility payments, aka TLR1 and TLR2 TL3 – Teaching and Learning Responsibility payments, aka TLR3 RAR - Recruitment and Retention SEN - SEN Allowances ACT - Acting RES - Residential duties INS - INSET OOS - Out of School Activities RCP - Recruitment Incentive (Pay) RCC - Recruitment Incentive (One Off Payment) RCA - Recruitment Incentive (Other) WEL - Welcome Back GTC - GTC subscription UQT -Unqualified Teachers OTH – Other Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4810	Where Additional Payment Amount is provided the Category of Additional Payment must also be provided	If an Additional Payment Amount is provided, then each amount must have an associated Additional Payment Category. The MIS will authenticate the entry of these items and should prevent the entry of one without the other. So, this error should not occur. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">- Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4820	Additional Payment Amount is in an invalid format. Format must be 999999.99.	The entry of Additional Payment Amount is validated at point of entry to conform to the expected format. So, this error should not occur. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4825Q	<PaymentAmount> should be less than 22,000	If an Additional Payment Amount is provided, please check, and confirm value from the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4830	Where Category of Additional Payment is provided the Additional Payment Amount must also be provided	If an Additional Payment Category is provided, then each category must have an associated Additional Payment Amount. The MIS will authenticate the entry of these items and should prevent the entry of one without the other. So, this error should not occur. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4832	Pay End Date cannot be before Pay Start Date	The end date of a pay item cannot be before the start date. Please check within the <b>Contracts</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	4833	Start and end dates of TLR3 payment must be provided	If a 'Teaching and Learning Responsibility 3 Payments' item is added to a pay record, then both the start and end dates should be provided. Please check within the <b>Contracts</b> panel pay items section of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Query	4834Q	Additional payment start date is before beginning of previous academic year: please supply a reason in a return level note.	Additional payment start dates should be reviewed to confirm accuracy. Please check within the <b>Contracts</b> panel pay items section of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a>
Error	4900	First Day of absence is invalid	Please ensure a valid absence date is entered within the highlighted Staff member's absence record. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Error	4910	First Day of absence is missing	Please ensure a valid absence date is entered within the highlighted Staff member's absence record. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Error	4920	First Day of absence must be in the previous academic year 01/09/2024 to 31/08/2025	Please ensure a valid absence start date is entered within the highlighted Staff member's absence record. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Error	4930	Last Day of absence is in an invalid format. Format must be CCYY-MM-DD	Please ensure a valid absence date is entered within the highlighted Staff member's absence record. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	4935Q	Last Day of absence is missing for a non-maternity absence – please confirm if absence is ongoing	Please ensure a valid absence end date is entered within the highlighted Staff member's absence record. If the absence is ongoing, please upload a return level note to collect when uploading the Census or amend the Absence via the following path: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Error	4936	Last Day of absence must be in the current or preceding academic year	Please ensure a valid absence end date is entered within the highlighted Staff member's absence record. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Error	4940	Last Day of absence cannot be before First Day of absence	Please ensure a valid absence end date is entered within the highlighted Staff member's absence record. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Query	4945Q	Last Day of absence is not expected to be after <ReferenceDate>, except in cases of maternity or paternity leave. Please confirm if last day of absence is correct.	Please ensure a valid absence end date is entered within the highlighted Staff member's absence record. If the absence end date is correct, please upload a return level note to collect when uploading the Census or amend the Absence via the following path: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Query	4950Q	More than one absence record without an end date, please confirm if this is correct.	Multiple continuous absence records are unlikely. Please upload a return level note to collect confirming if this is correct.
Query	4960Q	More than one absence record with absence category of sickness or pregnancy related absence covering the same date(s): Please supply a reason in a return level note.	Please upload a return level note to collect to confirm that the absence details for the highlight staff members are correct.
Error	4980	Working Days Lost is in an invalid format. Format must be 999.9 and should be to the nearest half-day.	Please ensure that the Working Days Lost within the Absence Record is entered in a valid format for the Staff Member highlighted. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Error	4990	Where Last Day of a sickness absence is provided, then the number of Working Days Lost must be greater than zero.	Please ensure that the number of working days lost is greater than zero for absence records where a last day of absence has been entered. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Error	4992	Where Last Day of a pregnancy related absence is provided then the number of Working Days Lost must be greater than zero.	Please ensure that the number of working days lost is greater than zero for absence records where a last day of absence has been entered. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	5000	Absence Category is invalid	When creating an Absence Record, a valid <b>Absence Category</b> must be provided <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Absences</a>
Error	5010	Absence Category is missing	When creating an Absence Record, an <b>Absence category</b> must be provided. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Absences</a>
Error	6000	Subject Code is invalid	Valid <b>Subject Codes</b> used for curriculum are defined within the MIS and are expected to be in line with the detail published in the CBDS. This error will occur if you have used non-standard subject code definitions on your class subjects within Curriculum. To remove the error, you should adjust the subject code to a valid value for Subject Group and Classification. To check the <b>Subject Groups/Classifications</b> , you will need to view and amend the highlighted Subjects individually via the following page: <b>Path:</b> <a href="#">Groups &gt; Group Type Subject &gt; Select a Subject &gt; View</a>
Error	6100	Subject Code is missing	If data is provided for subject hours or year group, then the <b>Subject Code</b> should be provided also. The system authenticates this information at point of entry so it should not be possible to get this error. To check the <b>Subject Groups/Classifications</b> , you will need to view and amend the highlighted Subjects individually via the following page: <b>Path:</b> <a href="#">Groups &gt; Group Type Subject &gt; Select a Subject &gt; View</a>
Error	6110	Subject Hours is invalid. Subject hours should be in the format 99.99 and should be less than or equal to 40.00	Subject hours should be present and is calculated automatically based on the teacher's curriculum delivery in the week of the census This information can be checked on the <b>Timetable</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Timetable</a>
Error	6120	Subject Hours is missing	If data is provided for subject code or year group, then the subject hours should be provided also. The system authenticates this information at point of entry so it should not be possible to get this error. The subject information can be checked within the <b>Timetable</b> panel on the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Timetable</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	6130	Year Group (NC Year Group) is invalid	The year group of class delivery should be one of 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, M or X The year group information can be checked within the <b>Basic Group Details</b> panel on the following page: <b>Path:</b> <a href="#">Groups &gt; Teaching Class &gt; View Group Details</a>
Error	6140	Year Group is missing	The year group of class delivery should be one of 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, M or X The year group information can be checked within the <b>Basic Group Details</b> panel on the following page: <b>Path:</b> <a href="#">Groups &gt; Teaching Class &gt; View Group Details</a>
Error	6145	Two or more curriculum records with the same Subject/Year Group combination	Each subject/year combination should only be provided once within the Census return for each member of staff. This is managed by the MIS automatically so this error should not occur.
Query	6150Q	Normally 'Computer Science' should be taught at KS4, rather than 'ICT'. ICT should only be used for vocational awards, as the ICT GCSE was withdrawn in 2015. Please check that this subject is not actually 'Computer Science'	Please double check this information is correct for the highlighted Subject, if needed it can be amended via the following path: <b>Path:</b> <a href="#">Groups &gt; Subjects &gt; View Group Details</a>
Error	6200	Qualification Code is invalid	<b>Qualification Code</b> is invalid. Please amend this for the highlighted Staff Members via the following path: <b>Path:</b> <a href="#">Staff &gt; View &gt; Qualifications</a>
Error	6205	Where School Arrival Date is => 1st August 2013 AND Post is not ('SBP', 'LNT', 'OSP' or 'AVT' or 'TAS') AND Contract Type = 'PRM' or 'FXT' or 'TMP' AND Qualification Code = 'BEDO' or 'FRST' then Class of Degree must be provided and be a valid code. Valid codes are: 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 99  Class of Degree must be provided for teachers with a degree arriving in the school from 1 August 2013	<b>Class of Degree</b> is missing. Please amend this for the highlighted Staff Members via the following path: <b>Path:</b> <a href="#">Staff &gt; View &gt; Qualifications</a>
Error	6210	Qualification Code is missing	<b>Qualification Code</b> is missing. Please amend this for the highlighted Staff Members via the following path: <b>Path:</b> <a href="#">Staff &gt; View &gt; Qualifications</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	6220	Subject Code is invalid	<b>Subject Code</b> is invalid. Please amend this for the highlighted Staff Members via the following path: <b>Path:</b> <a href="#">Staff &gt; View &gt; Qualifications</a>
Error	6245	Qualification Subject Codes cannot be the same.	Qualification Subject Codes cannot be the same. Please amend this for the highlighted Staff Members via the following path: <b>Path:</b> <a href="#">Staff &gt; View &gt; Qualifications</a>
Error	6250	Too many Subjects have been recorded for this Qualification. There must be no more than two.	More than two subjects have been recorded for the highlighted Qualification. Please amend this for the highlighted Staff Members via the following path: <b>Path:</b> <a href="#">Staff &gt; View &gt; Qualifications</a>
Query	6260Q	SENCOs should have a NASENCO qualification unless they had been practicing in that role for a year or more prior to 1 September 2008	SENCOs should have a NASENCO qualification. Please double check <b>Qualifications</b> for the highlighted Staff Members via the following path: <b>Path:</b> <a href="#">Staff &gt; View &gt; Qualifications</a> See <a href="#">How to Add NASENCO Qualification</a>
Error	6500	There is more than one record with the same Teacher Number	Each teacher should only have one entry in each census. Check to ensure that <b>no teachers share the same teacher number</b> . Check the teacher information on the <b>Background Checks</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Background Check&gt;Qualification Checks</a>
Query	6510	There is more than one record with the same NI Number	No two teachers should have the same National Insurance details. Check to ensure that no teachers share the same National Insurance number. Check the teacher information from <b>Edit Basic Details</b> panel of the following page: <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Edit Basic Details</a>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	6530Q	The same person has a total Full Time Equivalent ratio greater than 1.5	<p>Where a person has a single Role, the FTE ratio for the Role (where the FTE ratio is calculated by dividing the Hours Per Week by FTE Hours) must not be greater than 1.5.</p> <p>A person may have more than one Role, either because there is more than one current Contract on Census Date, or because one or more Contracts current on Census Date contains multiple Roles.</p> <p>In these cases, the total FTE ratio for all Roles (where total FTE ratio for all Roles is calculated by accumulating the FTE ratio for each role, and the FTE ratio for each role is calculated by dividing the Hours Per Week by FTE Hours) must not be greater than 1.5. (Note: Current Contracts on Census Date are where Contract End is after Census Date or Contract End is not supplied).</p> <p>This test should only use Contract/SA records where the Contract/Service Agreement Type is one of Permanent, Temporary or Fixed Term.</p> <p>This is automatically generated by the system and should prevent entry of any data that would cause the error to occur. So, this error should not occur.</p>
Query	6540Q	At least one staff record in this school's return should show a role of Head Teacher or Executive Head Teacher.	<p>Across the data return from a single school, at least one staff member should be assigned the role of:</p> <p><b>HDTR or EXHT.</b> Check the <b>Role</b> information on the <b>Contracts</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Query	6550Q	At least one staff record in this school's return should show a role of SENC (SEN Co-ordinator) under a current contract. Where SENCO is missing, please add it to the appropriate staff record.	<p>Across the data return from a single school, at least one staff member should be assigned the role of:</p> <p>SENC – SEN Co-Ordinator Check the teacher information on the <b>Role</b> panel of the following page:</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>
Query	6560Q	At least one member of staff with a post of 'SBP' within a contract node with Contract End not present or equal to or after census date should also contain an 'SLT' flag set to 'True'.	<p>The school has School Business Professionals, but none are flagged as <b>SLT</b>. Please check and confirm this is correct</p> <p><b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a></p>

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	6570Q	At least one member of staff has a post of 'SBP' within a contract node with Contract End not present or equal to or after census reference date, Then there should be at least one qualification node associated with a post of 'SBP'.	No qualifications are recorded for staff with post of 'School Business Professional'. Please check <b>Qualifications</b> and confirm this is correct. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Qualifications</a>
Error	7000	Vacancy Post is invalid	Where provided, field format and/or allowed values must match associated CBDS entry. This is handled from the School Workforce data entry screen and is validated on that screen. So, this error should not occur.
Error	7005	Vacancy Post is missing	Where vacancy information is provided, the post must be included. This is handled from the School Workforce data entry screen and is validated on that screen. So, this error should not occur.
Error	7010	Vacancy Subject not required for this Vacancy Post	This information is missing/invalid from the <b>Teacher Vacancies</b> section of the Census. It can be amended via the following path: <b>Path:</b> <a href="#">Modules &gt; Census &gt; School &gt; School Workforce &gt; Edit</a>
Error	7020	Vacancy Subject required for this Vacancy Post	This information is missing/invalid from the <b>Teacher Vacancies</b> section of the Census. It can be amended via the following path: <b>Path:</b> <a href="#">Modules &gt; Census &gt; School &gt; School Workforce &gt; Edit</a>
Error	7030	Vacancy Subject is invalid	This information is missing/invalid from the <b>Teacher Vacancies</b> section of the Census. It can be amended via the following path: <b>Path:</b> <a href="#">Modules &gt; Census &gt; School &gt; School Workforce &gt; Edit</a>
Error	7040	Vacancy Tenure is invalid	This information is missing/invalid from the <b>Teacher Vacancies</b> section of the Census. It can be amended via the following path: <b>Path:</b> <a href="#">Modules &gt; Census &gt; School &gt; School Workforce &gt; Edit</a>
Error	7050	Vacancy Temporarily Filled is invalid	Where provided, field format and/or allowed values must match associated CBDS entry. This is handled from the School Workforce data entry screen and is validated on that screen. So, this error should not occur.
Error	7060	Vacancy Advertised is invalid	Where provided, field format and/or allowed values must match associated CBDS entry. This is handled from the School Workforce data entry screen and is validated on that screen. So, this error should not occur.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Error	7070	Vacancy Temporarily Filled and/or Vacancy Advertised is missing	Where Vacancy Post is provided the data items of Vacancy Temporarily Filled and Vacancy Advertised must also be provided This is handled from the School Workforce data entry screen and is validated on that screen. So, this error should not occur.
Query	7080Q	Unusually high number of vacancies reported.	Only teacher posts that were vacant or temporarily filled on census day should be reported.
Error	7100	One figure must be returned for each of Occasional Teachers with Qualified Teacher Status, Occasional Teachers without Qualified Teacher Status and Occasional Teachers with unknown Qualified Teacher Status. Where more than one record has been provided for any of these please combine them, where no record has been provided for one of these categories please provide. Please note: Qualified Teacher means a teacher with QTS or QTLS or EYTS	This error is directly related to the formatting of the census return. This is managed automatically by the system and so this error should not occur.
Error	7110	Number of Qualified Occasional Teachers present on Census Date value must be a non-negative whole number Please note: Qualified Teacher means a teacher with QTS or QTLS or EYTS	The count of <b>occasional qualified teachers</b> must be a non-negative whole number. This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.
Error	7111	Number of Unqualified Occasional Teachers present on Census Date value must be a non-negative whole number. Please note: Qualified Teacher means a teacher with QTS or QTLS or EYTS	The count of <b>occasional unqualified teachers</b> must be a non-negative whole number. This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.
Error	7112	Number of Occasional Teachers where not known if qualified or not and who are present on Census Date: value must be a non-negative whole number	The count of <b>occasional teachers</b> for whom qualification status is unknown must be a non-negative whole number. This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.
Query	7120Q	Number of Qualified Occasional Teachers present on Census Date is unexpectedly high (40 or more). Please supply a reason in a return level note.	The count of <b>qualified occasional teachers</b> is unusually high. This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.

Category	Sequence	Detail (provided by DfE)	Comments/Resolutions
Query	7121Q	Number of Unqualified Occasional Teachers present on Census Date is unexpectedly high (10 or more). Please supply a reason in a return level note	The count of <b>unqualified occasional teachers</b> is unusually high. This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.
Query	7122Q	Number of Teachers where not known if qualified or not and who are present on Census Date is unexpectedly high (10 or more). Please supply a reason in a return level note.	The count of teachers for whom <b>qualification status is unknown is unusually high</b> . This data is entered directly into the Workforce Census data entry screen and the system should validate at the point of entry.
Error	7210	Number of Agency / Third Party support staff present on Census Reference Date: value must be a non-negative whole number.	This information is missing/invalid from the <b>Occasional Teachers</b> section of the Census. It can be amended via the following path: <b>Path:</b> <a href="#">Modules &gt; Census &gt; School &gt; School Workforce &gt; Occasional Teachers on Census Day</a>
Query	7220Q	Number of Agency / Third Party support staff present on Census Reference Date is unexpectedly high (50 or more): Please supply a reason in a return level note.	The number of Cover/Agency staff on Census Reference Date is higher than expected within the <b>Cover/Agency</b> section of the Census. Please double check this via the following path <b>Path:</b> <a href="#">Modules &gt; Census &gt; School &gt; School Workforce &gt; Cover/Agency Staff</a>
Error	7230	Count of Agency/Third Party support staff must not include any Teaching Roles	This information is missing/invalid from the <b>Cover/Agency</b> section of the Census. It can be amended via the following path: <b>Path:</b> <a href="#">Modules &gt; Census &gt; School &gt; School Workforce &gt; Cover/Agency</a>
Query	7240Q	Please note that this return contains no vacancy records. Please ensure that is correct, in which case a note of confirmation must be provided in COLLECT. Please check the 'School Workforce Census: Minimum notepad entries' guidance document for the accepted wording.	No vacancy records have been found. Double check that any appropriate records are entered into the <b>Contracts</b> sections of the MIS. <b>Path:</b> <a href="#">Staff &gt; Select &gt; View Staff Details &gt; Contracts</a>
Error	8000	It is expected that part time headcount would be greater than FTE	Check Staff <b>Contracts</b> <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>
Error	8010	Part time headcount, full time headcount and full-time equivalent values must all be recorded at the LA level for a central return.	Check Staff <b>Contracts</b> <b>Path:</b> <a href="#">Staff &gt; Select &gt; View &gt; Contracts</a>

**This is the end of the School Workforce 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.