

Personnel STATS3

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Inclusion Rules

one



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STATS3 Inclusion Rules

Rules for Inclusion in STATS3 Return

This document contains the rules for inclusion in the STATS3 return.

Only employees with a service mapped to the external service term TE, are counted in tables 2a, 2b and 2c.

If there is no entry in the **Additional Details | Teacher Status** field, a teacher is assumed to be qualified.

Tables 1A, 1B and 1C

These tables are not generated by One.

Table 2A – Qualified Teachers in Maintained Schools

Qualified teachers (employees with a teacher status mapped to the external code QUAL, or no teacher status code specified) with a current contract on the survey date, with a service term mapped to the external code TE.

Teachers will be included in columns as follows:

- **Full-time teachers in regular service** – the employee has a full-time current contract (FTE = 1).
- **Part-time teachers in regular service** – the employee has a part-time, regular current contract (FTE < 1 but > 0).
- **Supply teachers or teachers in occasional service** – the employee has a supply claim recorded in One on the survey date, that is either for the whole day or at least 6 hours, or the employee has regular non-claims-based service, where the length of service is less than one month.

Teachers will be included in appropriate lines where their service matches the following criteria:

- Line 2a a, Special schools, with Base Type mapped to external code SP.
- Line 2a b, Nursery schools, with Base Type mapped to external code NUR.
- Line 2a c, Primary schools, with Base Type mapped to external code PRI, INF or JUN, or a pseudo base with Type of Employment 0960 and Base Type not mapped to ADV or PAS.
- Line 2a d Secondary schools, with Base Type mapped to external code SEC or SES or a pseudo base with Type of Employment 0961 and Base Type not mapped to ADV or PAS.
- Line 2a e, Divided service, with Base Type of Employment 0951 and Base Type not mapped to ADV or PAS.
- Line 2a f, Peripatetic teachers, with Base Type of Employment 0962 or 0963 and Base Type not mapped to ADV or PAS.
- Line 2a g, Advisory teachers, with Base Type mapped to external code ADV.
- Line 2a h, Miscellaneous teachers with Base Type mapped to external code PAS.

Table 2B – Contracts of Qualified Teachers in Maintained Schools

Employees already included in Table 2a are reported upon according to contract type.

The contract type and length of service determines where the employee is included in Table 2b.

- If the contract type is P – Permanent, then the employee will be included in line b - Permanent Contract, regardless of length of service.
- If the contract type is not P - Permanent, and the service date is open, then the employee will be included in line a. iii - Temporary contract of one year or more.
- If the contract type is not P and the service end date is specified, then the service will fall into a. Temporary contract lines i, ii or iii, according to the length between the service start and end.

Table 2C – Other Teachers

Note: STATS3 functionality cannot distinguish between instructors and other categories of unqualified teacher, who are in service on the census day. It is thought that such cases would be so rare not to present any problems. A combined count is available and this is represented in line 2c c, in the Teachers in occasional service column.

Employees with a current contract on the survey date, with a service term mapped to external code TE will be included in the columns as follows:

- **Full-time teachers** – the employee has a full-time current contract (FTE = 1).
- **Part-time teachers** – the employee has a part-time, regular current contract (FTE < 1 but > 0).
- **Teachers in occasional service** – the employee has a supply claim recorded in One on the survey date, that is either for the whole day or at least 6 hours, or the employee has regular, non-claims-based service, where the length of service is less than one month.

Teachers will be included in appropriate lines where their service matches the following criteria:

- Line 2c a, Other Qualified teachers in pupil referral units, with a teacher status mapped to external code QUAL, or no teacher status code specified and with Base Type mapped to PRU - Pupil Referral Unit.
- Line 2c b, Other Qualified teachers providing education otherwise than at school, with a teacher status mapped to external code QUAL or no teacher status code specified and not included in Table 2a.
- Line 2c c, Other teachers Instructors with a Teacher Status mapped to INST, INSO or INSE, and one of the following applies:
 - with a contract at a base mapped to NUR.
 - with a contract at a base mapped to PRI, INF, MIP or JUN, or a base with employment type mapped to 0962.
 - with a contract at a base mapped to MIS or SEC or SES.
 - with a contract at a base with employment type mapped to 0951 or 0963 or base type mapped to PAS.
 - with a contract at a base type mapped to SP.
 - with a contract at a base type mapped to PRU.
- Line 2c d, Other teachers, licensed, overseas trained teachers and other teachers on employment-based routes to teaching, with a Teacher Status mapped to LICT, GTPE, GTPO, RTPPE or RTPO and one of the following applies:
 - with a contract at a base mapped to NUR.
 - with a contract at a base mapped to PRI, INF, MIP or JUN, or a base with employment type mapped to 0962.

- with a contract at a base mapped to MIS, SEC or SES.
- with a contract at a base with employment type mapped to 0951 or 0963 or a base type mapped to PAS.
- with a contract at a base type mapped to SP.
- with a contract at a base type mapped to PRU.
- Line 2c e, Teachers on secondment of more than 1 term. This is not collected by the One STATS3 software and needs to be recorded manually.

Table 3 – Educational Psychologists

One can partially calculate the required totals in this table. Other lines and columns will need to be entered manually. One does not distinguish between permanent and temporary posts and does not store vacancy information.

Columns:

- Full-time psychologists – employee has a full-time current contract (FTE = 1).
- Part-time psychologists – employee has a part-time regular current contract (FTE < 1 but > 0).

Teachers will be included in appropriate lines where their service matches the following criteria:

- Line 3t Number of Educational Psychologists – Total, employee has a current contract with Post mapped to an external code of PSYC, and their service term is mapped to an external code other than TE.
- Line 3a, Of total, those who are on secondment for initial training, with an absence record mapped to the external code E - Initial Training.
- Line 3b, Of total, those who are on secondment for in-service training, with an absence record mapped to the external code I - In-Service Training.

Table 4 – Youth, Adult and Community Education

One does not generate these values, they must be entered manually.

Table 5 – Sickness Absences

A standard Crystal report is provided to record sickness absences. Absences linked to services with an external service term TE will be included. Also the absence type must be mapped to external code K or L.

The report returns the number of sickness absences from 1st January 20nn – 31st December 20nn., not including sickness at weekends or during holidays, in order to help Local Authorities complete their 618G Table 9/Annex 1 (English Local Authorities) or STATS3 Table 5 (Welsh Local Authorities).

The report *Stats3_absence_20nn.rpt* is in two parts. The main report extracts all absence records from the database, where any part of that absence occurs during the calendar year.

The following criteria must also be met:

- The absence is linked to at least one service that has a service term with an external code of TE, and that this service is either permanent or for a period of greater than one calendar month.
- The absence type is mapped to an external code K (short-term sickness) or L (long-term sickness).

The report then uses the list of absences produced to determine the number of unique members of staff who have been absent at any time during the year. If a member of staff holds both a full-time and a part-time contract, then they will be included in the full-time total and not the part-time total.

The calculations for the number of days sick leave then applies the following criteria:

- The dates the absence started and ended within the calendar year and the **Days Absent** field (ABSENCES.CUM_DAYS) is not 0 or Null (see below for any absence during the year not meeting this requirement).

Number of Days Absent

By default, the system calculates the number of days between the absence start and end dates, depending on the working week pattern selected, and writes this figure to the **Days Absent** field (ABSENCES.CUM_DAYS).

The return requires details of the number of working days lost through sickness. Therefore the report will assume that the authority has, where necessary, edited the **Days Absent** (ABSENCES.CUM_DAYS) field to reflect the total working days lost (including those instances where the absence affects more than one service). Failure to do this will result in an inaccurate return.

Where the value in the Days Absent (ABSENCES.CUM_DAYS) field is not an integer, the value will be rounded up for calculation purposes.

Where an absence affects more than one service, then the days absent are only included once (with a full-time service having preference over a part-time service).

The required summary totals are then evaluated and shown in the report table.

Incomplete Absences and Absences not Wholly Within the Calendar Year

If an absence:

- does not have an end date or
- has a zero or null entry in Days Absent or
- starts before 1st January 20nn, then it will be included in a sub-report.

This gives details of each absence to be added to the return (records for second or subsequent services affected by a single absence have been suppressed), together with the total number of weekdays absent during 20nn. The table in the report should be filled in manually and the results added to the table in the main report to provide overall figures required for the STATS3 return.

Note: These figures do not take into account holidays or term times and therefore the authority should manually evaluate the number of working days lost for each of these absences, and adjust the appropriate totals calculated in the main report to give the totals required for the return. Columns have been provided in the table for this purpose.
