



February 23

Welcome to a new school year

Welcome to 2023! We hope you, your staff and students had an enjoyable break and are ready to start the new school year.

Below is a brief update about some initiatives and collections as well as the 2023 key dates calendar (now available on the SchoolsHUB homepage).

We wish you a successful and rewarding year ahead. Remember, we are always here to help!

[Contact us](#) with any questions, comments, or feedback.

Get prepared for your 2023 reporting

Check your SchoolsHUB details are correct

Have you checked your school's SchoolsHUB details recently? Are they current? Are they accurate?

To check if your school's details are current and accurate, Approved Authorities can sign in to SchoolsHUB now and select Manage Organisation to review or update information on key staff, accreditation and more. We encourage all schools to review information regularly to ensure it is correct.

For assistance in updating your information, visit the SchoolsHUB User Management page, [contact us](#) or call 1800 677 027.

Check your SchoolsHUB user access is up to date

To use SchoolsHUB you must be a registered user. We often find users change over the year. It is important you check who has access to your school's data. Approved Authorities should sign in and check the correct people have the right level of access to submit your data.

To check which users have current access to your school, Approved Authorities (or Access Managers) can view active user access on SchoolsHUB's 'Manage Users' section.

For assistance in updating your information, visit the SchoolsHUB User Management page, [contact us](#) or call 1800 677 027.

Confirm your student enrolment numbers

Commonwealth Recurrent Funding may be affected by a significant increase or decrease in student enrolments, or a change in student cohort characteristics.

If you are concerned about your Approved Authority's financial viability, a change in student enrolments or would like to discuss support options, [contact us](#) or call 1800 677 027.

What's happening with data collections and SchoolsHUB

Student Background Data

Your school's annual Student Background Data (SBD) for all its students must be submitted to the Australian Curriculum, Assessment and Reporting Authority (ACARA) during 2023. The collection opens on 2 March 2023 and closes on 4 May 2023 on ACARA's data collection portal.

The data from this collection is used to determine values that assist in providing a school with extra funding loadings, including the Socio-Educational Disadvantage and Low English Proficiency loadings.

Now is a great time to ensure your student records are up to date so that your loadings reflect the school's funding entitlement. More information about the SBD is available on [ACARA's website](#).

2022 Census Post Enumeration Exercise

The Non-Government Schools Census Post Enumeration (Census PE) Exercise will begin in March 2023.

All participating schools will be notified. The 2022 Census Post Enumeration Guide will be available on SchoolsHUB early February 2023.

If you have questions about the Census PE Exercise, [contact us](#) or call 1800 677 027.

2023 Student Residential Address and Other Information (Address Collection)

The Student Residential Address and Other Information collection will open for data on 15 February 2023. It is important your data is submitted by 15 March 2023. This will ensure your school's Capacity to Contribute Score (CTC) is accurately calculated so that funding for non-government schools is based on need. Additional information about the collection is available on [SchoolsHUB Address Collection page](#).

2023 Student Attendance (STATS)

In 2023 your school will need to provide 2023 STATS data at the end of Semester 1 and end of Term 3.

2023 Financial Questionnaire (FQ)

The department expects the FQ collection to open for 2022 financial data entry on 10 April 2023. As part of the FQ collection, Approved Authorities must provide audited financial statements. It is important schools submit their FQ data and audited financial statements for their Approved Authority in SchoolsHUB by 30 June 2023.

2023 Financial Accountability (FA)

The department expects the Financial Accountability collection to open on 10 April 2023. The FA collects information on how schools spent financial assistance in 2022. It enables independent qualified accountants to submit a Financial Acquittal Certificate for Approved Authorities and allows Approved Authorities for more than one school to submit a Block Allocation Report. This provides information on the reallocation of Commonwealth recurrent funding at the school level. Both the Financial Acquittal Certificate and Block Allocation Report are due by 30 June 2023.

2023 Non-Government Schools Census (Census)

The department expects the Non-Government Schools Census collection to open on 31 July 2023. The Census provides information about non-government schools and students in Australia which is used for national and international reporting obligations and to ensure the provision of Australian Government funding to schools is properly calculated and appropriately managed.

2023 Compliance Certificate (CC)

The department expects the CC collection to open in SchoolsHUB on 14 August 2023. The CC Collection provides assurance that Approved Authorities continued to satisfy their ongoing policy requirements in school year 2022. The department will contact relevant Approved Authorities to complete a Compliance Certificate.

2023 updates to the Nationally Consistent Collection of Data on School Students with Disability (NCCD) Guidelines

The department has updated the [2023 NCCD Guidelines](#) and the [NCCD Quick Guide](#) with minor changes.

The NCCD Guidelines are published annually. They provide comprehensive information about the NCCD.

The NCCD Quick Guide provides the essential information schools and Approved Authorities need to know in an abbreviated version of the Guidelines.

Visit the NCCD Portal to download the [2023 NCCD Guidelines](#) and the [NCCD Quick Guide](#).

Information session for Approved Authorities on NCCD evidence requirements and Frequently Asked Questions

On 16 June 2022, the department hosted an online information session for non-government schools Approved Authorities on the evidence requirements for the NCCD, Census Post-Enumeration process and the *Disability Standards for Education 2005*. Watch the information session live recording on [SchoolsHUB's video library](#).

The department has published a set of Frequently Asked Questions (FAQs) about the NCCD evidence requirements. The FAQs were collated and curated from more than 400 NCCD related questions received from teachers, school leaders and Approved Authorities. Download the FAQs document from SchoolsHUB's [Non-Government Schools Census Page](#).

Schools Upgrade Fund Open Round

Schools can still apply online for grants of up to \$25,000 for improvements to learning facilities. Eligible funding activities under the Schools Upgrade Fund Open Round include:

- Improving air quality to support healthier learning environments
- Improving student outcomes through outdoor learning
- Supporting equitable access to flexible learning for students
- Providing a safe learning environment

Applications opened on 28 November 2022 and will close at 11.59pm AEDT on Friday 24 February 2023.

For more information on eligibility and to apply online visit the [Schools Upgrade Fund page](#).

Free resources for Schools

Access free, high quality mathematics and numeracy resources designed to connect maths to students' everyday life and interests. The resources have been designed by experts for teachers, school leaders, families, carers, and students from Foundation to Year 10. Visit the [Mathematics Hub website](#). Literacy resources are also available on the Literacy Hub to help young students to develop their literacy skills and knowledge. Find out more on the [Literacy Hub website](#). New resources will be uploaded to the Mathematics Hub and Literacy Hub early in 2023.

Key dates for 2023

To support your school's planning in 2023, this calendar outlines all the activities you will need to complete and associated dates.



Term 1	January	Payment	50% of the school's estimated annual entitlement
	February	Note	My School updated 2022 NAPLAN results and 2021 school financial data uploaded
	Wed 15 Feb	Open	Student Residential Address and Other Information Collection
	Thu 2 March	Open	Student Background Data Collection on ACARA's portal
	Wed 15 Mar	Close	Student Residential Address and Other Information Collection
	15-27 March	Test	NAPLAN assessments
	Mon 10 Apr	Open	Financial Acquittal Certificate and Block Allocation Report
	Mon 10 Apr	Open	Financial Questionnaire
Term 2	Thu 4 May	Close	Student Background Data Collection on ACARA's portal
	Mon 26 Jun	Open	Student Attendance (STATS) Semester 1
	Fri 30 Jun	Close	Financial Acquittal Certificate and Block Allocation Report
	Fri 30 Jun	Close	Financial Questionnaire
Term 3	July	Payment	75% of the school's estimated annual entitlement
	Mon 31 July	Open	Non-government Schools Census - including NCCD
	Fri 4 Aug	Close	Student Attendance (STATS) Semester 1
	Fri 4 Aug	Note	Non-government Schools Census day
	Fri 11 Aug	Close	Non-government Schools Census
	Mon 14 Aug	Open	Compliance Certificate Collection
	Fri 18 Aug	Close	Census Special Circumstances applications
	Mon 18 Sep	Open	Student Attendance (STATS) Term 3
	Fri 22 Sep	Close	Compliance Certificate Collection
Term 4	Fri 13 Oct	Close	Student Attendance (STATS) Term 3
	October	Payment	100% of the school's estimated annual entitlement
	November	Published	Semester 1 2023 attendance data, and 2021 VETiS and Senior Secondary
	November	Published	2024 Capacity to Contribute (CTC) scores on Department of Education
	December	Published	Term 3 2023 attendance data on My School, Principal portal open