



Non-government Schools Census

GUIDELINES
FOR
SCHOOLS

2016

Approved by the Director
Recurrent Assistance for Schools
Department of Education & Training
Canberra ACT 2601

Data collected is in line with the:

- The Australian Education Act 2013 (the Act) - <http://www.comlaw.gov.au/Details/C2013A00067>; and
- The Australian Education 2013 (Reg) - <http://www.comlaw.gov.au/Details/F2013L01476>; and
- The Australian Bureau of Statistics – National Schools Statistics Collection (NSSC); and
- Previous census administrative arrangements.

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The information collected in the Census will only be used for the purpose for which you provided it, and we will not disclose it without your consent, except where authorised or required by law. Any information you provide will be treated in accordance with the Department's Privacy Policy.

The Department's privacy policy is available on the Department's website. The privacy policy contains information about:

- how individuals can access and seek correction of the personal information held by the Department;
- how complaints about breaches of the *Privacy Act 1988* can be made; and
- how the Department will deal with these complaints.

If you wish to contact the Department about a privacy related matter please email the Department at privacy@education.gov.au or write to.

Privacy Contact Officer
Legal and Investigations Group
Location C12MT1
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GPO Box 9980
Canberra ACT 2601

Compliance with Commonwealth Legislation

Giving false or misleading information to the Commonwealth is a serious offence and you may be prosecuted under Section 137.1 of the *Criminal Code Act 1995* for provide false or misleading information.

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INTRODUCTION

The Department of Education and Training (the Department) conducts a school census on the first Friday of August each year. The Census collects information on students and staff from all non-government establishments which have as their major activity, the administration or provision of full time primary, secondary and/or special education.

The purpose of the Census is to:

- Contribute to the calculation of the annual entitlement in respect of schools receiving Australian Government Recurrent Funding in line with the *Australian Education Act 2013* (the Act) and Australian Education Regulation 2013 (Regulation).
- Form part of the National Schools Statistics Collection, the official statistical description of Schooling in Australia; and
- Form part of the school's profile published by the Australian Curriculum, Assessment and Reporting Authority on the 'My School' website.

The Census **does not** record data for the Nationally Consistent Collection of Data (NCCD) on Students with a Disability (SWD). The definition of SWD for the census is different to NCCD.

IMPORTANT DATES FOR 2016

1 August 2016	Census opens on School Service Point (SSP);
5 August 2016	CENSUS DAY;
12 August 2016	Online Declaration deadline;
19 August 2016	Special Circumstances Application deadline.

PRIVACY INFORMATION

Schools must provide information to the parent/guardian of each student identified in a Special Circumstances Application, before submitting the application to the Department.

Sample privacy information text is available at

http://docs.education.gov.au/system/files/doc/other/sample_letter_to_parents.pdf. On the Special Circumstances Application you must confirm that a notice was provided to the parent/guardian.

RECORD KEEPING - Section 37 of the Australian Education Regulation 2013

The Approved Authority (AA) of the school is required to keep records that are useable and accessible for a period of 7 years so the Department can verify the AA's compliance with the Act, Regulation and data reported in the census should the school be selected for post census checks. This includes, but is not limited to, records relating to enrolments, attendance rolls, visa subclasses and Student with a Disability (SWD) assessment.

STUDENTS WITH A DISABILITY (SWD) COLLECTIONS

Only those students who satisfy the SWD definition in the 2016 Census Guidelines are to be reported in the school census. Information on students to be reported in the Nationally Consistent Collection of Data on School Students with a Disability (NCCD) is available at SSP Help.

CENSUS DECLARATION REMINDER

Who can submit an Online Declaration?

- Independent non-systemic schools - An Approved Authority signatory (AA sig);
- Systemic Schools – an Approved Authority (AA) signatory (AA sig) or a person nominated by the System authority.

In declaring the data the AA sig or nominated person is declaring that the staff and student characteristics and numbers are reported in line with the Act, the Regulation and the 2016 Census Guidelines.

In advance of the census date the Approved Authority and school should ensure that the people responsible for completing the census and submitting the Online Declaration have up-to-date access to School Service Point (SSP).

REGISTERING FOR CENSUS ON THE INTERNET (COI)

WHO CAN REGISTER FOR COI

Non-Systemic schools:

- users who will enter the Census data into COI, you may have more than one user; **and**
- the AA signatory submitting the Online Declaration.

Systemic schools and System offices:

- users who will enter the Census data into COI, you may have more than one user; **and**
- an AA signatory for the System **or** a person nominated by the System office to submit the Online Declaration.

User account details including logon ID and password **MUST NOT** be shared. See Census instructions on how to register.

SCHOOL SERVICE POINT (SSP) ACCESS

Multi-campus Schools

A user with access to the main campus can access all the data fields for a subsidiary campus. A user with access to a subsidiary campus only, can only access that campus.

A separate Census return must be completed for **each campus** of a multi-campus school.

Multiple Schools

If you manage more than one school you do not need a logon and password for each school, your access can be updated to include all schools under the one logon. If you cannot view all schools under your logon, contact the SSP Helpdesk on **1800 677 027 (option 1/option 1)** or email ssp@education.gov.au.

INFORMATION COLLECTED

SCHOOL whose major activity is the provision of full time primary, secondary or special school education			
STUDENTS Foundation (Year 1 minus 1) to Year 12	All regular schools including special assistance schools Primary/secondary	Full Time Part Time*	Age (as at 1 July 2016) Year Level Indigenous* Boarders* Indigenous Boarders* Students With a Disability* Overseas* Distance Education* Students on Visas
	Special Schools only	11 Yrs & younger 12 Yrs & older	
SCHOOL/SYSTEM/DIOCESAN STAFF	Non Indigenous	Full Time Part Time	Teaching Non-teaching Executive
	Self-Identified Indigenous*		

*You will need to select the characteristic(s) relevant to your schools' population.

CLIENT DETAIL

All data reported in the census MUST be in accordance with the Census Guidelines and Instructions.

School Name and location address

The name and location address of the school must correspond with State/Territory Registration.

If the school has changed name or address details such as adding a street number, you must advise the Department by emailing grantsanddata.help@education.gov.au; and attach evidence of State Registration. You do not have to submit an Approved Authority Application (AAA) form for these changes.

If the school has relocated, changed suburb or suburb name or changed a level of education you must submit an AAA form available on School Entry Point (SEP) <https://schools.education.gov.au/SchoolEntryPoint/Default.aspx>.

For further details regarding the AAA form email grantsanddata.help@education.gov.au
For further details regarding School Entry Point (SEP), email schools@education.gov.au.

Characteristics

You must tick the boxes applicable to your location. This will ensure the relevant screens are available for data entry.

Confirmation

You must tick the confirmation tab once you have verified your client details and read the Census Guidelines and Instructions.

You cannot enter student or staff data until you tick the confirmation tab.

SCREEN TEMPLATES

Screen Templates are provided to help you prepare your data before entering on the internet. These screen templates are available with this guide on SSP help.

REPORTS

The reports provide a summary of the information submitted in the Census. It is recommended that you print the all census details and review the data before submitting to the Department.

The following reports are available:

- All Census Details;
- Staff Summary Details;
- Full Time Students for this Year and last Year;
- Full Time Students by Age and Grade;
- Full Time Indigenous Students by Age and Grade;
- Part Time Students;
- Total Students by Year.

ONLINE DECLARATION

The Online Declaration deadline is 23:59 Friday 12 August 2016;

- You must provide a detailed explanation to the warnings. If the explanation does not sufficiently answer the question you will be contacted by the Department;
- Once all warnings have been answered you can save and continue to the Declaration.
- The data **MUST** be checked for accuracy before submitting to the Department for validation.

Who can declare the data?

- For independent non-systemic schools the data must be declared by an AA signatory.
- For System member schools, the data must be declared by a person nominated by the System/Diocesan Authority or an AA signatory for the Systems authority.

Funding to an AA for a school is to a large degree based on student numbers. It is the responsibility of the approved person declaring the data to ensure the accuracy of the census data.

Giving false or misleading information to the Commonwealth is a serious offence and you may be prosecuted under Section 137.1 of the *Criminal Code Act 1995* for providing false or misleading information.

How do I know my data has been submitted to the Department?

Once the data has been declared you will receive a receipt number, this is an acknowledgement that the Department has received the data. To ensure the school's funding is included in the October payment you should submit the Online Declaration by 23:59 on 12 August 2016.

Can I make a change if the data declared is incorrect?

Yes, but you must email grantsanddata.help@education.gov.au with an explanation as to why the data needs to be amended. If the change is deemed appropriate the status of your data will be unlocked and re-set to 'Confirmed'. Once you have made the amendment the data must be re-verified as correct and re-declared as quickly as possible.

STUDENT INFORMATION AND DEFINITIONS

REFERENCE PERIOD – Section 7 of the Act

The Reference Period for students consists of **four continuous school weeks (excluding school holidays) leading up to and including Census day**. For example count back 20 school days from 5 August 2016.

ELIGIBILITY FOR INCLUSION

Which Students are eligible to be reported in the Census?

Students who:

- are enrolled and participating in a level of education that constitutes primary education or secondary education and who attend school on a daily basis, and
- are in attendance for at least one day in the census reference period and who regularly attend school; and
- are Australian citizens, permanent residents or persons with appropriate resident status.

A student in the foundation (Year 1 – minus 1), the first year of formal schooling, is reported in the Census only if they meet the above requirements and will progress to the second year of formal schooling (Year 1) in the first or second term in the following year.

Which students are NOT eligible to be reported in the Census?

Students who:

- are enrolled but have not attended the school during the year, including census day; or
- last attended the school before the census day and will not be returning to the school until the following year; or
- are no longer enrolled or in attendance at the school before Census day; or
- did not attend for any part of the Reference Period; or
- are not undertaking normal school subjects from Foundation (Year 1-minus 1) to Year 12; or
- are approved as a home education student; or
- are prohibited from engaging in studies as a condition of a visa; or
- are on a visitor's visa and in Australia for less than 6 months; or
- are on exchange and at the school for a period shorter than 6 months in a programme year, or has completed their formal schooling in their own country; or
- do not undertake any normal school subjects, and are only participating in apprenticeship and traineeships, English as a Second Language courses, TAFE courses, tertiary studies, work placements or a combination of such activities.

Do not report students who normally attend another school but are 'temporarily' attending your school during the census reference period. If you have a student that meets these criteria you must provide a statement to grantsanddata.help@education.gov.au confirming that you have not reported the student in your school's census submission.

Who is a Full time student?

A full time student is enrolled and participates in a level of education that constitutes primary or secondary education, who undertakes a full time study load (as prescribed by the relevant State or Territory) and is included in the school's census day enrolment. A Full time student has an FTE of 1.0.

Who is a Part Time student?

A Part Time student is enrolled and participates in a level of education that constitutes primary or secondary education and whose study load is less than the study load that a full-time student undertakes at the school and is included in the school's census day enrolment. Part Time students will have an FTE of less than 1.0.

Who is a Student with a Disability (SWD)?

This definition has not changed from previous years.

IMPORTANT

Only those students who satisfy the SWD definition in the Census Guidelines are to be reported in the school census.

During the 2016 school census most schools will also be participating in the Nationally Consistent Collection of Data (NCCD) - on Students with a Disability. There is a definition of SWD for the census and a different definition for the NCCD. Schools will need to be particularly vigilant that the correct applicable definition is used in the appropriate collection.

Definition

A Student with a Disability is a student who:

- has been assessed by a person with relevant qualifications as having intellectual, sensory, physical, social/emotional or multiple impairments; and
- satisfies the criteria for financial assistance in special education services or programmes provided by the State or Territory in which the school is located.

Only eligible students who satisfy this definition can be reported in the census.

Documentation and assessment material used to support the decision to report the student in the census must be kept as it may be required by the Department to validate your Census submission.

The following students are **not** classified as students with disabilities (SWD):

- a student whose only impairment is a specific learning difficulty or for whom remedial education or remedial support is appropriate; and
- overseas students even though they are within the definition of SWD.

Who is an Aboriginal or Torres Strait Islander Student (Indigenous Students)?

Indigenous students are students of Aboriginal or Torres Strait Islander descent who self-identify as an Aboriginal or Torres Strait Islander and are accepted by the community in which he or she lives as being of that descent.

Who is an Indigenous Boarding student?

These are Indigenous students who attend the school and are accommodated in residential facilities which are administered by the school.

Who is an Indigenous non-stated student?

Parents or guardians are asked to identify their child as Aboriginal or Torres Strait Islander, both or neither, when enrolling for the first time. When a selection has not been made the student should be reported in the census as non-stated indigenous.

Provision of Indigenous status is not generally mandatory and if this section of the enrolment form is left blank, non-stated should be recorded by the school in their records.

Who is a Student on Visa?

A Student on a Visa is any student who hold (or are dependents of persons who hold) a permanent, bridging or temporary visa, this includes New Zealand citizens.

The purpose of the bridging visa is to provide lawful status while the visa holder is waiting for the outcome of their substantive visa application.

Where a student is on a bridging visa you need to check if their previous substantive visa is still valid to determine whether they would be classed as an overseas student. If the substantive visa has expired the student is then classified according to the bridging visa status.

Schools must retain copies of the student's or parent's visa information, documentation and assessment material used by the school to make the decision that a student satisfies the definition for inclusion as a Student on a Visa. This material may be required by the Department to validate your Census submission.

Who is an Overseas Student?

An Overseas Student holds or is included in a visa that permits the visa holder to travel to Australia for the purpose of undertaking a course provided by an educational establishment.

This means a student is reported as an overseas student if they are on a visa that is specifically related to studying in Australia (or a bridging visa attached to a substantive visa with those provisions).

Only students who are the primary visa holder, or the dependent of a primary visa holder, that is issued for the purposes of study are 'Overseas Students'.

Overseas student visa subclasses include 570, 571, 572, 573, 574, and 575.

Overseas Students do not include:

- Dependents of a person who is receiving a full sponsorship or scholarship to one of the institutions mentioned in section 4(1) of the *Higher Education Funding Act 1988*. The sponsorship or scholarship has to meet the full cost of the education component of the course, or
- A person or dependent of a person who is receiving a sponsorship or a scholarship from the Commonwealth, or
- Students who are studying in Australia under a properly registered student exchange programme (Exchange Students).

If you require information on the conditions of a visa sub-class (to determine if they meet the meaning of 'Overseas Student'), search the visa subclass at <http://www.border.gov.au/>

Who is an Exchange Student?

Exchange students are school-age students participating in a Student Exchange Programme registered by the state or territory education authority. Exchange students who attend the school for a period shorter than 6 months are not to be reported in the census.

Who is a Distance Education (DE) student?

A DE student is a student who:

- is enrolled at and receiving DE education from a school which has State recognition for the provision of DE or can provide evidence that the State/Territory provides funding for the school (outside the *Australian Education Act 2013*) for primary or secondary education for students enrolled and receiving DE from the school; and
- resides in the State in which the school is located; and
- is not approved as a home education student; and
- is not an Overseas Student.

Who is a Boarding student?

This is a student attending the school and accommodated in residential facilities administered by the school.

Who is a TAFE, Tertiary Studies and alternative pathways activities student?

This is a student undertaking normal school subjects and also undertaking alternative pathways activities accredited by the State's school accrediting agency as contributing to a Year 12 certificate or equivalent. Alternative pathways may include apprenticeships, school-based apprenticeships, traineeships, TAFE courses, university courses, and work placements.

If the alternative pathway is not accredited as contributing to a Year 12 Certificate or equivalent, the student's FTE must be adjusted accordingly.

APPLICATIONS FOR SPECIAL CIRCUMSTANCES Subsection 10(2)

LATE APPLICATIONS WILL NOT BE ACCEPTED

Purpose

The Department of Education and Training conducts the Non-government Schools Census each year to determine a school's recurrent funding entitlement and meet obligations for the national reporting of students. As recurrent funding is calculated on a per student basis, schools must submit Census data to remain eligible for funding for that calendar year.

As advised elsewhere in these Guidelines, any student who has not attended during the reference period cannot be reported in the school's Census submission. The Act provides that an approved person may request consideration of an individual student for inclusion in the Census (and therefore in the funding calculation) because of the special circumstances that apply to that student.

The request must be submitted through the Special Circumstances Application (SCA) and be in the form, manner and way specified below. Applications for Special Circumstances consideration must be made within 14 days of the school's Census Day and are due no later than 19 August 2016.

Important

An application for Special Circumstances consideration can only be made in respect of a student who, except for the fact that they were not attending the school during the reference period (see definition p. 10), is otherwise eligible to be reported in the Census (see eligible students p.10).

All students in the application for Special Circumstances must be excluded from the school's Census count. The SCA must be done in conjunction with the Census.

An application in respect of a student who has been absent from school for 100 days or more is unlikely to be approved.

Under s115 of the *Australian Education Act 2013* your submission must be fully completed using the spreadsheet provided. Compliant applications provide the department with the necessary evidence and information in order to make an assessment. The department will not chase up missing or incomplete information. Ensure that you check your submission before sending it.

Process

In the Excel spreadsheet, enter the school's AGEID in the 'School AGEID' cell and the school details will pre-populate. Do not enter the school's State Registration number. If you are unsure of the school's AGEID please contact the department on the toll free number 1800 677 027 (option 1/option 3).

You must submit one application per location, listing each student for whom you are applying for special circumstances. The fully completed SCA Excel spreadsheet, along with supporting documentation, will allow the delegate to make an informed decision as to whether special circumstances apply to that student.

You must use the current 2016 SCA Excel spreadsheet which must be submitted as an Excel document. Each column from 1 to 20 must be completed for each student, including entering

Y/N or N/A where applicable. Applications that are incomplete, incorrect or received in the incorrect format will not be accepted. If you are unsure of how to complete your application please contact the department on the toll free number 1800 677 027 (option 1/option 3). You must confirm on the Excel spreadsheet that the privacy information has been provided to the parent/guardian of each student identified in the application. Sample privacy information is available at

http://docs.education.gov.au/system/files/doc/other/sample_letter_to_parents.pdf.

Appropriate contemporary evidence regarding the student’s absence during the Census reference period, typically from the parent/guardian, must be submitted with the application.

Please pay particular attention to:

- The date the student first attended the school in 2016 (column 3)
- The date on which the student last attended the school in 2016, prior to their absence (Column 4)
- The number of days the student was absent between the first and last day of attendance in 2016 (Column 5)
- The date on which the student is expected to return to the school in 2016, following their absence (Column 6).

In order for the department to properly assess each application, you must provide all relevant information with your application. Insufficient evidence that special circumstances exist in relation to an application will mean the Minister’s Delegate cannot make an assessment.

Note: The name or ID of the student must be clearly identifiable on each page of the supporting documentation.

Supplementary information provided after the due date will not be accepted.

For any application where you have entered Yes in Column 8 (is the student expected to attend another school during their absence), and you want to have this student considered for inclusion in your Census submission, you must provide a statement from the other school confirming that the student has not been reported in that school’s Census submission as part of your application. This applies whether the otherschool is government or non-government. Where a student is known to have been enrolled at another school during the Census period, the department will be unable to determine whether special circumstances apply without evidence confirming the student was not included in the Census count of the “away school”. A student cannot be counted twice for Census.

In the following jurisdictions, there are procedures for exemptions from compulsory schooling. We will accept this state documentation as follows:

State	Documentation
NSW	NSW Department of Education and Communities ‘Exemption from School – Procedures’. All documentation of the NSW process including the <i>Certificate of Exemption</i> must be provided with the application for each student.
Queensland	The Department of Education, Training and Employment - Exemptions from Compulsory Schooling and Compulsory Participation. All sections of an approved application must be provided.
South Australia	The SA Department for Education and Child Development - Application for Exemption from school enrolment/attendance. The approved application complete with supporting evidence must be provided.

Applications must be emailed to grantsanddata.help@education.gov.au and received by the department no later than **23:59 on 19 August 2016**. Late applications will not be accepted.

The department will acknowledge receipt of the application to the sender by email.

To ensure your Special Circumstances Application (SCA) is compliant you must meet the following requirements.

1.	Provide the privacy information to the parent/guardian of every student included in the SCA.
2.	The student <u>MUST NOT</u> be included in the Census.
3.	The department strongly encourages all SCA to be submitted as early as possible following Census Day (5 August 2016). Submit SCA by the deadline 23:59 on 19 August 2016 Late or non-compliant applications <u>will not</u> be accepted.
4.	Consistent with Section 115 of the <i>Australian Education Act 2013</i> , you must provide the application in the form, manner and way stipulated by the department. (EXCEL FORMAT ONLY)
5.	Provide all of the following: <ul style="list-style-type: none"> • Contemporary evidence from the parent/guardian • All supporting documentation relevant to the application at the same time you submit the application • The name or ID of the student must be clearly identifiable on each page of the supporting documentation.
6.	It is mandatory to complete all columns from 1 to 20 for each student in the application. The spreadsheet will display a 'green tick' when all columns have been completed.
7.	You must enter the school's AGEID against "School AGEID" for the school's details to pre-populate. Do NOT provide your state registration identification number. If you are unsure of your school's AGEID please contact the department on the toll free number 1800 677 027 (option 1/option 3).
8.	LATE APPLICATIONS <u>WILL NOT</u> BE ACCEPTED.

Review of decisions

Under Section 118 of the *Australian Education Act 2013*, a decision to refuse to determine that a person receives primary education or secondary education at a school using the special circumstances process can be reviewed. The request must be made by the approved authority for the school.

Further information is available at <http://aeaguide.education.gov.au/content/e2-review-decisions>

A review is not available if the application is received after the deadline.

STAFF DEFINITIONS

REFERENCE PERIOD

Report all staff, employed or engaged during the Reference Period which consists of **five school days including the Census day**.

Which staff are eligible for inclusion

- Staff who work with students from Foundation (Year 1 – minus 1) to Year 12; and
- Staff with a Full Time Equivalent (FTE) greater than 0.1; and
- Staff if absent from their position for a period of less than four weeks (excluding school holidays for teaching staff); and
- Emergency and Casual Relief Staff (teaching or non-teaching) are only included in the Census if they occupy, and work on a continuing basis in the position of a staff member who is absent for four continuous weeks or longer (excluding school holidays for teaching staff); and
- Unpaid teaching and specialist support staff; and
- Unpaid non-teaching staff that would be replaced by paid staff if they withdrew their services; and
- Staff employed under government-funded schemes.

Which staff are NOT eligible for inclusion

- Cleaners

How to report staff with more than one function

Staff members are to be reported according to their 'major function' rather than their type of appointment, for example; if a staff member spends 70 per cent of their time teaching and 30 per cent of their time on administration duties they would be reported under their 'major function' which would be teaching. A staff member is to be included in only **one** section of the staff tables.

Full Time Staff

Full Time staff members have duties specified as full time by the school during the Reference Period. If you consider that your staff are employed as full time –regardless of school holidays (e.g. they work 5 days a week) then report them as full time. No staff member may have an FTE exceeding 1.0.

Part Time Staff

Part Time staff are persons not working Full Time as determined by the school, or Full Time persons who have part of their duties excluded from the Census e.g.; staff working in both primary school and pre-primary.

For each Part Time staff, you will need to report the FTE that the staff member works compared to, or as a proportion of Full Time staff.

Indigenous Staff (Self-Identified)

Indigenous staff are teaching or non-teaching staff members at the school who self-identify as being Aboriginal or Torres Strait Islander. *Please only report Indigenous staff in the Indigenous staff tables.*

Both Primary and Secondary Staff

These are staff members who work in both the primary and secondary levels of education or special education.

For staff members working in both primary and secondary education, you will need to calculate the amount of time that the staff member works in primary and secondary education and report the FTE in both primary and secondary education.

Staff at multi campus schools

All staff working across campuses should be reported as part time at each campus against one function only by the FTE they work in each campus. The total FTE across campuses for one person should not exceed 1.0.

CATEGORIES OF STAFF

TEACHING STAFF

Executive staff (Systems/Diocese only)

Executive staff are persons who generally undertake functions such as Directors, Inspectors, Superintendents or Administrators.

Principal

A principal is the person designated by the Approved Authority as being responsible for the overall control and administration of the school.

A principal employed Full Time regardless of other duties must be reported as a Full Time principal.

If a school has multiple campuses a different principal can be reported at each campus. If one principal works across campuses you should report the principal as part time in each campus. The FTE across campuses should not exceed and FTE of 1.0.

Teachers

Teaching staff are employed or engaged to impart the school curriculum and provide support services. Teaching staff spend the majority of their work time with students either in direct class contact or on an individual basis. Teachers are usually employed under a State teachers award or equivalent.

These include:

- Deputy Principals;
- Teachers;
- Permanent relief teachers;
- Specialist subject teachers;
- Librarians;
- Chaplains;
- Undergraduate students working as teaching staff.

NON-TEACHING STAFF

Specialist Support Staff

Specialist support functions are of special benefit to students or teaching staff in the development of the school curriculum. While these staff may spend the majority of their time in contact with students, they are not employed or engaged to impart the school curriculum.

These include but are not limited to:

- Student support services, such as career adviser or student counsellor or liaison officer;
- Educational development, such as staff and curriculum development;
- School Psychologists, Guidance Officers, Social Workers, Pathway Planning Officer;
- Sports Coordinator.

Administrative and Clerical, including Aides and Assistants

These are staff whose main function is clerical or administrative.

These include:

- Classroom assistants;
- Library assistants;
- Teacher aides;
- Bursars/school administrators;
- IT support staff;
- Accountants.

Building Operations, General Maintenance and other Staff

Staff are included in this category if their major function is undertaken within school hours and are at the school in the 5 day reference period.

These include but are not limited to:

- Janitors;
- Building or grounds maintenance staff;
- Technical services and general maintenance staff;
- School nurse;
- Canteen staff;
- Staff not included in other staffing categories.

FREQUENTLY ASKED QUESTIONS

	QUESTION	ANSWER
	System issues	
1.	I can't access Schools Service Point (SSP)	Please check you have the correct web address which is https://ssp.education.gov.au .
2.	I can't access the website through my computer. What can I do?	You may need to check that your browser is up to date or you may need to use an upgraded computer.
3.	I don't have a logon and password. How do I get access?	You need to access the COI website, then click on 'register', complete the details and submit your request. A logon and password will be emailed to you.
4.	I have forgotten my logon and/or password. What do I need to do?	You need to access the COI website, then click on 'I've forgotten my password' or 'I've forgotten my Logon ID and password' and follow the instructions.
5.	I have a logon and password but want to enter data for multiple schools. Do I have to register for each school?	No, each school can be linked to the one logon. Contact 1800 677 027 option 1/ option 1 or go to 'contact us' on SSP then click on 'submit an enquiry'.
6.	I have a logon for the head campus. Can I access all campuses to enter their data?	Yes, access to the main campus allows you to access all campuses.
7.	I have a logon and password for a campus. Can I access the head campus to enter its data as well?	No, campus access only gives you access to the particular campus for which you are registered.
8.	Can I give my logon and password to another staff member to complete aspects of the census?	No, sharing of passwords is prohibited. A unique logon and password is provided for each person and should be kept confidential. All persons at a school who are required to enter or declare Census data should have their own logon and password.
9.	Why can't I use the browsers back button to navigate around the census?	When the back button is used it will display a cached copy of the previous page. This could have data that has changed since it was cached. Therefore if you save that data again you will be updating invalid data into the application. To stop this from occurring we have designed our system to raise an error if you have used the back button and then attempt to perform another operation.
10.	I have entered my data but it hasn't saved. What do I need to do to make sure it saves?	Don't spend too long on one screen, the system can timeout. Save each screen before progressing to the next one.
11.	Census on the internet keeps timing out and forcing me to logon again. Can the timeout period be changed?	No, the timeout period is fixed for data security purposes. To restart the timeout period you just need to visit any other screen within the application.
	Reference Periods	
12.	What is the reference period for students?	The Reference Period for students consists of four continuous school weeks (excluding school holidays) leading up to and including Census day. For example count back 20 school days from 5 August 2016.
13.	What is the reference period for staff?	The reference period for staff is 5 consecutive school days leading up to and including census day 5 August 2016.

	Declaration issues	
14.	Who can declare the data for a non-systemic school?	The Online Declaration must be completed by a person who is authorised to act on behalf of the Approved Authority, that is, an Approved Authority (AA) Signatory.
15.	Who can declare the data for a Systemic school?	The Online Declaration must be completed by a person nominated by the System Authority, usually the Principal or an Approved Authority (AA) Signatory for the System. If you are unsure contact your system/diocesan office.
16.	What do I do if I realise that I have made an error after I have submitted the Census Declaration?	You will have to contact grantsanddata.help@education.gov.au with an explanation as to why the data needs to be amended. If the change is deemed appropriate your data will be unlocked. Once you have made the amendment the data must be re-verified as correct and re-declared as quickly as possible.
	Deadline Extension	
17.	Can I apply for an extension?	No, due to time restraints extensions are not granted, to ensure the school receives the October payment on time it is advisable to complete your school census before 12 August 2016.
	Record keeping	
18.	Do I have to keep records such as enrolment details and attendance rolls?	Yes, for compliance purposes records must be kept for a period of 7 years.
	Reports	
19.	Where can I view the previous years' data?	Click on Select year or Programme year, depending on the view you are in then from the drop down box, select the year you require then click on update, go to reports and view all census details.
20.	How can I view my data without going through each page?	Go to the reports menu, then select view all census details.
	General information	
21.	The school has extended to another year/level of education but I cannot see the tables for these grades what do I do?	Select the correct education level in Client Details and save, this will display the relevant grades. To receive funding for these students you will have to submit an Approved Authority Application (AAA) form with the appropriate documentation. The AAA form is located on School Entry Point (SEP) https://schools.education.gov.au/SchoolEntryPoint/Default.aspx .
22.	Why do I need to provide privacy information to a parent/guardian?	If you are applying for special circumstances for a student, the parent/guardian must be advised that the school will be providing personal information to the Department.

	Definitions - students	
23.	A new student commenced on the census day. Can this student be included in the census?	Yes, provided that the student was enrolled, in attendance and receiving education on census day.
24.	A new student enrolled before census but did not receive education until after census day. Can the student be included in the census?	No, the student must be in attendance and receiving education in the census period.
25.	I can't enter data for students such as overseas students/SWDs/part time students, how do I view these tables?	Go to characteristics then select the student attributes relevant to your school.
28.	I have an overseas student with a disability. Can this student be included in the table of students with a disability?	No, overseas students are not eligible to receive Australian Recurrent funding therefore cannot be reported as a Student with a Disability.
29.	I can't find the list of eligible visas	There is no list of eligible visas, instead refer to the definition of an overseas student in the census Guidelines.
30.	I have a student who attends the school but is taking one course by Distance Education, do I report this student as Distance Education?	Not unless the school is a registered DE school (refer to DE definition), this student would be reported according to their attendance.
31.	How do I report Students on Visas and overseas students?	All eligible students at the school who hold a visa should be reported in the age/grade table and in the Students on Visa's table and if classified as an overseas student in the overseas table.
	Definitions - staff	
32.	How do I update the principal or contact details?	To add a new contact click on ADD then enter the person's details. Note this will only update data in COI.
33.	On the client details screen, there is no principal showing in address details. What do I do to bring up the principal's name?	There may not be a person with the position of principal in contacts or there are two people with the position of principal. Either ADD a principal or if there are two, delete one. Note this will only update data in COI.
34.	The school has 3 principals. How are they reported in the census?	You can only report one Principal, other principals must be reported as teachers.
35.	How do I report a principal who also has teaching and administration duties?	A Principal who works full time regardless of their duties must be reported as a Principal.
36.	There are administrative staff located at the main campus of a multi-campus school who carry out duties for the other campuses. Where do I report these staff?	Staff who are located at the main campus but carry out administrative tasks for the other campuses are reported at the main campus.
37.	In a multi-campus school, how are teachers who work across campuses reported?	You calculate the full-time-equivalent (FTE) spent in each campus and report them as part time in each campus. If the teacher is a full-time staff member, the FTE across the campuses should total 1. If the teacher is a part-time staff member, their FTE across the campuses should total less than 1.

38.	How do I report a staff member who has a teaching and administrative workload?	Report the staff member according to their major function, that is, according to the function that takes up the majority of their time.
39.	How do I report a primary teacher who also teaches Year 1 minus 2?	Report the FTE of the teacher for the time spent teaching primary education.
40.	How do I report an Indigenous staff member?	Indigenous staff should be reported in the Indigenous staff section only .
41.	How do I report a librarian?	Librarians are reported as teachers.
42.	How do I report a library assistant?	Library assistants are reported as administrative staff.
42.	Do I report unpaid staff?	Yes, Unpaid teaching staff such as undergraduate teachers/trainee teachers /student teachers or are reported as teachers. Unpaid special support staff such as career adviser or student counsellors should be reported under special support staff. Unpaid administration/clerical or maintenance/other staff, are only reported in the census if they would be replaced by paid staff if they withdrew their services.
43.	Do I report staff who's <i>only</i> work is in before or after school care/programmes?	No, staff who work in before or after school care are out of scope of the census.
44.	Do I report cleaners?	No, cleaners are out of scope of the census.