Principal/Business Manager

2015 CENSUS OF NON-GOVERNMENT SCHOOLS - Census on the Internet (COI)

I am writing to inform you about the upcoming 2015 Census of non-government schools (the Census). The Census provides data for annual school funding calculations under the Australian Education Act 2013 (the Act) and fulfils an important Departmental responsibility to collect student and staff data from all non-government schools, for both funded and non-funded students, for annual national and international reporting purposes.

The 2015 census data is collected via the Schools Service Point (SSP) portal at: https://ssp.education.gov.au. Note: The Non-government Schools Census Guidelines for Schools 2015 will be available on SSP by end May 2015.

Important Dates

Monday 3 August  Census on the Internet opens on SSP
Friday 7 August  Census day
Friday 14 August Census Declaration due
Friday 21 August Special Circumstances application due — a late or incomplete application will not be accepted.

Online Census Declaration - 2015 arrangements
An Approved Authority signatory (AA sig)/key Individual (KI) must declare and submit the Online Declaration. In doing this, the AA sig/KI is confirming that the staff and student characteristics and numbers are reported in line with the Act, the Regulation and the 2015 Census Guidelines.

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

The Approved Authority should have a minimum of two current signatories listed with the Department. To add a signatory a person, a person with AA Representative access in School Entry Point (SEP) must submit an Approved Authority Application (AAA) form via SEP at: https://schools.education.gov.au/SchoolEntryPoint/Default.aspx.

Reporting Student with a Disability (SWD) in the Census
Only those students who satisfy the SWD definition in the Census Guidelines are to be reported in the school census.

During the 2015 school census all schools will also be participating in the Nationally Consistent Collection of Data on Students with Disability (NCCD). 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.
Special Circumstance application information
A Special circumstances application will need to be submitted for any students who would otherwise be eligible to be reported in the Census but did not attend at any time during the census reference period. Please ensure you provide all relevant information with your application.

Privacy information must be provided to the parent/guardian of a student to be included in the special circumstances application. A sample is available at http://docs.education.gov.au/system/files/doc/other/sample_letter_to_parents.pdf

Record keeping
The Approved Authority of the school is required under the Act to keep records that support the reporting of a student in the census.

If you have any questions, please contact the Recurrent Assistance for Schools on 1800 677 027 – option 1 then option 3, or by email at grantsanddata.help@education.gov.au

Yours sincerely

Richard Szymanski
Director
Recurrent Assistance for Schools
// May 2015
School Payments Branch Information Sheet

2015 Non-Government Schools Census

The 2015 Census collects school and student data to finalise 2015 school funding entitlements under the Australian Education Act 2013 (the Act). The Census also collects student and staff data from all non-government schools for national and international reporting purposes. Data reported in the Census must be in accordance with Census Guidelines and Instructions.

2015 Census Dates
Census day is Friday 7 August 2015.

The Census Reference Period is the four continuous weeks (excluding school holidays), up to and including the Census day.

Approved Authority (AA) Signatories must declare Census data by Friday 14 August 2015. Failure to do so could result in delays to school payments.

Special Circumstance Applications for students not in attendance during the reference period must be completed using the forms provided online and emailed to grantsanddata.help@education.gov.au by Friday 21 August 2015. This deadline is in accordance with the Legislation and no extensions are provided.

Preparing for the Census
Before Census day, schools should ensure that:
Staff completing the Census have appropriate access via Schools Service Point (SSP); to check AA signatories contact Recurrent Assistance for Schools.
Student records are organised so you can extract characteristics data such as: Indigenous, SWD, Visa/etc;
Census Guidelines and instructions have been reviewed;
Privacy information has been provided to the parent/guardian of any student included in a Special Circumstances application, a sample is available at: http://docs.education.gov.au/system/files/doc/other/sample_letter_to_parents.pdf.

At Census Time:
Have an AA Signatory available to declare school data.
Remember to keep track of documents used to establish student counts. The Department may request them at a later date to verify the data.
Submit all relevant documents to support any individual applications for special circumstances.

Help and Assistance
Census questions: Contact Recurrent Assistance for Schools on 1800 677 027 option 1/option 3 or email grantsanddata.help@education.gov.au
IT access - Logan and Passwords: Contact IT support on 1800 677 027 option 1/option 1 or email ssp@education.gov.au

More Information
Census on the Internet (COI) will be open from Monday 3 August 2015 at: https://ssp.education.gov.au
2015 Census Guidelines and Instructions will be available on Schools Service Point (SSP): https://ssp.education.gov.au.
Special Circumstance Application Instructions will be available in the 2015 Census Guidelines and Instructions.