



Australian Government  
Department of Education

# Non-government schools census requirements

A guide to the 2024 non-government schools  
census requirements



Version	Date	Revision
1.00	17 June 2024	2024 Census Requirements published on SchoolsHUB
2.00	18 July 2024	Updated contact information, page 15.

## Copyright



With the exception of the Commonwealth Coat of Arms, the Department's logo, any material protected by a trade mark and where otherwise noted all material presented in this document is provided under a [Creative Commons Attribution 4.0 International](https://creativecommons.org/licenses/by/4.0/) (<https://creativecommons.org/licenses/by/4.0/>) licence.

The details of the relevant licence conditions are available on the Creative Commons website (accessible using the links provided) as is the full legal code for the [CC BY 4.0 International](https://creativecommons.org/licenses/by/4.0/legalcode) (<https://creativecommons.org/licenses/by/4.0/legalcode>)

The document must be attributed as the (Non-Government Schools Census Requirements) Version 2



# Contents

Non-government schools census requirements .....	1
Who should read these requirements? .....	5
Who will complete the census? .....	5
What SchoolsHUB access do I need? .....	5
About the census .....	5
Important dates for the 2024 census .....	6
Legal obligations .....	6
Record keeping and census post enumeration.....	6
Information collected in the census .....	6
Privacy information.....	7
Census reference period .....	7
Student eligibility .....	8
Eligible students.....	8
Ineligible students.....	8
Census special circumstances application .....	8
Student reporting definitions .....	9
Full-time students .....	9
Part-time students .....	9
TAFE, Tertiary studies, and alternative pathways activities .....	9
Age .....	9
Gender .....	9
Indigenous students.....	10
Indigenous non-stated .....	10
Education type .....	10
Day students .....	10
Boarding students.....	10
Distance education students .....	10
Students on visas .....	11
Students on bridging visas .....	11
Overseas students.....	11
Can I report exchange students in the census? .....	12
Students with disability.....	12
What information is reported for each student with disability? .....	12
Reporting staff .....	13



Staff reference period.....	13
Eligible Staff .....	13
Ineligible staff.....	13
Full-time and part-time staff.....	13
Reporting staff with more than one function.....	13
Staff types .....	13
More information .....	15
Non-Government Schools Census .....	15
SchoolsHUB technical support.....	15



# 2024 Non-government schools census requirements

## Who should read these requirements?

These requirements are for non-government schools staff completing the 2024 non-government schools census (the census) submitted annually through [SchoolsHUB](#) to 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		✓	✓

## 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.

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 Australian Government uses the census to calculate funding and create informed and tailored policies for Australian schools.



## Important dates for the 2024 census

- **Monday 29 July 2024** Census opens in SchoolsHUB
- **Friday 2 August 2024** **Census day**
- **Friday 9 August 2024** Census declaration due
- **Friday 16 August 2024** Special circumstances applications due

## 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 2024 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*.

## Record keeping 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 Regulations 2023 (the Regulations).

The census post enumeration (census PE) is an important component of the department's [Schools Funding Assurance Framework](#) and is a validation exercise related to the annual non-government schools census counts. The census PE verifies the information declared within a school's census return is accurate, complete, and reliable. The census PE is the department's measure of accuracy of Australian Government recurrent funding payments, with the outcomes reported to the Australian National Audit Office. Schools selected in the census PE process are required to participate under the Regulations.

Using a nationally consistent approach, the department engages contractors to review selected non-government schools yearly via onsite visits and desktop reviews to verify the accuracy, completeness, and reliability of a school's census return. The contractors may recommend adjustments to census data, based on the evidence sighted through a contractor report. Contractor recommendations are assessed by the department before being used as an input to adjust the school's funding calculation.

Reports are prepared for all schools, detailing the outcome of the census PE process so schools can use the experience of the census PE to improve their administrative and reporting practices.

## 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 / diocesan offices
Student year levels	✓		
Student ages as of 1 July 2024	✓	✓	
Student age brackets as of 1 July 2024 (11 years & younger/12 years & older)		✓	
Full-time or part-time students	✓	✓	
Students on visas/overseas students	✓	✓	
Indigenous students	✓	✓	
Students with disability	✓	✓	
Boarding students	✓	✓	
Distance education students	✓	✓	
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 collection 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 reasonably necessary or 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, email [privacy@education.gov.au](mailto:privacy@education.gov.au).

## Census reference period

The census reference period for students is the 20 school days leading up to and including census day, Friday 2 August 2024.

School holidays, public holidays, and weekends are not part of the 20-day census reference period.

Pupil-free days are part of the 20-day census reference period. This includes where a school has scheduled pupil-free or staff-development day(s) at the beginning or end of school term.



## Student eligibility

### Eligible students

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 (2 August 2024).
- The student is enrolled in a year level the school is approved to provide at that location.
- The student has a pattern of regular attendance at the school, or at school generally, during the year.
- The student attends the school for at least one day during the census reference period.

For more information, download the [flowchart to help determine a student's eligibility](#) on SchoolsHUB.

You must only report students who attended during the census 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 2025 or later (therefore not meeting the requirement of having a pattern of regular attendance)
- 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
- are participating in the first 6 months of an 18-month foundation program. For more information, download the [recurrent funding for foundation year fact sheet](#) on SchoolsHUB.

### Census special circumstances application

If you have students who did not attend during the census reference period, but otherwise meet the eligibility requirements, you may submit a separate census special circumstances application to apply to have those students included in your final census count.

The 2024 special circumstances application form and accompanying handbook will be available on SchoolsHUB.





## Student reporting definitions

### Full-time students

To include a student as full-time, they must be undertaking a full-time study load for the year level, as prescribed by the relevant state or territory. Full-time attendance may not equate to a full-time study load.

For example, if a student is attending school full time but only undertaking half the study load, they must be reported as 0.5 full time equivalent (FTE). This includes students undertaking variable progression rate, extending completion of the year level over more than one year.

### Part-time students

A student who is not undertaking a full-time study load is to be counted at the fraction of the full-time study load which the student is undertaking.

Part-time students must have an FTE between 0.1 and 0.9 (to the nearest decimal).

### 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 study loads that are part of alternative pathways not contributing to the year 12 certificate do not count towards their study load for the census. If a student is not completing a full school study load 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 2024.

### 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 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

Boarding students are students who attend the school location and are 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 advised to the department)
- where the state or territory provides funding to the school for distance education students (other than financial assistance provided to the state or territory for the school in accordance with the Act).

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

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

For more information, download the [distance education fact sheet](#) on SchoolsHUB.



## 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 the 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 students do not attract Australian Government recurrent funding.

**Overseas student visa subclasses include 500, 570, 571, 572, 573, 574, and 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, visit the [Department of Home Affairs](#) website.



For more information on how to report students on a visas and overseas students, download the [reporting visa students census flowchart](#) 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 Australian year 12 certificate) in their country of origin.

## 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](#).
- The student has a disability as defined in appendix 4 of the [NCCD Guidelines](#)<sup>1</sup>.
- The student 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 disability.

The school must ensure it has documented evidence of adjustment(s) provided. For more information on the types of supporting evidence, see section C.5 of the 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 NCCD Guidelines.

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

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

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

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

- [NCCD Quick Guide](#)
- [examples of evidence](#) to support reporting students with disability

---

<sup>1</sup> Please refer to 2023 NCCD Guidelines



- [infographic explaining what it means to have 10 weeks of adjustments](#)
- [guide on selecting levels of adjustment](#)
- [key NCCD contacts for schools.](#)

## Reporting staff

### Staff reference period

Report all staff employed or engaged during the staff 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 a less than 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

### Executive staff (approved system authorities/diocesan offices only)

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

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



should be reported at the location they are working at on census day. In general, teaching staff should not be reported at a system/diocese office.

## 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 or student counsellor or liaison officer
- educational development, such as staff and curriculum development
- school psychologists, guidance officers, social workers, 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/school administrators
- accountants.

## More information

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

## Non-government schools census

For enquiries relating to the non-government schools census, contact us by:

- visiting the [SchoolsHUB Non-Government Schools Census](#) page
- emailing [schools@education.gov.au](mailto:schools@education.gov.au)
- calling 1800 677 027 (select option 2, followed by option 1)
- sending a support request through [SchoolsHUB](#).

## SchoolsHUB technical support

If you require technical support for SchoolsHUB contact us by:

- emailing [schoolsHUB@education.gov.au](mailto:schoolsHUB@education.gov.au)
- calling 1800 677 027 (select option 1)
- sending a support request through [SchoolsHUB](#).

## NCCD students with disability

For enquiries relating to NCCD, contact us by:

- emailing [NCCDSupport@education.gov.au](mailto:NCCDSupport@education.gov.au)
- searching [NCCD frequently asked questions](#)
- emailing an [NCCD key contact](#) in the Catholic and Independent sectors.

