



# Non-Government School Census Data Specification 2024

Version 1.0

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# Who should read this specification?

This document is useful for:

- Individuals submitting their school's census data within SchoolsHUB.
- School software providers where their product supports the census. It is the responsibility of the organisation using the software to ensure the software provider has a copy of this specification.
- Data Analysts and programmers in education sectors, jurisdictions, and school systems.

# What does this specification help me do?

Use this specification to ensure your reporting meets census data requirements and that it is presented in the correct format.

## Important

This document should be read in conjunction with the [2024 Non-Government Schools Census Requirements](#), and the current [NCCD Guidelines](#). These documents explain in detail which students should or should not be included in the census data, and how specific characteristics of those students, such as overseas student status or disability information, should be defined in your data.

# Submitting data in SchoolsHUB

The census must be completed through the Non-Government School Census portal in SchoolsHUB. SchoolsHUB users will be able to enter their data using one of the following methods:

1. Upload an XML data file to the census collection in SchoolsHUB.
2. Manually enter the data in SchoolsHUB.

If you use the upload data method, you can upload data for multiple school locations at once, but after data is entered, you will still need to open each census data collection response (DCR) in SchoolsHUB separately in order to complete the submission process.

## Census and the Schools Interoperability Framework (SIF)

In 2020, the census moved to using the National Schools Interoperability Program (NSIP) Systems Interoperability Framework (SIF). SIF provides a consistent data technical standard for the sharing and exchange of data in an accurate, efficient and economical manner.

The census has a data model in the SIF AU Data Model in the Australian Government Collections section.

The census uses XML format as used by SIF. The Australian Government Department of Education (the department) will provide a Microsoft Excel-based tool to assist with the creation of XML formatted data files for individual school locations. This tool is available on SchoolsHUB and will assist schools who are unable to convert their school technology systems to the SIF XML format in time for the 2024 data collection rounds. Alternately, the data can be entered manually into SchoolsHUB.

SIF elements for the census are listed in [Appendix A](#).

# How do I get my data into SchoolsHUB?

## Manual data entry

A user can enter cohort data directly into the SchoolsHUB website. The interface has one page for staff, and a page for each relevant year level for students. You can enter data one cohort record at a time, using the drop-down and manual data entry boxes.

The screenshot shows the 'Staff data' entry form in SchoolsHUB. The sidebar on the left contains a progress indicator with five steps: 1. Contacts (checked), 2. Getting started (checked), 3. Enter data (selected), 4. Review, and 5. Declaration. Under 'Enter data', there are options for 'Staff data', 'Students - 11 years and younger', and 'Students - 12 years and older'. Below the sidebar is a 'HELP AND SUPPORT' link.

The main content area is titled 'Staff data' and includes the instruction: 'This form is for adding staff manually, by grouping staff with similar characteristics.' It is divided into two sections:

**Full time staff**

| Status                              | Count                          | Type                                   | Gender                         | Indigenous                     |
|-------------------------------------|--------------------------------|--|--------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> | <input type="text" value="1"/> | <input type="text" value="Principal"/> | <input type="text" value="M"/> | <input type="text" value="N"/> |

**Part time staff**

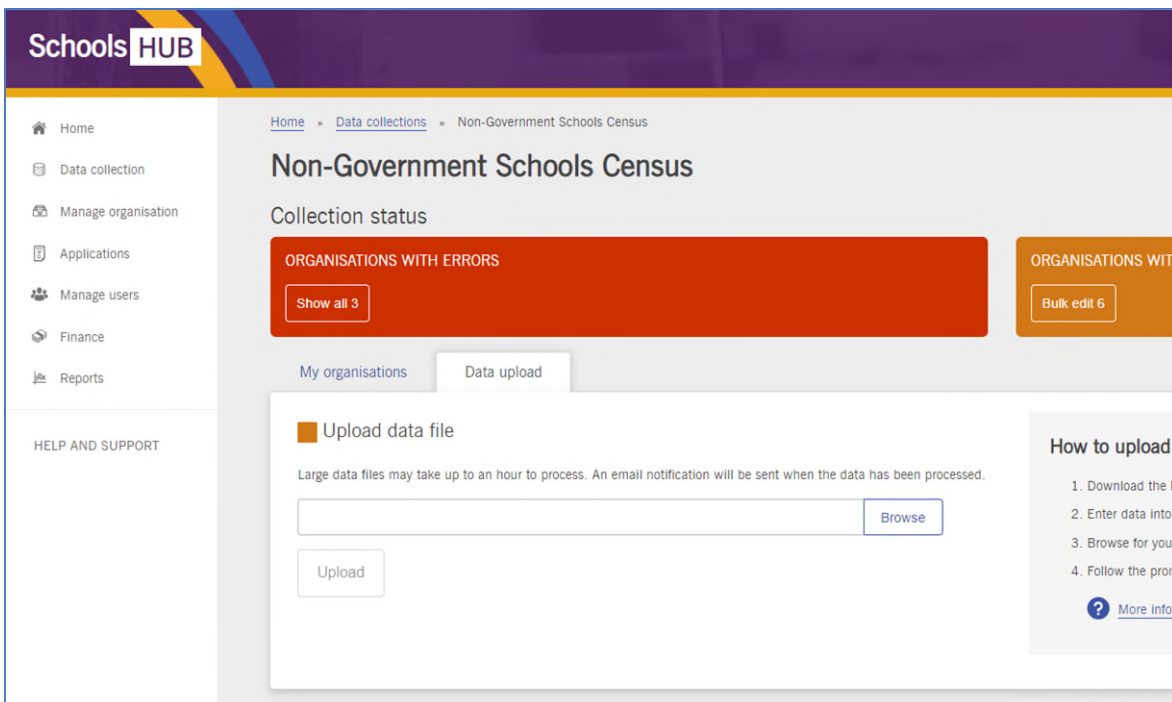
| Status                              | Count                          | Type  | Gender                         | Indigenous                     | FTE                              |
|-------------------------------------|--------------------------------|---|--------------------------------|--------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> | <input type="text" value="1"/> | <input type="text" value="Teaching staff"/> | <input type="text" value="F"/> | <input type="text" value="N"/> | <input type="text" value="0.5"/> |

As each page of data is completed, you move to the next page by clicking 'Save and Next'.

Note that some data validation errors and warnings occur at this page level. If the data entered generates an error, the data will need to be fixed before the user can proceed to the next page. If the data generates a warning, you can respond to that warning at the time, or postpone responding to the warning until later in the process.

## Upload file (XML)

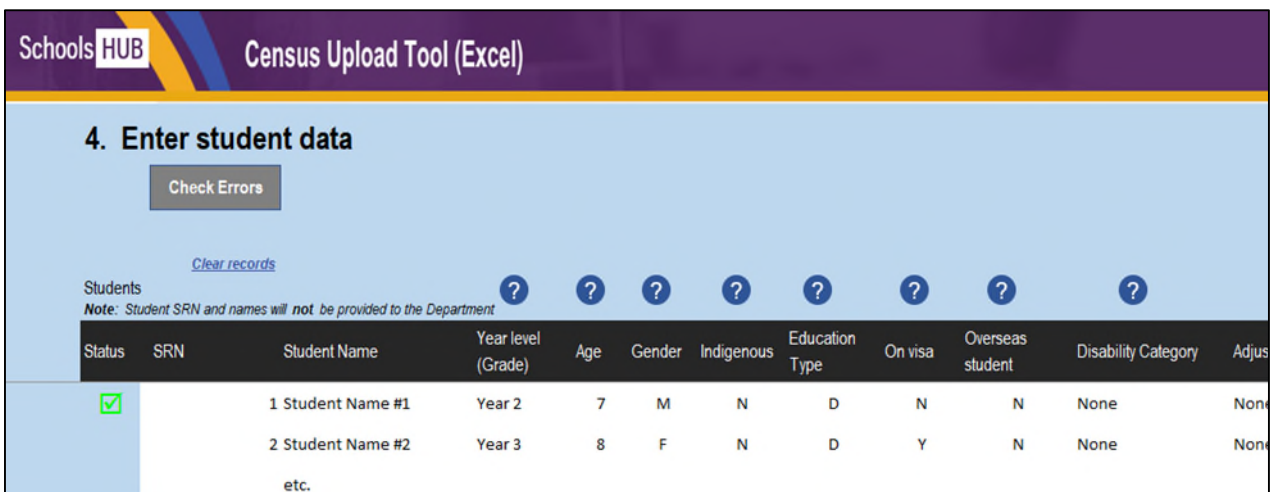
The user can upload data using an XML file. After uploading a valid file, the data is automatically populated in the data entry screens, saving the user the effort of manually entering it in. You will still need to visit the manual entry pages and work through the process, you will just find the data already included when you navigate to those screens.



Later in this document there is a description of the XML schema, with some example code to illustrate the structure.

## The Census Upload Tool (Excel)

Users have the option to make use of the **Census Upload Tool**, which is available on the help and support page. This is an Excel based tool that uses macros to convert data into the XML format required for upload.



To use the tool, you list all the staff and students individually in the relevant staff and student data entry sheets, and then use the function buttons to generate an XML upload file. You would then log in to SchoolsHUB and use the upload function to upload that XML file.

Some enrolment software products have reports available that you can use to help you more easily populate this upload tool. It is recommended that you contact your software provider and ask them how they can help you with preparing your census data.

While the tool allows you to enter in individual staff and student details, including their names, the data file that is created by the tool for upload to SchoolsHUB will not contain any identifying information. Using names in this tool is purely for the benefit of schools to organise their data, and names will not be sent to the department.

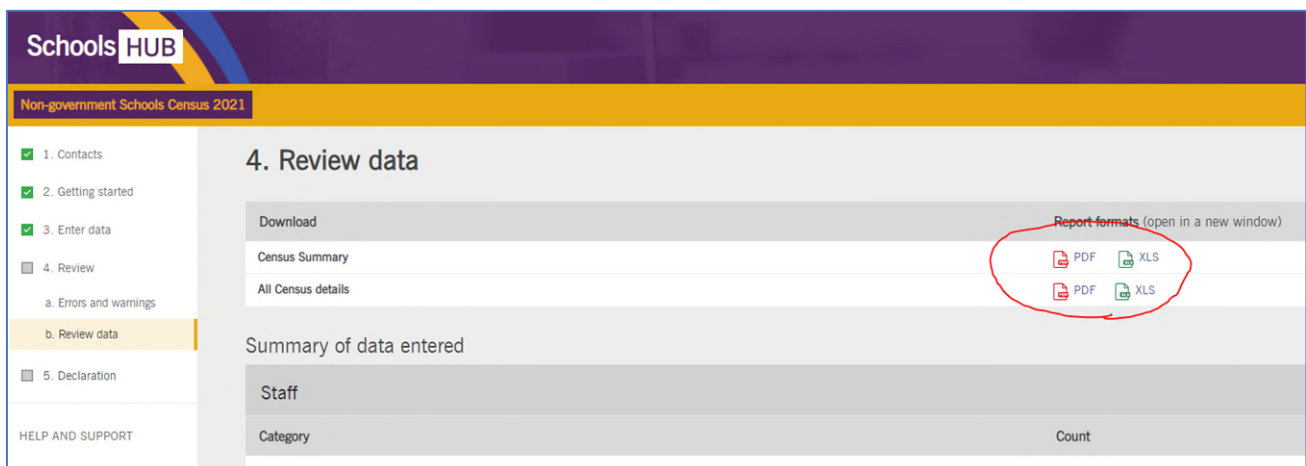
If you use this tool to upload data to SchoolsHUB, it is advisable to **keep a saved copy** of the tool with all the data in it for future reference. If your school is selected as part of the Post Enumeration exercise that occurs in the year following the census, it will be of significant benefit for that process if you have available a copy of the tool that you used to upload your census data.

## Getting data out – reports

Once data has been entered in SchoolsHUB, it can be extracted using reports. There are two reports available with data for individual school locations. They are:

- **Census Summary** – An aggregate report that provides a basic, high-level summary of the data contained in a data collection response (DCR)
- **All Census Details** – An aggregate report that contains several tables with a breakdown of the data by various characteristics

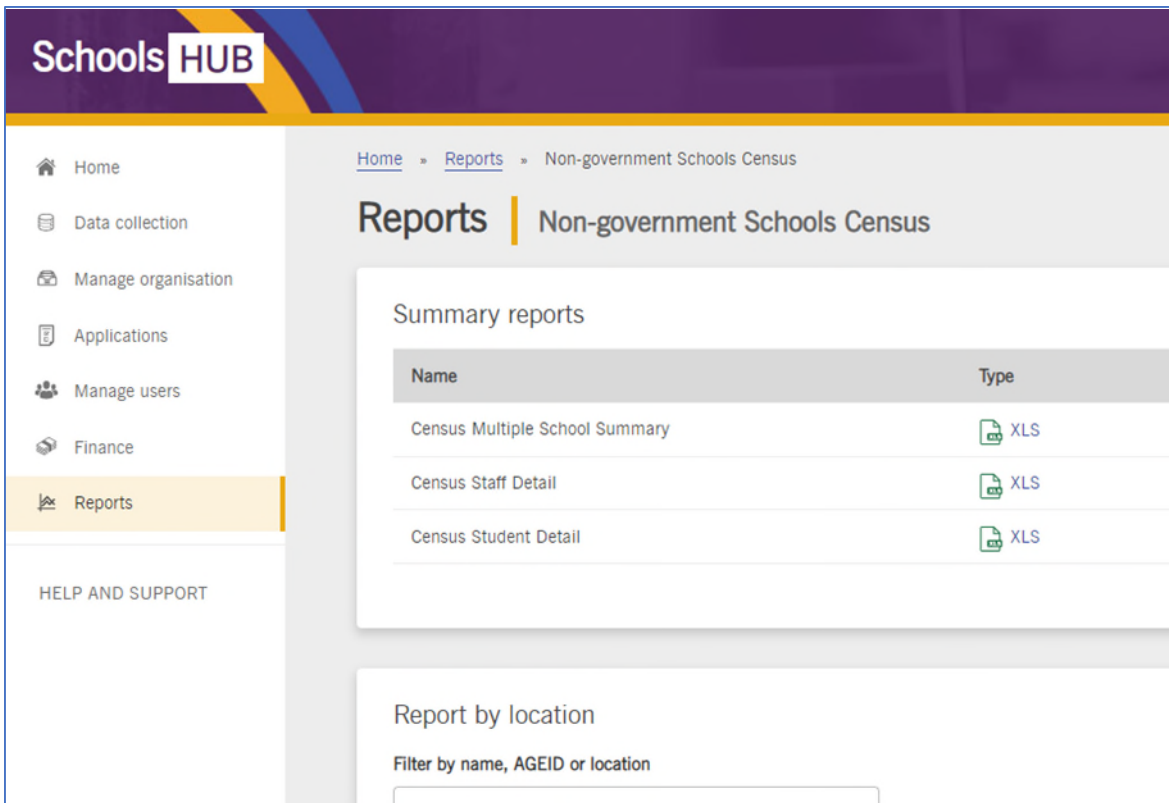
Both of these reports can be accessed in either PDF or XLS format from the Review Data and Declaration pages in the DCR.



In addition, you can access three more detailed reports that are designed to provide data across multiple DCRs, covering one or more locations in the one report. These three reports are:

- **Census Multiple School Summary** – This provides a summary of the status of all the DCRs which a user currently has access to. If you have access to a number of different schools or locations in SchoolsHUB, this report may help you to keep track of what stage in the census process each location is up to.
- **Census Staff Detail** – This report provides the detailed staff data that has been entered for each location for which you have access. The data contained in the report is the same 'cohort' level data that is displayed in the staff data entry screen.
- **Census Student Detail** – This report provides the detailed student data that has been entered for each location for which you have access. The data contained in the report is the same 'cohort' level data that is displayed in the student data entry screens.

These three reports can be accessed in Excel format through the **Reports** item on the left-hand menu in the SchoolsHUB home screen.



Note that the data you get in these reports may include data that has not yet been finalised. The report shows all data that has been entered against the DCR, with a status column indicating the status of each response.

## Data Structure

The census collects staff data and student data for each approved location for each school.

The staff data is made up of cohort records, where each record corresponds to a group of one or more staff members that share the same characteristics. Each cohort record contains several fields that describe the characteristics, and a Headcount value, which indicates the number of individuals in that cohort.

The characteristic fields for the staff dataset are:

| Characteristic Field | Valid values   |
|----------------------|--|
| Type                 | 1103 = Principal<br>1100 = Teaching Staff<br>1200 = Specialist Support<br>1300 = Administrative and Clerical<br>1400 = Building Operations<br>2100 = Executive<br><br><i>Note: The numerical code is used in the upload file, the text value is used in the data entry screens</i> |
| Gender               | M, F, X  |

| Characteristic Field                         | Valid values  |
|--|---|
| Indigenous                                   | I, N<br><i>Note: Indigenous is 'Y' in the data entry screen, but 'I' in the upload file</i> |
| Primary FTE                                  | One decimal place, between 0 and 1 (inclusive)  |
| Secondary FTE                                | One decimal place, between 0 and 1 (inclusive)  |
| FTE<br><i>Note: for Special Schools only</i> | One decimal place, between 0 and 1 (inclusive)  |

For student records, the relevant characteristics are:

| Characteristic Field | Valid values   |
|----------------------|--|
| Year level           | <p><b>For all schools except special schools:</b></p> <p>0 = Foundation<br/>1 = Year 1<br/>2 = Year 2<br/>3 = Year 3<br/>4 = Year 4<br/>5 = Year 5<br/>6 = Year 6<br/>7 = Year 7<br/>8 = Year 8<br/>9 = Year 9<br/>10 = Year 10<br/>11 = Year 11<br/>12 = Year 12</p> <p><b>For special schools:</b></p> <p>11MINUS = 11 years and younger<br/>12PLUS = 12 years and older</p> <p><i>Note: The numerical code is used in the upload file, the text value is used in the data entry screens</i></p> |
| Age                  | Integer value greater than 4   |
| Gender               | M, F, X  |
| Indigenous           | I, N, NS<br><i>Note: Indigenous is 'Y' in the data entry screen, but 'I' in the upload file</i>  |
| Student on visa      | Y, N   |
| Overseas student     | Y, N   |
| Disability Category  | None, Physical, Cognitive, Social-Emotional, Sensory   |

| Characteristic Field        | Valid values                                      |
|-----------------------------|---|
| Disability Adjustment Level | None, QDTP, Supplementary, Substantial, Extensive |

**Note:** See the description of the XML upload file schema later in this document for further information on how this structure is represented in the upload file.

## Validation and Business Rules

To maintain data integrity and ensure the data submitted is as accurate as possible, SchoolsHUB has a series of validation rules that are applied to the data. In general, there are three levels of system validation:

**Level 1: Upload Errors** – These are errors that will prevent an XML file from being uploaded at all. Invalid XML structure or field names, missing mandatory fields and invalid data values will all trigger this kind of error. When a user attempts to upload a file that contains errors of this type, they should receive an error message that indicates the nature of the error, and the location of the error (line number) in the file.

**Level 2: Data Validation Errors** – These errors will not prevent data from being uploaded, but will prevent the user from submitting the finished census response. They typically happen when the data in the census response is internally inconsistent, or does not match other data already held in the system.

**Level 3: Warning Rules** – These rules will not prevent the user from uploading or submitting data, but may require the user to input further data, usually in the form of free-text based explanations before the data can be submitted.

What follows is a list of the key errors for each of the three levels.



## Upload Errors

Upload errors can occur for the following reasons:

- The XML file that the user is attempting to upload does not match the required schema definition
- The user does not have the required access for one or more locations included in the upload file
- The upload file contains invalid data values
- One or more locations in the upload file are not at the appropriate status

To be a valid upload file, the file must be in XML format, it needs to include only the required fields (in the right order), with data included for all the mandatory fields, and should not include any invalid data values. The user must also have appropriate access to all the locations included in the upload file, and the census response for those locations must not have a status of 'In Review' or 'Finalised'.

## Data Validation Errors

| Rule Code | Validation Rule   | Error message              |
|-----------|---|----------------------------|
| DV-001    | Mandatory fields: <ul style="list-style-type: none"><li>• AGEID</li><li>• First Name</li><li>• Last Name</li><li>• Phone Number</li><li>• Email Address</li></ul> | You must enter [FIELDNAME] |
| DV-002    | Mandatory fields for staff cohort records: <ul style="list-style-type: none"><li>• Type</li><li>• Gender</li><li>• Indigenous</li><li>• Headcount</li></ul>       | You must enter [FIELDNAME] |

| Rule Code | Validation Rule  | Error message  |
|-----------|--|--|
| DV-003    | Mandatory fields for student cohort records: <ul style="list-style-type: none"> <li>• Year Level</li> <li>• Age</li> <li>• Gender</li> <li>• Indigenous</li> <li>• Education Type</li> <li>• Students on visa</li> <li>• Overseas students</li> <li>• Disability level of adjustment</li> <li>• Disability category</li> <li>• FTE</li> <li>• Headcount</li> </ul> | You must enter [FIELDNAME]   |
| DV-004    | <b>Staff: FTE</b> field is mandatory for the following client types: <ul style="list-style-type: none"> <li>• Approved system authority</li> <li>• Office</li> <li>• Special school location</li> </ul>  | You must enter [FIELDNAME]   |
| DV-006    | <b>Staff: Primary FTE</b> is mandatory for locations that have only primary year levels, and are not special school locations  | You must enter [FIELDNAME]   |
| DV-007    | <b>Staff: Secondary FTE</b> is mandatory for locations that have only secondary year levels, and are not special school locations  | You must enter [FIELDNAME]   |
| DV-005    | <b>Staff: Primary FTE or Staff: Secondary FTE</b> is mandatory for locations that have both primary and secondary year levels.<br>(i.e. If you are a combined school location, you must have included at least one, or the other, or both).  | You must enter either a Primary or Secondary FTE value for this staff cohort |
| DV-008    | <b>Staff: Primary FTE plus Staff: Secondary FTE</b> cannot exceed 1.   | The total value provided for Primary FTE + Secondary FTE is greater than 1.  |

| Rule Code | Validation Rule   | Error message   |
|-----------|---|---|
| DV-009    | <p>If the user answers NO to the following questions, but the entered or uploaded data is not consistent with that answer:</p> <ul style="list-style-type: none"> <li>• Do you have part-time students?</li> <li>• Do you have boarding students?</li> <li>• Are you approved to deliver distance education?</li> </ul> | <p>You cannot change the response to the [QUESTION] question as there are currently [part-time/boarding/distance education] students entered for [YEARLEVEL], [YEARLEVEL], etc. Please change the data.</p>                                       |
| ER-009    | <p>The values for a staff cohort record are an exact match for an existing staff cohort record (excluding Headcount)</p>  | <p>There are duplicate cohorts for [STAFFTYPE], [GENDER], Indigenous is [INDIGENOUS], Primary FTE [PRIMFTE], Secondary FTE [SECFTE], FTE [FTE].<br/>Please change the data.</p>   |
| ER-010    | <p>The values for a student cohort record are an exact match for an existing student cohort record (excluding Headcount)</p>  | <p>There are duplicate cohorts for [YEARLEVEL], Age [AGE], [GENDER], Indigenous is [INDIGENOUS], [EDUCATIONTYPE], On Visa is [ONVISA], Overseas is [OVERSEAS], [DISABILITYLEVEL], [LEVELOFADJUSTMENT], FTE [FTE].<br/>Please change the data.</p> |
| ER-011    | <p>Overseas student value set to 'Yes' while Student on visa set to 'No'</p>  | <p>You have identified students as being 'Overseas students' without also identifying them as 'Students on visa' for [YEARLEVEL].<br/>Please change the data.</p>   |
| ER-012    | <p>Student cohort has a disability category, but disability level of adjustment is set to 'None'</p>  | <p>You have provided a disability category of [CATEGORY] however have not provided a "Level of adjustment" for [YEARLEVEL]. Please answer this question.</p>  |
| ER-013    | <p>Student cohort has a disability level of adjustment, but disability category is set to 'None'</p>  | <p>You have provided a disability level of adjustment of [LEVELOFADJUSTMENT] however have not provided a "Disability category" for [YEARLEVEL]. Please answer this question.</p>  |
| ER-014    | <p>Student cohort age value is less than 4</p>  | <p>You have entered an invalid Age of [VALUE] for [YEARLEVEL], the value must be greater than 4 years old at 1 July.<br/>Please change the data.</p>  |

| Rule Code | Validation Rule   | Error message   |
|-----------|---|---|
| ER-015    | User answers yes to the question: <ul style="list-style-type: none"> <li>Do you have part time students?</li> </ul> But there are no student cohorts with a part-time FTE value in the data         | You indicated that this school has part time students, however you have not entered any part time students in your data.<br>Please change the data.                                     |
| ER-016    | User answers yes to the question: <ul style="list-style-type: none"> <li>Do you have boarding students?</li> </ul> But there are no boarding student cohorts in the data                            | You indicated that this school has boarding students, however you have not entered any boarding students in your data.<br>Please change the data.                                       |
| ER-017    | User answers yes to the question: <ul style="list-style-type: none"> <li>Are you approved to deliver distance education?</li> </ul> But there are no distance education student cohorts in the data | You indicated that this school delivers distance education, however you have not entered any distance education students in your data.<br>Please change the data.                       |
| ER-018    | User answers no to the question: <ul style="list-style-type: none"> <li>Are all students Australian citizens?</li> </ul> But there are no 'students on visa' cohorts in the data                    | You indicated that not all of the students at this school are Australian citizens, however you have not entered any students on visas in your data.                                     |
| ER-020    | User answers yes to the question: <ul style="list-style-type: none"> <li>Are all students Australian citizens?</li> </ul> But there is at least one 'students on visa' cohort in the data           | You indicated that all of the students at this school are Australian citizens, however you have entered students on visas entered for [YEARLEVEL], [YEARLEVEL]. Please change the data. |
| ER-021    | An Approved System Authority or Office client includes a cohort with the type of Principal  | You have reported a Principal however you are not a School.<br>Please change the data.  |

| Rule Code | Validation Rule   | Error message   |
|-----------|---|---|
| ER-022    | <p>Mandatory fields: These fields are not included in the upload file, but are entered manually by the user in the 'Getting Started' screen.</p> <ul style="list-style-type: none"> <li>• Reported Year Level (at least one)</li> <li>• Did all students attend during the reference period? (Y/N)</li> <li>• Are all students Australian citizens? (Y/N)</li> <li>• Do you have part-time students? (Y/N)</li> <li>• Do you have boarding students? (Y/N)</li> <li>• Are you approved to deliver distance education? (Y/N)</li> </ul> <p><i>Note: The user may get an initial error after upload, however this will disappear once the Getting Started questions are answered.</i></p> | Data for this location has been uploaded. Answer the Getting Started questions to verify uploaded data is correct and complete. |

## Data Validation Warnings

| Rule Code | Validation Rule   | Warning message   |
|-----------|---|---|
| WR-001    | <p>Indigenous value = Yes<br/><i>and</i><br/>Students on visa = Yes</p>           | <p>A student cohort is identified as being Indigenous and students on a visa for [YEARLEVEL].</p> <p>Please provide a detailed explanation before continuing.</p> |
| WR-002    | No Executive staff entered for an Approved System Authority or Office client type | <p>You have not entered any Executive Staff for a system or diocese office.</p> <p>Please enter staff numbers or provide a detailed explanation.</p>              |
| WR-003    | Total FTE of all 'Principal' cohorts is greater than 1                            | <p><i>[Checkbox]</i></p> <p>You have entered more than one Principal.</p> <p>Please confirm this is correct or change the data.</p>                               |

| Rule Code | Validation Rule  | Warning message   |
|-----------|--|---|
| WR-004    | <p>Student to teacher ratio (primary) is outside the expected range</p> <ul style="list-style-type: none"> <li>• Lower than <b>7</b></li> <li>• Higher than <b>21</b></li> </ul> <p><i>Note: Does not apply to special schools</i></p>   | <p>The student to teacher ratio of [RATIO] is outside the expected range for primary education.</p> <p>Please correct the student or teaching staff numbers or provide a detailed explanation.</p>  |
| WR-005    | <p>Student to teacher ratio (secondary) is outside the expected range</p> <ul style="list-style-type: none"> <li>• Lower than <b>4</b></li> <li>• Higher than <b>18</b></li> </ul> <p><i>Note: Does not apply to special schools</i></p> | <p>The student to teacher ratio of [RATIO] is outside the expected range for secondary education.</p> <p>Please correct the student or teaching staff numbers or provide a detailed explanation.</p>  |
| WR-006    | <p>Student to teacher ratio (primary) has increased or decreased by at least 3 compared to the previous census</p> <p><i>Note: Does not apply to special schools</i></p>   | <p>The primary student to teacher ratio of [RATIO] is significantly different to what was reported in previous year ([PREVIOUSRATIO]).</p> <p>Please correct the student or teaching staff numbers or provide a detailed explanation.</p>   |
| WR-007    | <p>Student to teacher ratio (secondary) has increased or decreased by at least 3 compared to the previous census</p> <p><i>Note: Does not apply to special schools</i></p>   | <p>The secondary student to teacher ratio of [RATIO] is significantly different to what was reported in previous year ([previousRATIO]).</p> <p>Please correct the student or teaching staff numbers or provide a detailed explanation.</p> |
| WR-008    | <p>Student to teacher ratio (all levels) has increased or decreased by at least 30% compared to the previous census</p> <p><i>Note: Does not apply to special schools</i></p>  | <p>The total student to teacher ratio of [RATIO] is significantly different to what was reported in previous year ([PREVIOUSRATIO]).</p> <p>Please correct the student or teaching staff numbers or provide a detailed explanation.</p>     |
| WR-009    | <p>A location has more than 200 students, but has no 'Administrative and Clerical' staff</p>   | <p>You have not entered Administrative/Clerical Staff for a school with over 200 students.</p> <p>Please enter staff numbers or provide a detailed explanation.</p>   |

| Rule Code | Validation Rule  | Warning message  |
|-----------|--|--|
| WR-010    | Female student cohort at a Male only school location   | <p>This location is listed as male only student enrolments however female students are entered for; [YEARLEVEL] [YEARLEVEL].</p> <p>Please change or provide a detailed explanation.</p> |
| WR-011    | Male student cohort at a Female only school location   | <p>This location is listed as female only student enrolments however male students are entered for; [YEARLEVEL] [YEARLEVEL].</p> <p>Please change or provide a detailed explanation.</p> |
| WR-013    | <p>For a given year level, more than 30% of the students are outside the expected age range for that year level</p> <p><b>Expected ages:</b></p> <ul style="list-style-type: none"> <li>• Foundation = 5 or 6</li> <li>• Year 1 = 6 or 7</li> <li>• Year 2 = 7 or 8</li> <li>• Year 3 = 8 or 9</li> <li>• Year 4 = 9 or 10</li> <li>• Year 5 = 10 or 11</li> <li>• Year 6 = 11 or 12</li> <li>• Year 7 = 12 or 13</li> <li>• Year 8 = 13 or 14</li> <li>• Year 9 = 14 or 15</li> <li>• Year 10 = 15 or 16</li> <li>• Year 11 = 15, 16 or 17</li> <li>• Year 12 = 16, 17 or 18</li> </ul> <p><i>Note: Does not apply to special schools</i></p> | <p>A high proportion of enrolments have been reported with ages outside the expected age range for [YEARLEVEL].</p> <p>Please change or provide a detailed explanation.</p>              |

| Rule Code | Validation Rule   | Warning message  |
|-----------|---|--|
| WR-014    | <p>A particular year level has more than 40% students with a disability</p> <p><i>Note: Does not apply to special schools</i></p>   | <p>You have reported a high proportion of students with disability for [YEARLEVEL]</p> <p>Provide confirmation that the school retains evidence the student has been provided with the declared adjustment(s) in school education for a minimum of 10 weeks.</p>   |
| WR-015    | <p>A particular year level has more than 10% students with a disability with a substantial or extensive level of adjustment</p> <p><i>Note: Does not apply to special schools</i></p>                                 | <p>You have reported a high proportion of students with disability at the substantial and extensive level of adjustment for [YEARLEVEL]</p> <p>Provide detailed explanation and confirmation that the school retains evidence the student has been provided with the declared adjustment(s) in school education for a minimum of 10 weeks.</p> |
| WR-016    | <p>Special school year level has fewer students with disability than it does students with no disability</p> <p><i>Note: For special schools, year levels are "11 Years and Younger" and "12 Years and Older"</i></p> | <p><i>[Checkbox]</i></p> <p>As a special school, you have reported more students for [YEARLEVEL] who do not have a disability compared to those with a disability.</p> <p>Please change the data, or confirm that this data is correct.</p>  |
| WR-017    | <p>Data for a location has no students with disability at all</p>   | <p><i>[Checkbox]</i></p> <p>You have not reported any students with disability.</p> <p>Please change the data, or confirm that your school does not have any students with disability.</p>   |

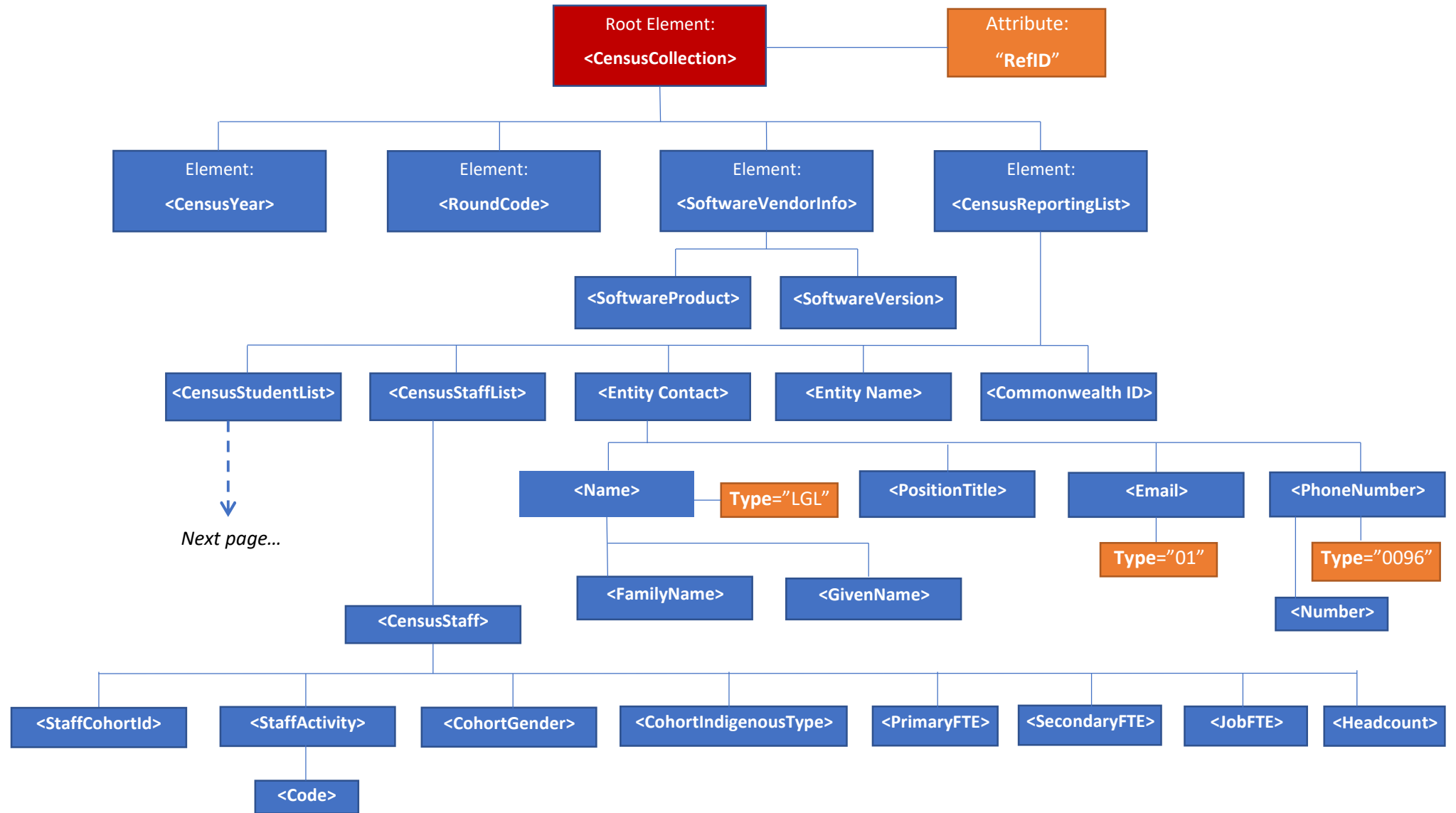


| Rule Code | Validation Rule   | Warning message   |
|-----------|---|---|
| WR-018    | <p>Count of QDTP students for a year level has changed by more than <b>12</b> when compared with the previous year level in the last census</p> <p><i>Note: Does not apply to special schools</i></p>         | <p>The number of students for [YEARLEVEL] with a QDTP level of disability adjustment is different to what was reported in previous year for the previous year level.</p> <p>Please provide some details about this change, including whether the population of students has changed or whether existing students have been classified differently.</p>          |
| WR-019    | <p>Count of supplementary students for a year level has changed by more than <b>8</b> when compared with the previous year level in the last census</p> <p><i>Note: Does not apply to special schools</i></p> | <p>The number of students for [YEARLEVEL] with a supplementary level of disability adjustment is different to what was reported in previous year for the previous year level.</p> <p>Please provide some details about this change, including whether the population of students has changed or whether existing students have been classified differently.</p> |
| WR-020    | <p>Count of substantial students for a year level has changed by more than <b>4</b> when compared with the previous year level in the last census</p> <p><i>Note: Does not apply to special schools</i></p>   | <p>The number of students for [YEARLEVEL] with a substantial level of disability adjustment is different to what was reported in previous year for the previous year level.</p> <p>Please provide some details about this change, including whether the population of students has changed or whether existing students have been classified differently.</p>   |
| WR-021    | <p>Count of extensive students for a year level has changed by more than <b>2</b> when compared with the previous year level in the last census</p> <p><i>Note: Does not apply to special schools</i></p>     | <p>The number of students for [YEARLEVEL] with a extensive level of disability adjustment is different to what was reported in previous year for the previous year level.</p> <p>Please provide some details about this change, including whether the population of students has changed or whether existing students have been classified differently.</p>     |

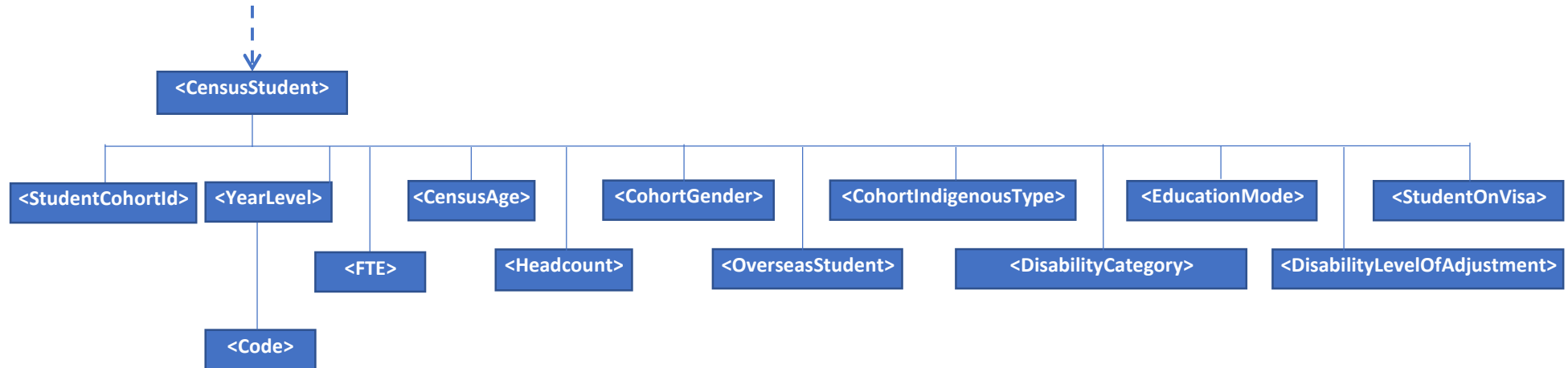
| Rule Code | Validation Rule  | Warning message   |
|-----------|--|---|
| WR-022    | There are no students in the data for a year level that was selected in the 'Getting Started' screen   | <i>[Checkbox]</i><br>You have not reported any students for [YEARLEVEL], [YEARLEVEL]...<br>Please change the data, or confirm that your school does not have any students in this year level.   |
| WR-023    | The count of students for <b>YearLevel</b> minus 1 last year <i>divided by</i> the count of students for <b>YearLevel</b> this year is <b>less than 0.8</b> or is <b>greater than 1.2</b><br><i>Note: Only applies where the total number of students for the previous year level in the last census is greater than 20.</i><br><i>Note: Does not apply to special schools.</i>                                  | There is a significant variation in the total number of students for [YEARLEVEL] ([STUDENTCOUNT]) compared to the previous year level from last year ([PREVSTUDENTCOUNT]). Please provide a detailed explanation as to why this variation has occurred.               |
| WR-024    | The count of indigenous students for <b>YearLevel</b> minus 1 last year <i>divided by</i> the count of indigenous students for <b>YearLevel</b> this year is <b>less than 0.7</b> or is <b>greater than 1.3</b><br><i>Note: Only applies where the total number of indigenous students for the previous year level in the last census is greater than 16.</i><br><i>Note: Does not apply to special schools.</i> | There is a significant variation in the number of indigenous students for [YEARLEVEL] ([INDIGENOUSCOUNT]) compared to the previous year level from last year ([PREVINDIGENOUSCOUNT]).<br>Please provide a detailed explanation as to why this variation has occurred. |
| WR-025    | The total count of boarding students from last year's census <i>divided by</i> the total count of boarding students from the current census is <b>less than 0.7</b> or is <b>greater than 1.3</b>  | There is a significant variation in this year's Boarding student numbers ([BOARDINGCOUNT]) compared to last year's number ([PREVBOARDINGCOUNT]).<br>Please provide a detailed explanation as to why this variation has occurred.                                      |
| WR-026    | The total count of distance education students from last year's census <i>divided by</i> the total count of boarding students from the current census is <b>less than 0.7</b> or is <b>greater than 1.3</b>  | There is a significant variation in this year's Distance Education student numbers ([DISTANCECOUNT]) compared to last year's number ([PREVDISTANCECOUNT]).<br>Please provide a detailed explanation as to why this variation has occurred.                            |

| Rule Code | Validation Rule  | Warning message  |
|-----------|--|--|
| WR-027    | <p>The count of overseas students for <b>YearLevel</b> minus 1 last year <i>divided by</i> the count of overseas students for <b>YearLevel</b> this year is <b>less than 0.7</b> or is <b>greater than 1.3</b></p> <p><i>Note: Does not apply to special schools.</i></p>  | <p>There is a significant variation in the number of overseas students for [YEARLEVEL] ([OVERSEASCOUNT]) compared to the previous year level from last year ([PREVOVERSEASCOUNT]).</p> <p>Please provide a detailed explanation as to why this variation has occurred.</p>   |
| WR-028    | <p>The data includes year levels that are not currently approved for funding by the Department.</p> <p><i>Note: Does not apply to special schools.</i></p>   | <p><i>[Checkbox]</i></p> <p>Students have been reported for year level/s that is/are not recognised to attract funding. I understand that these students will not attract funding unless an approved authority representative applies to the Department for approval of that year level, and that application is approved.</p> <p>An application can be made through the 'manage organisation' function in SchoolsHUB.</p> |
| WR-029    | <p>User selected 'No' to the following question in the getting started page:</p> <ul style="list-style-type: none"> <li>Did all students attend during the Census reference period?</li> </ul>   | <p><i>[Checkbox]</i></p> <p>Students have been identified that did not attend in the census reference period and cannot be reported in this census return. Please confirm that you understand and must complete a Special Circumstance Application by 16 August 2024 if you wish to apply for them to be included.</p>   |
| WR-030    | <p>The total number of students last year <i>divided by</i> the total number of students this year is <b>less than 0.7</b> or is <b>greater than 1.3</b></p> <p><i>Note: Only applies where the total number of students in the last census is greater than 16.</i></p> <p><i>Note: ONLY applies to special schools.</i></p> | <p>There is a significant variation in the total number of students ([STUDENTCOUNT]) compared to the total from last year ([PREVSTUDENTCOUNT]).</p> <p>Please provide a detailed explanation as to why this variation has occurred.</p>  |

# XML Upload File Schema



Previous page...



## Attachment A (Element descriptions)

| Element              | Description  | Valid data  |
|----------------------|--|---|
| <CensusCollection>   | Root element for the upload file   | Must include attribute: <b>RefId="5ff46fb3-ab4f-4272-8547-f02f130b696f"</b> |
| <CensusYear>         | Relevant year for the data collection. For the 2024 census, the value must be 2024 | 2024  |
| <RoundCode>          | Identifies the data collection and the relevant year                               | Census2024  |
| <SoftwareVendorInfo> | Container for information on the software used to generate the upload file         | n/a   |
| <SoftwareProduct>    | Name of the relevant software product  | Text  |
| <SoftwareVersion>    | Version number of the relevant software product                                    | Text  |

| Element               | Description   | Valid data  |
|-----------------------|---|---|
| <CensusReportingList> | Container element for the main census data being uploaded   | n/a   |
| <CensusReporting>     | Container element for the data being submitted for a single data collection response (i.e. school location) | n/a   |
| <CommonwealthId>      | AGEID for the school location   | Integer number (max 5 digits). Must be a valid location AGEID.  |
| <EntityName>          | Name of the school location   | Text  |
| <EntityContact>       | Container element for the main contact person for the data collection response                              | n/a   |
| <Name>                | Container element for the name of the main contact person   | <Must include attribute: <b>Type="LGL"</b>                      |
| <FamilyName>          | Family name of the main contact person  | Text  |
| <GivenName>           | Given name of the main contact person   | Text  |
| <PositionTitle>       | Description of the main contact person's position in the organisation                                       | Text (Note: This field is optional – element can be empty)      |
| <Email>               | Email address of the main contact person  | Valid email address<br>Must include attribute: <b>Type="01"</b> |
| <PhoneNumber>         | Container for the phone number of the main contact person   | Must include attribute: <b>Type="0096"</b>                      |
| <Number>              | Phone number of main contact person   | Ten digits beginning with a zero                                |
| <CensusStaffList>     | Container element for all staff cohort data for the location  | n/a   |
| <CensusStaff>         | Container element for a single staff cohort   | n/a   |
| <StaffCohortId>       | Unique number to identify the staff cohort  | Numerical   |
| <StaffActivity>       | Container element – identifies the type of staff member (eg. Principal, Teacher, Admin, etc.)               | n/a   |

| Element                | Description  | Valid data  |
|------------------------|--|---|
| <Code>                 | Child element for <StaffActivity>, numerical code to represent the staff types                                     | <b>1103</b> = Principal<br><b>1100</b> = Teaching Staff<br><b>1200</b> = Specialist Support<br><b>1300</b> = Administrative and Clerical<br><b>1400</b> = Building Operations<br><b>2100</b> = Executive  |
| <CohortGender>         | Gender for the staff cohort  | <b>M, F or X</b>  |
| <CohortIndigenousType> | Indigenous status for the staff cohort   | <b>I or N</b>   |
| <PrimaryFTE>           | Number representing the fraction of full-time workload each member of the cohort allocates to primary education.   | Number with one decimal place between 0 and 1 (inclusive).<br><b>Notes:</b> <ul style="list-style-type: none"> <li>• <i>May be omitted if the staff member is only secondary</i></li> <li>• <i>Not used for special school locations or system/office DCRs</i></li> </ul> |
| <SecondaryFTE>         | Number representing the fraction of full-time workload each member of the cohort allocates to secondary education. | Number with one decimal place between 0 and 1 (inclusive).<br><b>Notes:</b> <ul style="list-style-type: none"> <li>• <i>May be omitted if the staff member is only primary</i></li> <li>• <i>Not used for special school locations or system/office DCRs</i></li> </ul>   |
| <JobFTE>               | Number representing the fraction of full-time workload for each member of the cohort                               | Number with one decimal place between 0.1 and 1 (inclusive).<br><b>Note:</b> <i>Only used for special school locations and system/office DCRs</i>   |
| <Headcount>            | Number of individual people in the cohort  | Integer   |
| <CensusStudentList>    | Container element for all student cohort data for the location   | <i>n/a</i><br><b>Note:</b> <i>Student data is not included in system/office DCRs</i>  |
| <CensusStudent>        | Container element for a single student cohort  | <i>n/a</i>  |
| <StudentCohortId>      | Unique number to identify the student cohort   | Numerical   |

| Element                | Description   | Valid data   |
|------------------------|---|--|
| <YearLevel>            | Container element – identifies the year level of the student cohort | n/a  |
| <Code>                 | Child element for <YearLevel>, code to represent year level         | <p><b>For all schools except special schools:</b></p> <p><b>0</b> = Foundation</p> <p><b>1</b> = Year 1</p> <p><b>2</b> = Year 2</p> <p><b>3</b> = Year 3</p> <p><b>4</b> = Year 4</p> <p><b>5</b> = Year 5</p> <p><b>6</b> = Year 6</p> <p><b>7</b> = Year 7</p> <p><b>8</b> = Year 8</p> <p><b>9</b> = Year 9</p> <p><b>10</b> = Year 10</p> <p><b>11</b> = Year 11</p> <p><b>12</b> = Year 12</p> <p><b>For special schools:</b></p> <p><b>11MINUS</b> = 11 years and younger</p> <p><b>12PLUS</b> = 12 years and older</p> |
| <CensusAge>            | Age of students in the cohort as at 1 July                          | Integer (Min = 4, Max = 99)  |
| <CohortGender>         | Gender for the student cohort                                       | <b>M, F or X</b>   |
| <CohortIndigenousType> | Indigenous status for the student cohort                            | <b>I, N or NS</b>  |



| Element                       | Description   | Valid data  |
|-------------------------------|---|---|
| <EducationMode>               | Code to identify the mode of education for the student cohort                         | <b>D</b> = Day student<br><b>B</b> = Boarding student<br><b>DE</b> = Distance education student |
| <StudentOnVisa>               | Identifies whether the students in the cohort are on a visa                           | <b>Y</b> or <b>N</b>  |
| <OverseasStudent>             | Identifies whether the students in the cohort are Overseas Students                   | <b>Y</b> or <b>N</b>  |
| <DisabilityLevelOfAdjustment> | NCCD level of adjustment for students in the cohort                                   | <b>None, QDTP, Supplementary, Substantial, or Extensive</b>                                     |
| <DisabilityCategory>          | NCCD category of disability for students in the cohort                                | <b>None, Physical, Cognitive, Social-Emotional or Sensory</b>                                   |
| <FTE>                         | Number representing the fraction of full-time workload for each student in the cohort | Number with one decimal place between 0.1 and 1 (inclusive).                                    |
| <Headcount>                   | Number of individual students in the cohort   | Integer   |

## Example XML code

```
<CensusCollection RefId="5ff46fb3-ab4f-4272-8547-f02f130b696f">
  <CensusYear>2024</CensusYear>
  <RoundCode>Census2024</RoundCode>
  <SoftwareVendorInfo>
    <SoftwareProduct>Census Upload Tool - Excel</SoftwareProduct>
    <SoftwareVersion>Version 3.3</SoftwareVersion>
  </SoftwareVendorInfo>
  <CensusReportingList>
    <CensusReporting>
      <CommonwealthId>99999</CommonwealthId>
      <EntityName>Example School Location</EntityName>
      <EntityContact>
        <Name Type="LGL">
          <FamilyName>Bunchofnumbers</FamilyName>
          <GivenName>Firstname</GivenName>
        </Name>
        <PositionTitle>Principal</PositionTitle>
        <Email Type="01">fictional@example.com.au</Email>
        <PhoneNumber Type="0096">
          <Number>0200000000</Number>
        </PhoneNumber>
      </EntityContact>
    <CensusStaffList>
      <CensusStaff>
        <StaffCohortId>2</StaffCohortId>
        <StaffActivity>
          <Code>1103</Code>
        </StaffActivity>
        <CohortGender>F</CohortGender>
        <CohortIndigenousType>I</CohortIndigenousType>
        <PrimaryFTE>0.5</PrimaryFTE>
        <SecondaryFTE>0.5</SecondaryFTE>
        <Headcount>1</Headcount>
      </CensusStaff>
    </CensusStaffList>
    <CensusStudentList>
      <CensusStudent>
        <StudentCohortId>2</StudentCohortId>
        <YearLevel>
          <Code>0</Code>
        </YearLevel>
        <CensusAge>5</CensusAge>
        <CohortGender>M</CohortGender>
        <CohortIndigenousType>N</CohortIndigenousType>
        <EducationMode>D</EducationMode>
        <StudentOnVisa>Y</StudentOnVisa>
        <OverseasStudent>N</OverseasStudent>
        <DisabilityLevelOfAdjustment>Supplementary</DisabilityLevelOfAdjustment>
        <DisabilityCategory>Physical</DisabilityCategory>
        <FTE>1.0</FTE>
        <Headcount>1</Headcount>
      </CensusStudent>
    </CensusStudentList>
  </CensusReporting>
</CensusReportingList>
</CensusCollection>
```