School Workforce Census 2026

Preparation, validation and submission guidance for Hackney maintained schools

Working for every child

Hackney

1. Key dates and submission route

Census date: Thursday 5 November 2026

Deadline to Hackney Education: Friday 13 November 2026 (maintained schools only).

Maintained schools must submit their XML file, Summary Report and Authorisation Report securely via AnyComms. Academies and free schools submit directly to the DfE.

Use the latest DfE School Workforce Census guidance to confirm which staff and data items must be included.

MIS-specific processes vary by software.

2. Prepare your MIS records before census day

Add new staff and complete required identifiers and qualifications, including teacher numbers and National Insurance numbers where applicable.

Record staff leavers and correct contract end dates.

Ensure at least one staff member has the SENCO role recorded.

Review duplicate or unwanted staff records.

Check the “Eligible for SWC” setting for staff who should and should not be included.

Check fixed-term contracts, extensions and end dates.

Update pay details where they have changed.

Check teacher and teaching assistant absence records for 1 September 2025 to 31 August 2026.

Issue privacy notices to new staff or reissue where needed. See DfE privacy notices.

3. Generate and review your return

Generate the census using your MIS, then review the Summary Report. Investigate errors and queries, confirm the staff included are eligible, and check that required contract information is present. Make corrections in the MIS and regenerate the return as needed.

4. Resolve missing contracts

A common error occurs when a staff member is included in the return but their contract information is not. This may affect federated staff or individuals who appear in the MIS but are not eligible for the collection. Some errors only become visible after upload, so review the MIS Summary Report carefully.

Check these three possible causes:

- Included in error: Correct the staff member's "Eligible for SWC" indicator, then rerun the census
- Contract not recorded: Add the required contract details to the MIS, then rerun the census
- Contract not extracted: Check start and end dates for pay, role and contract records; seek MIS software support if needed.

Aim to resolve missing-contract errors before submission. After each correction, regenerate the return and review the report again.

5. Final submission checklist

Confirm eligible staff and required data are complete.

Review Summary Report errors and queries, including missing contracts.

Regenerate the census after any MIS corrections.

Prepare the XML file, Summary Report and Authorisation Report.

Send all three files through AnyComms by Friday 13 November 2026.

Check successful transfer and retain the submission confirmation.

6. Troubleshooting and support

Incorrect staff eligibility: Review "Eligible for SWC" against the latest DfE inclusion guidance.

Incomplete records: Check identifiers, qualifications, contracts, roles and pay.

Missing absence: Check teacher and teaching assistant absence records for the specified reporting period.

For MIS recording, extraction and software errors, contact your MIS software support provider. For Hackney submission arrangements or collection queries, contact the PSM team. Do not send sensitive staff information by unsecured email.