



Australian Government  
Department of Education

# Non-Government Schools Census Requirements

A guide to the 2023 Non-Government Schools  
Census requirements



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1.00	10 May 2023	2023 Census Requirements published on SchoolsHUB
2.00	24 May 2023	Added section <i>New to Census in 2023</i> Added section <i>Students without visas</i>
3.00	25 May 2023	Update to flowcharts titled <i>Reporting students in the Census</i> and <i>Students on visas and overseas students in the Census</i>

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# 2023 Non-Government Schools Census Requirements

## Who should read these requirements?

These requirements are for non-government schools staff completing the 2023 Non-Government Schools Census (the Census). They apply to the Australian Government Census completed through [SchoolsHUB](#) for the Australian Government Department of Education (the department).

For information about your state or territory census, please refer to your state or territory department of education.

## Who will complete the Census?

The Census is completed by all non-government schools who receive recurrent funding from the Australian Government, including system and diocesan offices within approved system authorities.

## What SchoolsHUB access do I need?

You must have a SchoolsHUB account with organisation access to view, complete or declare the Census. Table 1 shows the types of SchoolsHUB access available for the Census.

For SchoolsHUB registration and access help, visit the [Using SchoolsHUB](#) page.

**Table 1 – Types of SchoolsHUB access for the Census**

I want to...	Data Reporter	Data Declarer	Authority Representative
View previous Census returns	✓	✓	✓
Enter data into the Census	✓	✓	✓
Declare the Census		✓	✓

## 1. About the Census

The Census provides the community and the Australian Government with information about schools and students in Australia. The annual Census collects information about:

- the numbers of students and staff
- students on a visa
- students with disability
- Indigenous Australian students.

The Census informs the [My School](#) website, helping parents and the community to learn more about Australian schools and the needs of each school's students. The government uses the Census to calculate funding and create informed and tailored policies for Australian schools.

## Important dates for the 2023 Census

Key dates for the Census in 2023 are:

- Monday 31 July 2023 – Census opens in SchoolsHUB
- Friday 4 August 2023 – Census Day
- Friday 11 August 2023 – Census declaration due
- Friday 18 August 2023 – Special Circumstances Applications due.

## New to Census in 2023

There is a new section titled Students without visas on page 11.

## Legal obligations

Non-government organisations that receive funding for a school (known as approved authorities) must complete the Census annually under the *Australian Education Act 2013* (the Act). Approved authorities must complete the 2023 Census according to this document's requirements unless otherwise instructed by the Minister for Education or their delegate. Failure to complete the Census on time and through the requested channel may result in the department varying or revoking an approved authority's approval or delaying recurrent funding.

Providing false or misleading Census information to the Australian Government is a serious offence and may result in prosecution under Section 137.1 of the *Criminal Code Act 1995*.

## Recordkeeping and Census Post Enumeration

Your approved authority must maintain records verifying the eligibility of all students reported in the Census for a minimum of 7 years. This is a requirement under section 37 of the *Australian Education Regulation 2013* (the Regulation).

The Census Post Enumeration is a follow-up exercise to validate whether Census information provided by schools is accurate, complete, and reliable. It forms part of the department's [Schools Funding Assurance Framework](#).

The department visits a sample of non-government schools each year and verifies the accuracy of their Census information by assessing their enrolment records. We adjust Census information and funding based on these assessments (where applicable).

Participation for schools selected in the Census Post Enumeration is a requirement under the *Australian Regulation 2013*.

## 2. Information collected in the Census

The information collected in the Census is different for each school or location. Table 2 outlines the information each organisation type will provide.

**Table 2 – Data collected in the Census**

Characteristics	Regular and special assistance schools	Special schools	System or diocesan offices
Student year levels	✓		
Student ages as of 1 July 2023	✓	✓	
Student age brackets as of 1 July 2023 (11 years and younger or 12 years and older)		✓	
Full-time or part-time students	✓	✓	
Students on visas or overseas students	✓	✓	
Indigenous students	✓	✓	
Students with disability	✓	✓	
Boarding students	✓	✓	
Distance education students	✓	✓	
Student gender	✓	✓	
Staff gender	✓	✓	✓
Indigenous staff	✓	✓	✓
Full-time or part-time staff	✓	✓	✓
Staff type	✓	✓	✓

## Privacy information

You must inform parents, guardians, and staff about the department's use of Census data. A [privacy notice](#) is available on SchoolsHUB. The privacy notice provides information on how we will handle the personal information collected in the Census.

The department uses information collected in the Census under our [privacy policy](#). We collect, hold, use and disclose personal information for a lawful purpose that is either:

- reasonably necessary
- directly related to one or more of our functions or activities, or where otherwise required or authorised by law.

We will only use your personal information for secondary purposes where we are able to do so in accordance with the *Privacy Act 1988*.

For queries or more information about privacy-related matters, please email [privacy@education.gov.au](mailto:privacy@education.gov.au).

## 3. Census Reference Period

The Census Reference Period for students is the 20 school days leading up to, and including, Census Day (Friday 4 August 2023).

School holidays, public holidays, and weekends are not part of the 20-day Census Reference Period. Pupil-free days within the Reference Period do count towards these 20 days.

## 4. Student eligibility

Students are eligible to be reported in the Census if they meet all the following criteria. The student:

- is enrolled at the school on Census Day (Friday 4 August 2023)
- is enrolled in a year level the school is approved to provide at that location
- has a pattern of regular attendance at the school, or at school generally, during the year
- attends the school for at least one day during the Census Reference Period.

Figure 1 contains a flowchart to help determine a student's eligibility. You can download a standalone version of this [flowchart](#) from the Downloads section of the Non-Government Schools Census page on SchoolsHUB.

You must only report students who attended during the Reference Period. For all schools (excluding approved distance education providers), attendance means the student must physically attend and receive education at an approved school location.

### Ineligible students

Students are ineligible to be reported in the Census if they:

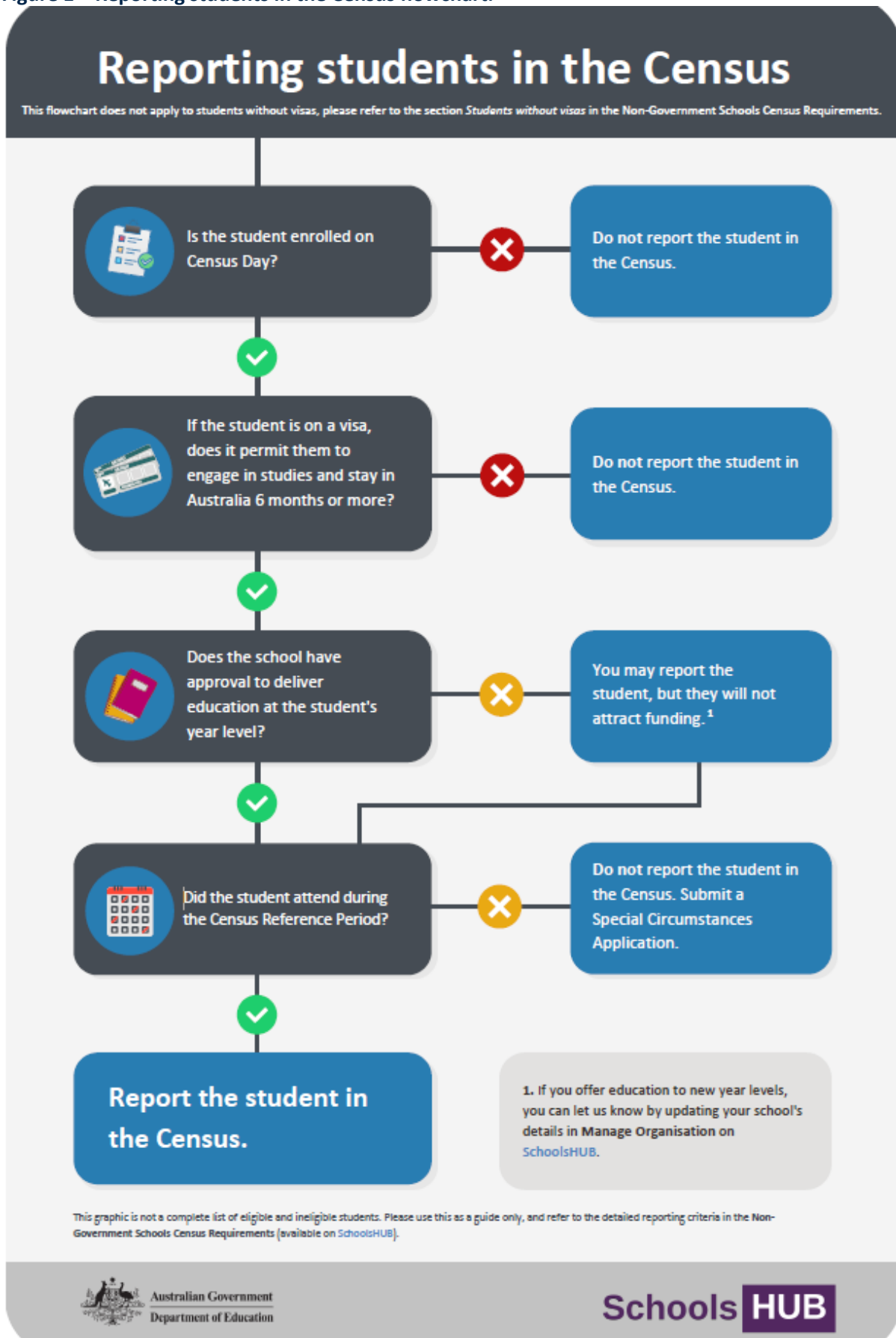
- did not attend for any part of the Census Reference Period
- are enrolled, but did not attend in the year leading up to and including Census Day
- last attended the school location before Census Day and will not be returning until 2024 or later
- unenrolled or ceased attending the school location before Census Day
- are not eligible to enrol at a school location based on the relevant state and territory requirements
- did not study school subjects (from Foundation to Year 12)
- are on a visa which prohibits them from engaging in studies as a condition of their visa
- are on a visitor's visa and in Australia for less than 6 months
- are on exchange and at the school location for a period shorter than 6 months
- are on exchange and have completed their formal schooling in their own country
- do not study any normal school subjects and only participate in:
  - apprenticeships
  - English as a second language courses
  - TAFE courses
  - tertiary subjects, work placements, or a combination of such activities.

### Special Circumstances Application to include a student in Census

If you have students who did not attend during the reference period, but otherwise meet the eligibility requirements, you may submit a separate Special Circumstances Application to apply to have those students included in your final Census count.

The 2023 Special Circumstances Application and accompanying handbook will be available on SchoolsHUB in the coming months.

Figure 1 – Reporting students in the Census flowchart.





## 5. Student reporting definitions

This section explains the reporting definitions for each type of student.

### Full-time students

Full-time students must be enrolled and participating in primary or secondary education at the school location. They must be studying at a full-time workload (as prescribed by the relevant state or territory).

### Part-time students

Part-time students must be enrolled and participating in primary or secondary education at the school location. They must have a workload less than a full-time student (as prescribed by the relevant state or territory).

Part-time students must have a Full Time Equivalent (FTE) between 0.1 and 0.9.

### TAFE, tertiary studies, and alternative pathways activities

Students may be undertaking school-based subjects while also undertaking alternative pathways activities accredited by the state or territory as contributing to Year 12 certificate (or equivalent).

Alternative pathways may include:

- apprenticeships
- school-based apprenticeships
- traineeships
- TAFE courses
- university courses
- work placements.

Student workloads that are part of alternative pathways not contributing to the Year 12 certificate do not count towards their workload for the Census. If a student is not completing a full school workload due to participation in these pathways, they must be reported as a part-time student with an FTE less than 1.0.

### Age

Student ages must be reported in the Census as on 1 July 2023.

### 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 not exclusively male or female.

Options to report students are:

- male (M)
- female (F)
- indeterminate, intersex, or unspecified (X).

## Indigenous students

Indigenous students are students of Aboriginal or Torres Strait Islander descent who self-identify as – and are acknowledged by the community in which they live as – being of that descent.

## Indigenous non-stated

Where parents have chosen not to identify a student as being Indigenous or non-Indigenous, you must report the student as Indigenous non-stated. Options to report Indigenous students are:

- yes (Y)
- no (N)
- non-stated (N/S).

## Education Type

The Education Type field will be how you specify students who are boarding or attending school through distance education. You will only need to select Education Type if your location has boarding or distance education students. Options to report education types are:

- day
- boarding
- distance education.

## Day students

Day students are students attending the school during daytime hours. They are not engaged in distance education and are not accommodated in the school's residential facilities.

## Boarding students

A boarding student attends the school location and is accommodated in the school's residential facilities, rather than staying with a parent or guardian.

## Distance education students

Distance education students can only be reported at schools that have been approved by the relevant state or territory for distance education, and where 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 the Act), for primary or secondary education for students enrolled and receiving distance education from the school.

Download the [Distance Education Fact Sheet](#) from SchoolsHUB.

To be reported in the Census, a distance education student must:

- reside in the state in which the school is located
- not be approved as a home school student
- not be an overseas student.

## Students on visas

Students on visas are students who are not Australian citizens. This includes both permanent residents and New Zealand citizens. Options to report students on visas are:

- yes (Y)
- no (N).

## Students without visas

Students who are not Australian Citizens and who do not have a visa are eligible for inclusion in the Census, provided the students meet all other Census eligibility requirements. These students will attract Australian Government recurrent funding.

As these students are not Australian Citizens, when they are reported in your Census they should be reported in the students on visa count and not reported as overseas students.

## Students on bridging visas

Where a student may present a bridging visa, check if their previous substantive visa is still valid at Census Day. If the substantive visa is valid, the student must be reported according to the substantive visa. If the substantive visa is no longer valid, report the student according to the subclass of their bridging visa.

## Overseas students

Overseas students are students who are on a visa that permits them to travel to Australia *for the purpose of undertaking education*.

Overseas student visa subclasses include:

- 500
- 570
- 571
- 572
- 573
- 574
- 575.

Overseas students do not include:

- a) a dependent of a person who is receiving 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.

Options to report overseas students are:

- yes (Y)
- no (N).

For more information on the types of visas and their restrictions please refer to the [Visa list](#) page on the Department of Home Affairs website.

Figure 2 contains a flowchart to help you with reporting students on visas and overseas students. You can download a standalone version of this [flowchart](#) from the Downloads section of the Non-Government Schools Census page on SchoolsHUB.

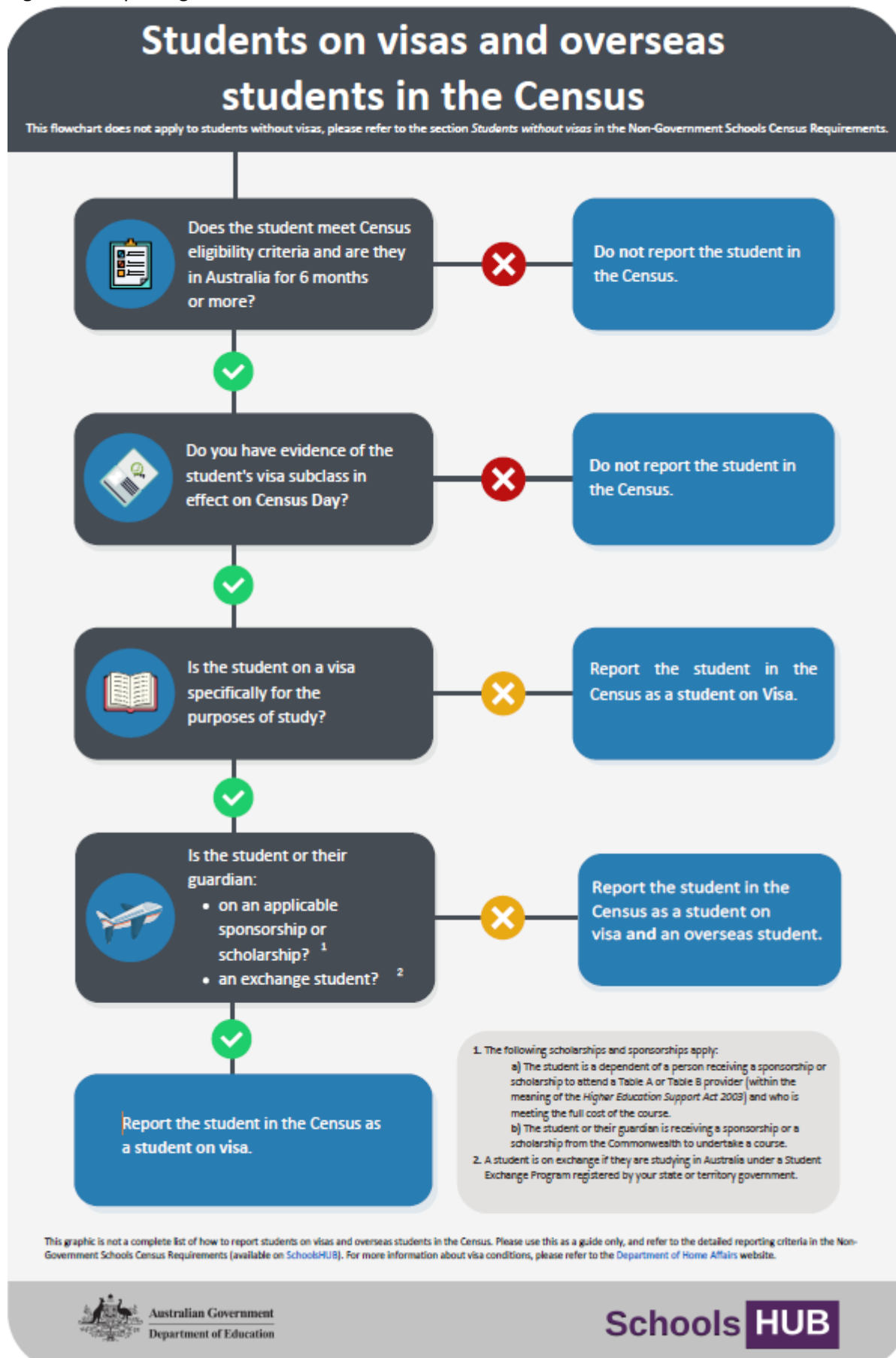
### Can I report exchange students in the Census?

Exchange students are students participating in a Student Exchange Program registered by the state or territory education authority.

To be eligible for the Census, an exchange student must:

- meet the Census [eligibility criteria](#)
- be on exchange at the school location for 6 months or more
- not have completed formal schooling (the equivalent of our year 12 certificate) in their country of origin.

Figure 2 – Reporting students on visas and overseas students flowchart.



## Students with Disability

The department collects data on students with disability using the Nationally Consistent Collection of Data on School Students with Disability (NCCD) model. Report a student with disability if they meet the following criteria. The student:

- meets the Census [eligibility criteria](#)
- has a disability as defined in appendix 4 of the [2023 NCCD Guidelines](#)
- has been provided with an adjustment(s) for a minimum of 10 weeks of school education (in the 12 months leading up to, and including Census Day) to address the functional impact of a disability.

The school must ensure that it has documented evidence of adjustment(s) provided. For more information on the types of supporting evidence, see section C.5 of the 2023 NCCD Guidelines. For guidance on what constitutes 10 weeks of school education as it relates to the NCCD, see section C.3.1 of the 2023 NCCD Guidelines.

## What information is reported for each student with disability?

In reporting students with disability, you will provide the department with the following information:

- disability category (see appendix 3 of the 2023 NCCD Guidelines):
  - physical
  - cognitive
  - social-emotional
  - sensory.
- level of adjustment (see [NCCD Quick Guide 2023](#)):
  - support provided within quality differentiated teaching practice (QDTP)
  - supplementary
  - substantial
  - extensive.

Visit the [NCCD Portal](#) for further information and resources. Useful information includes:

- [NCCD Quick Guide](#)
- [examples of evidence](#) to support reporting students with disability
- [infographic explaining what it means to have 10 weeks of adjustments](#)
- [guide on selecting levels of adjustment](#)
- [key NCCD contacts for schools](#).

## 6. Reporting staff

### Staff reference period

Report all staff employed or engaged during the Reference Period (the 5 school days leading up to, and including Census Day).

### Eligible Staff

- staff who work with students from Foundation to Year 12
- staff with an FTE greater than 0.1
- staff absent from their position for less than 4 weeks (excluding school holidays)
- emergency and casual relief staff (teaching or non-teaching) are only included in the Census if they are employed in the position of a staff member who is absent for 4 continuous weeks or longer (excluding school holidays for teaching staff)
- staff employed under government-sponsored employment schemes.

### Ineligible staff

- cleaners
- boarding staff
- tutors not employed by the school
- staff who only work outside regular school hours (for example, before or after school care).

### Full-time and part-time staff

Eligible staff with a full-time workload at the school location are reported as full-time staff. These staff have an FTE of 1.0.

Eligible staff with less than a full-time workload at the school location are reported as part-time staff. These staff have an FTE between 0.1 and 0.9.

### Reporting staff with more than one function

Report staff according to their 'major function' rather than their type of appointment. For example, if a staff member spends 70% of their time at work teaching and 30% on administration duties, report them under their 'major function' of teaching. A staff member is to be included in only one section of the staff tables.

### Staff Types

This section outlines the different staff types.

#### Executive staff (system or diocesan offices only)

Executive staff undertake senior administrative functions broader than that of a single school. This includes regional directors, chief officers, and superintendents.

The executive staff option is only available at system or diocesan offices. Report staff with similar functions at schools as administrative and clerical staff.

## Principal

A principal is a person nominated by the approved authority as being responsible for the overall control and administration of the school.

You may report different principals at each campus if your school has multiple campuses. If one principal works across multiple campuses, report the principal as part-time at each campus (total FTE must not exceed 1.0).

## Teaching Staff

Teaching staff impart the school curriculum and provide information and support services to students. Teaching staff spend most of their work time with students either in direct class contact or on an individual basis.

These include:

- deputy principals
- teachers (including senior teachers)
- permanent relief teachers
- specialist subject teachers
- librarians
- chaplains imparting the school curriculum
- undergraduate students working as teaching staff.

## Specialist Support

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

These include:

- student support services, such as career adviser, student counsellor or liaison officer
- educational development, such as staff and curriculum development
- school psychologist, guidance officer, social worker, pathway planning officer
- sports coordinator
- school nurse.

## Building Operations and other

Building operations, general maintenance and other staff are those involved in the maintenance of the school buildings and grounds. These include those staff providing associated technical services and other janitorial staff.

This includes:

- janitors
- building or grounds maintenance staff
- technical services and general maintenance staff
- canteen staff
- IT support staff
- staff not included in other staffing categories.



## Administrative and clerical

Administrative and clerical staff are responsible for the general administrative functions at the school or in the office.

This includes:

- classroom assistants and teacher aides
- library assistants
- bursars or school administrators
- accountants.

## 7. More information

We're here to help. Please contact us if you have any queries.

### Non-Government Schools Census

Contact details for Census enquiries:

- visit the [SchoolsHUB Non-Government Schools Census](#) page
- email [schools@education.gov.au](mailto:schools@education.gov.au)
- call 1800 677 027 (option 3)
- send a support request through [SchoolsHUB](#).

### SchoolsHUB technical support

Contact details for technical support for SchoolsHUB:

- email [schoolsHUB@education.gov.au](mailto:schoolsHUB@education.gov.au)
- call 1800 677 027 (option 1)
- send a support request through [SchoolsHUB](#).

### NCCD Students with disability

Contact details for queries about NCCD Students with disability:

- email [helpdesk@nccd.edu.au](mailto:helpdesk@nccd.edu.au)
- call 1300 291 119
- visit the [NCCD frequently asked questions](#) page
- find the [NCCD key contacts](#) in the Catholic and Independent sectors.