Dear Principal

I am writing to advise that the Student Attendance System (STATS) will be open for initialisation from Monday 21 March 2016 and to provide collection process details for 2016.

**Key Dates**
The timetable for the 2016 Student Attendance Data Collection is set out below.

<table>
<thead>
<tr>
<th>Date</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-Mar-16</td>
<td>Initialisation opens in STATS</td>
</tr>
<tr>
<td>22-Apr-16</td>
<td><strong>Initialisation closes</strong></td>
</tr>
<tr>
<td>24-Jun-16</td>
<td>STATS opens for Semester 1 reporting</td>
</tr>
<tr>
<td>3-Aug-16</td>
<td><strong>STATS closes for Semester 1 reporting</strong></td>
</tr>
<tr>
<td>16-Sep-16</td>
<td>STATS opens for Term 3 reporting</td>
</tr>
<tr>
<td>21-Oct-16</td>
<td><strong>STATS closes for Term 3 reporting</strong></td>
</tr>
</tbody>
</table>

**Changes to the Student Attendance Collection 2016**
Two extra data items will be collected from 2016. For each grade, sex and student type combination (cohort) schools are asked to provide:

- The sum of possible days for students who have attended 90% or more of the time; and
- Number of school days in Semester 1 / Term 3.

**Initialising STATS**
When you first access STATS in 2016, you will be asked to acknowledge that you are aware of the changes to the collection and to confirm your contact details. Please complete this initialisation step by Friday 22 April 2016.

**STATS Data Submission Requirements**
Schools are required to report student attendance rate data twice a year, and to report the proportions of students attending school for 90 per cent or more of the time. Enrolment and attendance data will be collected by gender, Indigeneity and year level for full-time students enrolled in Years 1 to 10, and ungraded students, who are in the typical age group for students in years 1 to 10.

The first reporting period will cover student attendance over the first semester. Student attendance data for the first semester must be entered in STATS and declared by Wednesday 3 August 2016. The second reporting period covers student attendance over Term 3. Attendance data for Term 3 will need to be entered into STATS and declared by Friday 21 October 2016.
Schools are required to complete these data submissions as part of their obligations under the *Australian Education Act 2013*. At the completion of each reporting period, attendance data will be forwarded directly to the Australian Curriculum, Assessment and Reporting Authority (ACARA). ACARA will then report on the *My School* website each school’s attendance rate for students in Years 1 to 10 and the proportion of students at the school in Years 1 to 10 whose attendance rate was equal to or greater than 90 per cent, disaggregated by Indigeneity. Attendance data will also be used for reporting in the *National Report on Schooling in Australia* and the Productivity Commission’s *Report on Government Services*.

**Collection Arrangements**

As STATS collects data on the number of students attending school for 90 per cent or more of the time, data can only be submitted in summary form after the end of the relevant reference period. STATS will be open for data entry on the last day of Semester 1 and again on the last day of Term 3.

STATS is accessible via the Schools Service Point (SSP) website ([https://ssp.education.gov.au/](https://ssp.education.gov.au/)), using the login, registration and access processes that schools are familiar with in SSP. Users requiring new access to STATS can request this through the SSP website by clicking on the *request new access* link.

Schools can enter data into STATS either by:
- Filling in their student attendance data in summary form online through STATS; or
- Providing their data by file upload directly to STATS.

The following documents will be made available on SSP:

- *STATS 2016 Data Technical Specification*, which sets out definitions, instructions, and table formats for reporting Non-Government schools’ student attendance data through SSP (already available);
- An Excel-based tool for small schools without access to IT data systems - this spreadsheet has been designed to assist schools with recording student attendance data for upload into STATS and should be available by 21 March 2016. (We recommend that schools use commercially available packages where possible).

Should you require further information on STATS please contact the Student Attendance Hotline on 1800 677 027 (option 1, option 5).

Yours sincerely,