2019 Non-government Schools Census Guidelines

Opportunity through learning
Data collected is in line with the:

- The Australian Bureau of Statistics – National Schools Statistics Collection (NSSC); and
- Previous Census administrative arrangements.

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**Privacy note**

The Department of Education (the department) is required to comply with the *Privacy Act 1988*.

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 ([www.education.gov.au](http://www.education.gov.au)). 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
People, Communications and Legal Group
Department of Education
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.
TABLE OF CONTENTS

INTRODUCTION ......................................................................................................................... 5
IMPORTANT DATES FOR 2019 ........................................................................................................ 5
PRIVACY INFORMATION .................................................................................................................. 5
RECORD KEEPING - Section 37 of the Regulation ........................................................................ 5
ACCESSING THE CENSUS VIA SCHOOLSHUB .............................................................................. 5
SCHOOLSHUB ACCESS NEEDED FOR CENSUS ............................................................................ 6
Non-Systemic schools: .................................................................................................................... 6
Systemic schools and System offices: ............................................................................................ 6
INFORMATION COLLECTED IN THE CENSUS .............................................................................. 6

CLIENT DETAILS .......................................................................................................................... 7
Name and address ............................................................................................................................ 7
Characteristics .................................................................................................................................. 7
Contacts .......................................................................................................................................... 7
Confirmation ..................................................................................................................................... 7
SCREEN TEMPLATES ...................................................................................................................... 7
REPORTS .......................................................................................................................................... 8
ONLINE DECLARATION .................................................................................................................. 8

STUDENT INFORMATION AND DEFINITIONS ............................................................................ 9
CENSUS REFERENCE PERIOD – Section 5 of the Regulation ............................................................. 10
ELIGIBILITY FOR INCLUSION ........................................................................................................ 10
Which Students are eligible to be reported in the Census? ............................................................... 10
Which students are NOT eligible to be reported in the Census? ...................................................... 10
Who is a Full time student? ............................................................................................................ 11
Who is a Part Time student? ........................................................................................................... 11
How do I report a student’s gender? ................................................................................................ 11
Which students are included in the 2019 Nationally Consistent Collection of Data on School Students
with Disability (the NCCD)? ............................................................................................................ 11
What information is provided for each student in the NCCD? ....................................................... 11
Who is an Aboriginal or Torres Strait Islander Student (an Indigenous Student)? ......................... 12
Who is an Indigenous Boarding student? ....................................................................................... 12
Who is an Indigenous non-stated student? ..................................................................................... 12
Who is a Student on Visa? .............................................................................................................. 12
Who is an Overseas Student? ......................................................................................................... 13
Who is an Exchange Student? ....................................................................................................... 13
Who is a Distance Education student? ............................................................................................ 13
Who is a Boarding student? .......................................................................................................... 14
Who is a TAFE, Tertiary Studies and alternative pathways activities student? ............................... 14

APPLICATIONS FOR SPECIAL CIRCUMSTANCES (SCA) UNDER SECTION 9B(3) OF THE REGULATION...... 15
Purpose .......................................................................................................................................... 15
Applications ..................................................................................................................................... 15
Important ........................................................................................................................................ 16
Process and Application .................................................................................................................. 16
Examples of student situations and contemporary evidence ............................................................ 17
To ensure your Special Circumstances Application (SCA) is compliant you must meet the following
requirements ........................................................................................................................................ 19
Review of decisions ........................................................................................................................ 19
STAFF DEFINITIONS

REFERENCE PERIOD

Which staff are eligible for inclusion

Which staff are NOT eligible for inclusion

How to report staff with more than one function

Full Time Staff

Part Time Staff

Indigenous Staff (Self-Identified)

Both Primary and Secondary Staff

Staff at multi campus schools

CATEGORIES OF STAFF

TEACHING STAFF

Executive staff (Systems/Diocese only)

Principal

Teachers

NON-TEACHING STAFF

Specialist Support Staff

Administrative and Clerical, including Aides and Assistants

Building Operations, General Maintenance and other Staff

FREQUENTLY ASKED QUESTIONS

CENSUS HELP AND SUPPORT
INTRODUCTION

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 that 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 (the Regulation)
- Form part of the National Schools Statistics Collection, the official statistical description of Schooling in Australia
- Form part of the school’s profile published by the Australian Curriculum, Assessment and Reporting Authority on the ‘My School’ website

IMPORTANT DATES FOR 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 29 July 2019</td>
<td>Census opens on SchoolsHUB</td>
</tr>
<tr>
<td>Friday, 2 August 2019</td>
<td>Census Day</td>
</tr>
<tr>
<td>Friday, 9 August 2019</td>
<td>Census Declaration due</td>
</tr>
<tr>
<td>Friday, 16 August 2019</td>
<td>Special Circumstances Application close.</td>
</tr>
</tbody>
</table>

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 any Special Circumstances Application, you must confirm that a notice was provided to the parent/guardian.

RECORD KEEPING - Section 37 of the Regulation

The Approved Authority (AA) of the school is required to keep records that are useable and accessible for a period of 7 years. This includes, but is not limited to, records relating to enrolments, attendance rolls, visa subclasses, and the assessment of students reported under the Nationally Consistent Collection of Data on School Students with Disability (NCCD) as a Student with Disability.

ACCESSING THE CENSUS VIA SCHOOLS HUB

In April 2019, the department released SchoolsHUB (https://schools.education.gov.au). SchoolsHUB replaced School Entry Point as the single access point for schooling organisations to manage grant funding and reporting requirements.

2019 Census data is collected via the Non-Government Schools Census program within SchoolsHUB. All staff with active School Entry Point accounts will have their username and password carried over, otherwise they will require a SchoolsHUB account well in advance of Census Day. Consistent with past years, staff must enter and submit Census data to the department via an online declaration. A separate Census return must be completed for each campus of a multi-campus school. In declaring the data, an Approved Authority Representative confirms the Census has been reported accurately in line with the Guidelines.
SCHOOLSHUB ACCESS NEEDED FOR CENSUS

Non-Systemic schools:

- Users that will enter or update Census data require the Data Reporter: Census access role. There may be more than one user with this access.
- Users that will submit the online declaration of Census require the Authority Representative access role. These users will also be able to enter and update Census data.

Users that manage more than one school do not need separate SchoolsHUB accounts. You can update an account’s access to include new or multiple schools through the Profile. If you are having trouble viewing any of your schools, contact the Schools IT Support Helpdesk on 1800 677 027 / Option 1 or email schools@education.gov.au.

Systemic schools and System offices:

- Users that will enter or update Census data require the Data Reporter: Census access role. There may be more than one user with this access.
- Users that will submit the online declaration of Census require either:
  - The Authority Representative access role
  - The Data Declarer: Census access role

SchoolsHUB user account details, including logon ID and password, identify specific users and MUST NOT be shared or passed on. If you do not have an existing account, you will need to register.

A user with access to the head campus will automatically have access any subsidiary campuses in the Census. A user with access to a subsidiary campus only can only access that campus’ data.

INFORMATION COLLECTED IN THE CENSUS

<table>
<thead>
<tr>
<th>SCHOOL whose major activity is the provision of full time primary, secondary or special school education</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENTS Foundation (Year 1 minus 1) to Year 12</td>
</tr>
<tr>
<td>All regular schools including special assistance schools</td>
</tr>
<tr>
<td>Primary/secondary</td>
</tr>
<tr>
<td>Full Time</td>
</tr>
<tr>
<td>Part Time*</td>
</tr>
<tr>
<td>Age (as at 1 July 2019)</td>
</tr>
<tr>
<td>Year Level</td>
</tr>
<tr>
<td>Indigenous*</td>
</tr>
<tr>
<td>Boarders*</td>
</tr>
<tr>
<td>Indigenous Boarders*</td>
</tr>
<tr>
<td>Students with Disability*</td>
</tr>
<tr>
<td>Overseas*</td>
</tr>
<tr>
<td>Distance Education*</td>
</tr>
<tr>
<td>Students on Visas</td>
</tr>
<tr>
<td>Special Schools only</td>
</tr>
<tr>
<td>11 Yrs &amp; younger 12 Yrs &amp; older</td>
</tr>
<tr>
<td>SCHOOL/SYSTEM/DIOCESAN STAFF</td>
</tr>
<tr>
<td>Non Indigenous</td>
</tr>
<tr>
<td>Full Time</td>
</tr>
<tr>
<td>Part Time*</td>
</tr>
<tr>
<td>Teaching</td>
</tr>
<tr>
<td>Non-teaching</td>
</tr>
<tr>
<td>Executive</td>
</tr>
<tr>
<td>Self-Identified Indigenous*</td>
</tr>
</tbody>
</table>

*When undertaking Census, you will need to select the characteristic(s) relevant to your schools’ population to provide this information.*
CLIENT DETAILS

All data reported in the Census MUST be in accordance with the 2019 Census Guidelines and Instructions.

Name and address

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

If the school has changed name or address details, you can advise the department by clicking on the link provided. You can also do this by logging into SchoolsHUB and clicking the ‘Client Management’ link. If the school has relocated, changed suburb or suburb name, or changed a level of education you must notify the department.

Characteristics

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

Contacts

Amend or enter the name of the Principal by clicking on the hyperlink or clicking on + add. You can also enter the name of other contacts if applicable.

Confirmation

Shows a table with the years of education for which the school is approved to receive Commonwealth funding. Before you can proceed to enter student and staff data, you must tick to confirm you have read and understood the Census Guidelines and Instructions.

SCREEN TEMPLATES

Screen Templates are available to help you prepare your data before entering on the internet. These screen templates will be available in SchoolsHUB Help and Support before Census Day.
REPORTS

Reports providing a summary of the information submitted in the Census are available. It is recommended that you print the All Census Details report and review the data before submitting to the department.

The following reports are available:

- All Census Details (includes the reports listed below)
- 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
- NCCD Students.

ONLINE DECLARATION

The Online Declaration deadline is 23:59 AEST Friday 9 August 2019;

- You must provide a detailed explanation for each warning where required. 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

Student numbers are a major component of Commonwealth recurrent funding calculations. It is the responsibility of the 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.

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 AEST on Friday, 9 August 2019.

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

First, email grantsanddatahelp@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.
### Structure of Schooling in Australia

The following table shows the current structure of schooling in each State and Territory. Census collects information from Foundation (Year 1 minus 1) to Year 12 only.

<table>
<thead>
<tr>
<th>Year Level</th>
<th>NSW, ACT</th>
<th>VIC, TAS, QLD</th>
<th>WA</th>
<th>SA</th>
<th>NT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IN SCOPE FOR CENSUS STUDENT AND STAFF DATA</strong></td>
<td></td>
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<tr>
<td>12</td>
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</tbody>
</table>

**Foundation Year 1 minus 1**

<table>
<thead>
<tr>
<th>Year 1 minus 1</th>
<th>Kindergarten</th>
<th>Preparatory</th>
<th>Pre-primary</th>
<th>Reception</th>
<th>Transition</th>
</tr>
</thead>
</table>

**THE YEAR LEVEL BELOW FOUNDATION (YEAR 1 MINUS 2) IS OUT OF SCOPE AND MUST NOT BE INCLUDED IN THE CENSUS DATA**

<table>
<thead>
<tr>
<th>Year 1 minus 2</th>
<th>Pre-school</th>
<th>Kindergarten</th>
<th>Kindergarten</th>
<th>Kindergarten</th>
<th>Pre-school</th>
</tr>
</thead>
</table>

Please note that, in each State or Territory, Year 1 minus 2 is commonly referred to the name shown above. Students in these Years are ineligible to be reported in Census.
**CENSUS REFERENCE PERIOD** – Section 5 of the Regulation

The Census Reference Period for students consists of twenty school days (excluding school holidays) leading up to and including Census Day, Friday 2 August 2019.

**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 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.

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 (see Applications for Special Circumstances p14); or
- Are not undertaking normal school subjects from Foundation (Year 1-minus 1) to Year 12 (see structure of schooling in Australia on Page 9); 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 program 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 grantsanddatahelp@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.

How do I report a student’s gender?
The Australian Government recognises that individuals may identify and be recognised within the community as a gender other than the sex they were assigned at birth or during infancy, or as a gender which is not exclusively male or female.

Students can be reported as M (male), F (female) or X (Indeterminate/Intersex/Unspecified).

Which students are included in the 2019 Nationally Consistent Collection of Data on School Students with Disability (the NCCD)?
A student is included in the NCCD when all of the following requirements are met:

- the student has a disability (defined in Appendix 4 Glossary of the NCCD Guidelines)
- the student has been counted in the school’s census for 2019 Note: overseas students with disability are counted in the NCCD provided they have been counted in the school census, but are excluded from Australian Government recurrent funding calculations and related purposes.
- the student has been provided with an adjustment(s) for a minimum period of 10 weeks of school education (excluding school holiday periods) – in the 12 months preceding the relevant reference date for the 2019 NCCD – to address the functional impact of a disability.

Further information can be found in Section D.4 of the NCCD Guidelines.

Where a student has been counted in the NCCD, there must be evidence at the school that the student has been, or is being, provided with an adjustment/s for a minimum 10-week period over the 12 months preceding the reference date. See Section C.4 of the Guidelines for information on Supporting evidence.

What information is provided for each student in the NCCD?
In counting students in the NCCD, the following data on the school location and students (see sections C.2 to C.4 and D.5 of the Guidelines) includes:

1. Level of Adjustment (see Appendix 2 of the NCCD Guidelines):
   - Support provided within quality differentiated teaching practice (QDTP)
   - Supplementary adjustments
   - Substantial adjustments
   - Extensive adjustments
2. Category of disability (see Appendix 3 of the NCCD Guidelines):
   - Physical
   - Cognitive
   - Sensory
   - Social-emotional

3. Year of schooling

4. Fraction of the full-time study load

5. Whether the student is an overseas student

6. Other information:
   - the school location Australian Government Education ID (AGEID)
   - for government schools, the school location’s region (Metro, Non-Metro)
   - the number, as a head count, of students with disability by level of adjustment and category of disability assessed by school staff as meeting the requirements of the NCCD

Associated records to support information provided under the NCCD must be retained for seven years and provided to the department upon request. It is subject to all record keeping requirements provided in the Act. See Section D.6.2 of the NCCD Guidelines.

Further supporting information and resources are available on the national NCCD Portal at: https://www.nccd.edu.au/.

Examples of evidence to support the inclusion of students in the NCCD is available at: http://www.schooldisabilitydatapl.edu.au/data-collection-steps/do-you-have-evidence.


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

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?

Indigenous Boarding students 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 holds (or are dependents of persons who hold) a permanent resident, bridging, or temporary visa. This includes New Zealand citizens.

Students on bridging visas

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.

If a student on a visa is included in the Census, they must also meet the eligibility requirements outlined on Page 10.

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, which is issued for the purposes of study, are Overseas Students.

Overseas Student visa subclasses include 500, 570, 571, 572, 573, 574, and 575.

Overseas Students do not include:

a) A dependent of a person who is receiving a sponsorship or scholarship for the purpose of undertaking a course provided by an institution in Australia that:
   i. Is a Table A provider or a Table B provider (within the meaning of the Higher Education Support Act 2003); and
   ii. Is meeting the full cost of the education component of the course;

b) A person who is undertaking a course of study provided by an institution or body in Australia under a Student Exchange Program registered by the relevant education authority in the State or Territory where the person is undertaking the Program; or

c) A person, or a dependent of a person, who is receiving a sponsorship or scholarship from the Commonwealth for the purpose of undertaking a course provided by an institution or other body or person in Australia.

If you require information on the conditions of a visa sub-class (to determine if they meet the meaning of Overseas Student), you can search the visa subclass or contact the Department of Home Affairs at http://www.homeaffairs.gov.au/

Any student reported as an Overseas Student must also be reported as a Student on Visa.

Who is an Exchange Student?
Exchange students are school-age students participating in a Student Exchange Program 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 student?
Distance Education (DE) students can only be reported at schools which have been approved by the Commonwealth for Distance Education.
A DE student is a student who:

- Resides in the State in which the school is located; and
- The State or Territory provides funding for the school (other than financial assistance provided to the State or Territory for the school in accordance with this Act), for primary education or secondary education for students enrolled and receiving distance education from the school; and
- Is not approved as a home education student; and
- Is not an Overseas student.

Who is a Boarding student?

A Boarding student 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 whilst 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 (SCA) under Section 9B(3) of the Regulation

LATE APPLICATIONS WILL NOT BE ACCEPTED

Purpose

The department 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 Census Reference Period cannot be reported in the school’s Census submission. The Regulation 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.

SCAs must be emailed to grantsanddatahelp@education.gov.au and received by the department no later than 23:59 AEST on Friday 16 August 2019. Late applications will not be accepted.

Applications

SCAs can only be made in respect of a student who, except for the fact that they were not attending the school during the Census Reference Period (see definition Page 10), is otherwise eligible to be reported in the Census (see eligible students at Page 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.
Important

In accordance with section 115 of the Act, all SCAs must be completed using the 2019 Excel spreadsheet provided (the SCA form). 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, so ensure that you check your submission before sending it to the department.

Process and Application

When available, the SCA form and instructions are accessed via SchoolsHUB:
1. Go to SchoolsHUB https://schools.education.gov.au
2. At the top of the page, click on Data Collection
3. Select Non-Government Schools Census
4. On the right side of the page, select the ‘2019 Special Circumstances Application Form’

The form has been updated in 2019 to include some additional information regarding the process and includes some helpful information regarding what information is required and in what format to assist with completing the form.

In the SCA form, navigate to the ‘Special Circumstances Form’ tab and enter the school or campus AGEID in the ‘School or Campus AGEID’ cell which will then populate the State and school or campus Name. **Do not enter the Approved Authority (AA) AGEID or the school State Registration number.** Check the school or campus name to ensure the correct AGEID has been entered. If you are unsure of the school’s AGEID please confirm by contacting the department on the toll free number 1800 677 027 (option 3).

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

The SCA form must be submitted as an Excel spreadsheet. 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 the SCA form, please contact the department on the toll free number 1800 677 027 / Option 3.

You must confirm on the SCA form 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 2019 (Column 4)
- Date on which the student last attended the school in 2019, prior to their absence (Column 5)
- Number of days the student was absent between the first and last day of attendance in 2019 (Column 6)
- Date on which the student is expected to return to the school in 2019, following their absence (Column 7)
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 9 (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 other school 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.

Examples of student situations and contemporary evidence

The following table lists some of the typical reasons, evidence requirements, and/or assessment principles which may affect special circumstances applications.

This list is not exhaustive, and every application will be considered on a case-by-case basis based on the information provided. However, it may assist in preparations for the SCA.

<table>
<thead>
<tr>
<th>Student situation</th>
<th>Notes and supporting documentation (in addition to the completed SCA form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student is on leave with the family for less than 20 consecutive school days before Census Day</td>
<td>The student will have attended school in the Census Reference Period. If the student remains enrolled at the school on Census Day, then an SCA form is not required and the student should be included in the school’s Census return.</td>
</tr>
</tbody>
</table>
| Student is on leave for 100 school days or more | Leave of 100 school days or greater indicates that the student is absent for more than half of the school year. To support an SCA for a student in this situation, the school may include:  
  - Copies of travel documents, and  
  - A statement from parents/guardians advising the reason for the student’s absence with a return date to the school.  
  
  Please note, absences of 100 school days or greater which are the result of discretionary leave (e.g. holidays) are not likely to be approved. |
| Student with exceptional domestic circumstances | In applying for Census inclusion, the school should consider including documentation that:  
  - Verifies the students work in relation to a full time study load; and  
  - The level of engagement of the student. |
| Student with exceptional personal circumstances | In applying for Census inclusion, the school should consider documentation that:  
  - Verifies the students work in relation to a full time study load; and  
  - The level of engagement of the student. |
Student with an illness/injury: Documentation should include a statement from parents/guardians advising the reason for the absence.

Student employed in the entertainment industry: In applying for Census inclusion, the school should consider providing documentation that:
- Confirms the enrolment status of the student at Census Day
- Verifies the students work in relation to a full time study load
- The level of engagement of the student

Student undertaking elite sport: In making a case to include a student, schools should consider the days of attendance in relation to a full time study load and the level of engagement of the student.

Student has a regular reason of absence: Documentation to include a statement from parents/guardians advising the reason for the absence and a clear date of return to the school. If the student is accessing education at another school (such as an alpine ‘ski’ school), the school must provide evidence that confirms that the student is not enrolled at the other school on Census Day.

Indigenous students with cultural responsibilities: If there is significant absence from school, a school should consider providing documentation that confirms the student’s enrolment at the school and the student’s workload in relation to a full time study load.

In the case of Aboriginal and Torres Strait Islander students from remote locations where adequate documentation may not be available, the department will consider a statement from the school as to the reasons for the absence, and confirmation that the school has followed the necessary steps as required by the state legislative requirements, including regular reporting, and contacting parents and the respective authorities.

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

<table>
<thead>
<tr>
<th>State</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSW</td>
<td>NSW Department of Education - ‘Exemption from School – Procedures’. All documentation of the NSW process including the Certificate of Exemption must be provided with the application for each student.</td>
</tr>
<tr>
<td>QLD</td>
<td>QLD Department of Education - Exemptions from Compulsory Schooling and Compulsory Participation. All sections of an approved application must be provided.</td>
</tr>
<tr>
<td>SA</td>
<td>SA Department for Education - Application for Exemption from school enrolment/attendance. The approved application complete with supporting evidence must be provided.</td>
</tr>
</tbody>
</table>

SCA forms must be emailed to grantsanddatahelp@education.gov.au and received by the department no later than 23:59 AEST on Friday, 16 August 2019. 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 form.

2. A student in a SCA form **MUST NOT** be included in the Census.

3. The department strongly encourages all SCA forms and documentation to be submitted as early as possible following Census Day (Friday 2 August 2019).
   
   Submit each SCA form by the deadline **23:59 AEST on Friday 16 August 2019**
   
   Late or non-compliant applications **will not** be accepted.

4. In accordance with section 115 of the Act, you must provide the application in the form, manner and way stipulated by the department.
   
   (the SCA form must be complete and submitted in EXCEL FORMAT ONLY)

5. Provide all of the following:
   
   - Contemporary evidence from the parent/guardian
   - All supporting documentation relevant to the application at the same time you submit the application; and
   - 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 22 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 3.

8. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

**Review of decisions**

Under Section 118 of the Act, a decision to refuse to determine that a person receives primary 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. A review is not available if the application is received after the deadline.

Further information is available at:

http://aeaguide.education.gov.au/content/e2-review-decisions.
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
- Staff with a Full Time Equivalent (FTE) greater than 0.1
- Staff if absent from their position for a period of less than four weeks (excluding school holidays for teaching staff)
- 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)
- Staff employed under government-sponsored employment schemes

Which staff are NOT eligible for inclusion

- Cleaners
- Boarding staff
- Itinerant tutors
- Staff who only work outside regular school hours (e.g., before or after school care)

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 they 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**

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>ANSWER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IT issues</strong></td>
<td></td>
</tr>
<tr>
<td>1. I can’t find School Entry Point to do the Census.</td>
<td>School Entry Point has been replaced by SchoolsHUB <a href="https://schools.education.gov.au">https://schools.education.gov.au</a>. You will now complete the Census through SchoolsHUB.</td>
</tr>
<tr>
<td>2. I can’t access SchoolsHUB. What can I do?</td>
<td>Contact 1800 677 027 / Option 1 or email <a href="mailto:schools@education.gov.au">schools@education.gov.au</a> for assistance.</td>
</tr>
<tr>
<td>3. I don’t have a SchoolsHUB account. How do I get access?</td>
<td>If you had an active School Entry Point account, you will be able to log in using the same username/email and password. You may need to link yourself to your organisation again. If you did not use School Entry Point, you will need register for an account in SchoolsHUB. Request the Data Reporter or Authority Representative access role at your school or organisation.</td>
</tr>
<tr>
<td>4. I have a SchoolsHUB account, but have forgotten account details. What do I need to do?</td>
<td>In SchoolsHUB use the 'Forgot your password' option and follow the prompts. For further assistance contact 1800 677 027 / Option 1 or email <a href="mailto:schools@education.gov.au">schools@education.gov.au</a>.</td>
</tr>
<tr>
<td>5. I have a SchoolsHUB account but need to enter data for multiple schools. Do I have to register a new SchoolsHUB account for each school?</td>
<td>No. Each school can be linked to a single SchoolsHUB account. For assistance contact 1800 677 027 / Option 1 or email <a href="mailto:schools@education.gov.au">schools@education.gov.au</a>.</td>
</tr>
<tr>
<td>6. I have access to the head/main campus. Can I access all campuses to enter their data?</td>
<td>Yes, access to the head campus also provides you to access any subsidiary campuses.</td>
</tr>
<tr>
<td>7. I have access to a campus. Can I access the head campus to enter its data as well?</td>
<td>No, campus access only gives you access to the particular campus to which you are linked.</td>
</tr>
<tr>
<td>8. Can I give my account details to another staff member to complete aspects of the Census?</td>
<td>No. SchoolsHUB terms and conditions state that accounts are not to be shared for security purposes. Anybody working on the Census should register for their own account.</td>
</tr>
<tr>
<td>9. Why can’t I use the browsers back button to navigate around the Census?</td>
<td>When the back button is used, it displays 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.</td>
</tr>
<tr>
<td>10. I have entered my data but it hasn’t saved. What do I need to do to make sure it saves?</td>
<td>Don’t spend too long on one screen, as the system can timeout. Save each screen before progressing to the next one.</td>
</tr>
<tr>
<td>11. I was on a Census page but was automatically logged out. What happened?</td>
<td>For data security purposes, the Census will timeout if idling on same page for too long. To restart the timeout period you just need to visit any other screen. Remember to save frequently.</td>
</tr>
<tr>
<td><strong>Reference Periods</strong></td>
<td></td>
</tr>
<tr>
<td>12. What is the reference period for students?</td>
<td>The Census Reference Period for students is twenty school days (excluding school holidays) leading up to and including Census Day. For example, count back 20 school days from 2 August 2019. A pupil free day is considered part of the four-week period.</td>
</tr>
<tr>
<td>13. What is the reference period for staff?</td>
<td>The reference period for staff is 5 school days, including Census Day Friday, 2 August 2019.</td>
</tr>
<tr>
<td>Declaration issues</td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td></td>
</tr>
<tr>
<td>14. Who can declare the data for a non-systemic school?</td>
<td>Census can only be declared by an Approved Authority Representative. To complete the Declaration, the person requires a SchoolsHUB account and the access role of Authority Representative.</td>
</tr>
<tr>
<td>15. Who can declare the data for a Systemic school?</td>
<td>The Online Declaration must be completed by an Approved Authority Representative of the system authority or by a nominated delegate. To complete the Declaration, the person requires a SchoolsHUB account with Authority Representative or Data Declarer access.</td>
</tr>
<tr>
<td>16. What do I do if I realise that I have made an error after I have submitted the Census Declaration?</td>
<td>Firstly, email <a href="mailto:grantsanddatahelp@education.gov.au">grantsanddatahelp@education.gov.au</a> 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deadline Extension</th>
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</thead>
<tbody>
<tr>
<td>17. If I ask for an extension, will it be granted?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Record keeping</th>
</tr>
</thead>
<tbody>
<tr>
<td>18. Do I have to keep records such as enrolment details and attendance rolls?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. Where can I view the previous years’ Census data?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General information</th>
</tr>
</thead>
<tbody>
<tr>
<td>20. The school has extended to another year/level of education but I cannot see the tables for these grades what do I do?</td>
</tr>
<tr>
<td>21. Why do I need to provide privacy information to a parent/guardian?</td>
</tr>
</tbody>
</table>
### Definitions - students

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>A new student commenced on the Census Day. Can this student be included in the Census?</td>
<td>The student can be reported if the student satisfies the “Eligibility For Inclusion” criteria on Page 10.</td>
</tr>
<tr>
<td>A new student enrolled before Census but did not receive education until after Census Day. Can the student be included in the Census?</td>
<td>No - the student cannot be reported as they do not satisfy the “Eligibility For Inclusion” criteria on Page 10.</td>
</tr>
<tr>
<td>How do I report NCCD Students with Disability?</td>
<td>Students with Disability must be reported in accordance with the Nationally Collection of Data on School Students with Disability (as per the 2019 NCCD Guidelines). The 2019 NCCD Guidelines are at <a href="https://www.nccd.edu.au/sites/default/files/nccd_guidelines.pdf">https://www.nccd.edu.au/sites/default/files/nccd_guidelines.pdf</a>. This means that, to report a student within the NCCD Students with Disability count, the student must be: 1. Eligible for inclusion within the Census; and 2. Meet the NCCD requirements. If a student with disability does not attend the school in the Census Reference Period (the 20 school days before, and including Census Day), the school cannot include the student in a school’s Census return. Instead, a request for the student to be included must be made by the Application for Special Circumstance process. (link)</td>
</tr>
<tr>
<td>What evidence do I need to keep when I report a NCCD Student with Disability?</td>
<td>When reporting a NCCD Student with Disability, written evidence must be retained to demonstrate that the student meets NCCD requirements. That is: • The student has been provided educational adjustment to address a disability as defined in the Disability Discrimination Act 1992 • At least 10 weeks of educational adjustment have been provided (excluding school holiday periods) in the 12 months preceding Census day • There is justification for the educational adjustment level chosen to be reported in the NCCD (i.e. Extensive, Substantial, Supplementary, Quality Differentiated Teaching Practice (QDTP)). To assist schools, additional information is available from the department’s webpage on Data on school students with disability at: <a href="https://www.education.gov.au/what-nationally-consistent-collection-data-school-students-disability">https://www.education.gov.au/what-nationally-consistent-collection-data-school-students-disability</a></td>
</tr>
<tr>
<td>I can't enter data for students such as Overseas Students/NCCD Students with Disability/part time students, how do I view these tables?</td>
<td>Go to characteristics then select the student attributes relevant to your school.</td>
</tr>
<tr>
<td>I have an Overseas Student who meets the definition of a NCCD Student with disability. Can this student also be reported as a NCCD Student with Disability?</td>
<td>Yes, Overseas Students may also be reported as a NCCD Students with Disability if they meet the eligibility criteria. Additional information will be requested to ensure they are precluded from Australian Recurrent funding. See Page 12 for details.</td>
</tr>
<tr>
<td>I can't find the list of eligible visas.</td>
<td>There is no list of eligible visas. Instead, refer to the definition of an Overseas Student on page 12 of the Census Guidelines.</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>29. How do I report Students on Visas and Overseas Students?</td>
<td>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 Students table.</td>
</tr>
<tr>
<td><strong>Definitions - staff</strong></td>
<td></td>
</tr>
<tr>
<td>30. How do I update the principal or contact details?</td>
<td>To change any contact details for your school, click on the link provided in the Client Details section, or use the Manage Organisation module in SchoolsHUB.</td>
</tr>
<tr>
<td>31. On the client details screen, there is no Principal showing in address details. What do I do to bring up the principal’s name?</td>
<td>There may not be a person with the position of Principal in contacts, or there are two people with the position of Principal. To see the full list of contacts for your school, click on the link provided in the Client Details section, or use the Manage Organisation module in SchoolsHUB.</td>
</tr>
<tr>
<td>32. The school has 3 Principals. How are they reported in the Census?</td>
<td>You can only report one Principal; other Principals must be reported according to their major function.</td>
</tr>
<tr>
<td>33. How do I report a principal who also has teaching and administration duties?</td>
<td>A Principal who works full-time regardless of their duties must be reported as a Principal.</td>
</tr>
<tr>
<td>34. 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?</td>
<td>Staff who are located at the main campus but carry out administrative tasks for the other campuses are reported at the main campus.</td>
</tr>
<tr>
<td>35. In a multi-campus school, how are teachers who work across campuses reported?</td>
<td>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.</td>
</tr>
<tr>
<td>36. How do I report a staff member who has a teaching and administrative workload?</td>
<td>Report the staff member according to their major function, that is, according to the function that takes up the majority of their time.</td>
</tr>
<tr>
<td>37. How do I report a primary teacher who also teaches Year 1 minus 2?</td>
<td>Report the FTE of the teacher for the time spent teaching primary education. Primary education does not include Year 1 minus 2.</td>
</tr>
<tr>
<td>38. How do I report an Indigenous staff member?</td>
<td>Indigenous staff should be reported in the Indigenous staff section only.</td>
</tr>
<tr>
<td>39. How do I report a librarian?</td>
<td>Librarians are reported as teachers.</td>
</tr>
<tr>
<td>40. How do I report a library assistant?</td>
<td>Library assistants are reported as administrative staff.</td>
</tr>
<tr>
<td>41. Do I report staff who only work in before or after school care/programs?</td>
<td>No, staff who work in before or after school care are out of scope of the Census.</td>
</tr>
<tr>
<td>42. Do I report cleaners?</td>
<td>No, cleaners are out of scope of the Census.</td>
</tr>
<tr>
<td>43. Do I report boarding staff?</td>
<td>No, boarding staff are out of scope for the Census.</td>
</tr>
<tr>
<td>44. Do I report itinerant tutors?</td>
<td>No, itinerant tutors are out of scope for the Census.</td>
</tr>
</tbody>
</table>
CENSUS HELP AND SUPPORT

IT Assistance
If you have any questions or technical issues with SchoolsHUB, please contact IT support on 1800 677 027 (option 1), or by email at schools@education.gov.au

Census eligibility questions
If you have any questions regarding the Non-Government Schools Census, please contact Recurrent Assistance for Schools on 1800 677 027 (option 3), or by email at grantsanddatahelp@education.gov.au

NCCD Guidelines, to report Students with Disability
The NCCD Students with Disability guidelines and supporting materials are available at:

Technical support with the Census or Special Circumstance Application
If you require further information about the revised Census, please contact Recurrent Assistance for Schools on 1800 677 027 (option 3), or by email at grantsanddatahelp@education.gov.au