



February 2024

Welcome to a new school year

Welcome to 2024! We hope you, your staff and students had an enjoyable break and are ready to start the new school year.

Below is an update about upcoming initiatives and collections as well as the 2024 key dates calendar (now available on the SchoolsHUB homepage).

We wish you a successful and rewarding year and remember, we are here to help!

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

New phone options for SchoolsHUB help

We recently updated the options you select when you contact the Department of Education on 1800 677 027

The update makes it easier to find the right helpdesk by reducing the number of options. Next time you call, please listen carefully to the options. This change will not impact the high standard of service our helpdesks currently provide you. You will continue to be promptly directed to our helpdesk staff in the Department of Education.

Get prepared for your 2024 reporting

Check your SchoolsHUB details are correct. Have there been any changes to your school in 2024?

- key staff changes?
- contact detail changes?
- additional year levels?
- location/campus restructures?

Having up-to-date details will ensure we can contact your school's appropriate representative and process any funding-affecting changes. Approved Authorities can sign in to SchoolsHUB now and select **Manage Organisation** to review or update information. We encourage all Approved Authorities/schools to review their details regularly.

For help on updating your SchoolsHUB information, [visit SchoolsHUB](#), [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. You may have had staffing changes so it's important to check who has access to your school's data. Approved Authorities should check the correct people have the right level of access to submit your data – this includes your independent qualified accountant. To check which users have access to your school, Approved Authorities (or Access Managers) can view active user access on SchoolsHUB's **Manage Users** section.

For help on updating your SchoolsHUB information, [visit SchoolsHUB](#), [contact us](#) or call 1800 677 027.

Confirm your student enrolment numbers

Commonwealth recurrent funding will 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 in 2024?

Key dates for 2024 data collections, which schools and Approved Authorities are required to provide to support funding calculations, meet reporting requirements and for assurance activities, are summarised below.

2024 Student Residential Address and Other Information (Address Collection)

The Address Collection opens on 14 February 2024. You must submit your data by 13 March 2024.

We use residential address information and combine it with other data to calculate a non-government school community's capacity to contribute to the costs of schooling. This may influence the level of Commonwealth recurrent funding for non-government schools.

Find more information at the [SchoolsHUB Address Collection page](#).

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 2024. The collection opens on 4 March 2024 and closes on 4 May 2024 on ACARA's data collection portal.

The data from this collection is used to determine values that assist in providing a school with 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 your loadings reflect the school's funding entitlement. More information about the SBD is available on [ACARA's website](#).

2023 Census Post Enumeration (Census PE) Exercise

The 2023 Census PE begins in late February/early March 2024. It is an annual assurance activity that occurs after every Census collection, using a sample of non-government schools.

We undertake the Census PE to assure the accuracy of Census data when determining Commonwealth recurrent funding and to promote appropriate governance and record-keeping by non-government schools. The exercise focuses on data collected in the previous Census but we may review data up to 7 years prior, in line with the record keeping requirements in the legislation.

Approved Authorities for schools that were provisionally selected for the 2023 Census PE received advice in January 2024. Confirmation advice is expected to be sent by mid-February 2024. An information guide will be available on SchoolsHUB in late February 2024. If you have questions about the Census PE Exercise, [contact us](#) or call 1800 677 027.

2024 Student Attendance (STATS)

Your school will need to provide 2024 STATS data at the end of Semester 1 and end of Term 3.

Your school must complete the STATS collection for each reporting period under the *Australian Education Act 2013* and associated regulations. Student attendance rates are published annually on ACARA's My School website and contribute high-level data for ACARA's *National Report on Schooling in Australia* and the Productivity Commission's *Report on Government Services*. Find more information at the [SchoolsHUB STATS page](#).

2024 Financial Questionnaire (FQ)

The 2024 FQ collection opens on 8 April 2024. As part of the FQ collection, Approved Authorities must provide audited financial statements for the 2023 calendar year, in accordance with the Australian Accounting Standards and Australian Auditing Standards. You must submit your school's FQ data and audited financial statements for your Approved Authority in SchoolsHUB by 30 June 2024.

Approved Authorities should consider engaging with their independent qualified accountant to prepare and audit their financial statements ahead of the due date.

2024 Financial Accountability (FA)

The FA collection opens on 8 April 2024. The FA collects information on how schools spent financial assistance in 2023. 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 allocation of Commonwealth recurrent funding at the school level. Both the Financial Acquittal Certificate and Block Allocation Report are due by 30 June 2024.

Approved Authorities should consider engaging with their independent qualified accountant and arrange for their Financial Acquittal Certificate to be submitted ahead of the due date.

2024 Non-Government Schools Census (Census)

The Non-Government Schools Census collection opens on 29 July 2024. The Census provides information about non-government schools and students in Australia. This information 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.

2024 Policy Compliance Certificate (PCC)

The PCC collection opens on 12 August 2024. The collection provides a level of assurance that Approved Authorities continued to satisfy their ongoing policy requirements in the 2023 school year. The PCC process has 2 stages: the PCC collection and the PCC Verification Exercise. We will contact selected Approved Authorities later this year for the PCC collection and Verification Exercise. Approved Authorities' representatives may also receive a survey from the Department of Education at the end of the process.

Free resources for Schools

Discover free online resources and learning opportunities that are designed to support teachers and help students grow. The [Literacy Hub](#) supports teachers to use evidence-based approaches to the teaching of phonics, with resources such as shared reading texts; the Big Six of Literacy; the Year 1 Phonics Check; and a professional learning program to support schools to implement a systematic synthetic phonics approach for reading and spelling. The [Mathematics Hub](#) has the year 1 Number check, planning resources, and learning materials for Maths in Schools. The [Student Wellbeing Hub](#) is there to help build safe, inclusive, and connected school communities. You can find helpful resources, free learning sessions, live webinars and a school wellbeing check. New resources will be added to the Mathematics Hub and Literacy Hub in 2024.

SchoolsHUB key dates for 2024

This calendar helps you plan for all the activities you need to complete for your school in 2024.



Term 1	January	Payment	50% of the school's estimated annual entitlement
	February	Note	My School updated 2023 NAPLAN results and 2022 school financial data uploaded
	February	Note	Start preparing for your submission of the audited 2023 financial statements
	Wed 14 Feb	Open	Student Residential Address and Other Information collection
	Mon 4 Mar	Open	Student Background Data collection on ACARA's portal
	Wed 13 Mar	Close	Student Residential Address and Other Information collection
	13–25 Mar	Test	NAPLAN assessments
	Mon 8 Apr	Open	Financial Acquittal Certificate and Block Allocation Report
	Mon 8 Apr	Open	Financial Questionnaire
Term 2	Sat 4 May	Close	Student Background Data collection on ACARA's portal
	Wed 19 Jun	Open	Student Attendance (STATS) Semester 1
	Sun 30 Jun	Close	Financial Acquittal Certificate and Block Allocation Report
	Sun 30 Jun	Close	Financial Questionnaire and financial statements for 2023
Term 3	July	Payment	75% of the school's estimated annual entitlement
	Mon 29 Jul	Open	Non-government Schools Census – including NCCD
	Fri 2 Aug	Close	Student Attendance (STATS) Semester 1
	Fri 2 Aug	Note	Non-government Schools Census day
	Fri 2 Aug	Open	Census Special Circumstances applications
	Fri 9 Aug	Close	Non-government Schools Census
	Mon 12 Aug	Open	Policy Compliance Certificate collection
	Fri 16 Aug	Close	Census Special Circumstances applications
	Wed 11 Sep	Open	Student Attendance (STATS) Term 3
	Fri 20 Sep	Close	Policy Compliance Certificate collection
Term 4	Fri 25 Oct	Close	Student Attendance (STATS) Term 3
	October	Payment	100% of the school's actual annual entitlement
	November	Published	Semester 1 2024 attendance data, and 2022 VETiS and Senior Secondary Outcomes data on My School
	November	Published	2025 Capacity to Contribute (CTC) scores on Department of Education website
	December	Published	Term 3 2024 attendance data on My School, Principal's Portal open