



# 2025 Census Special Circumstance Internal Review – Fact Sheet

## Purpose

This fact sheet provides guidance for schools submitting an internal review application following the outcome of 2025 Census Special Circumstances process.

## How to seek an internal review

A school's approved authority can apply to the Secretary of the Department of Education (or a delegate) for a decision to be reviewed. An application for review should include:

- information on why the original decision is incorrect
- the original application and its supporting documentation
- new supporting documentation.

If the approved authority wishes to seek an internal review, an application in writing must set out the reasons for the application **within 30 days from the date of the outcome letter**. If you need to apply beyond the 30 days application period, please provide evidence explaining why the extra time should be required noting that extensions will only be granted in extenuating circumstances.

Any internal review application must be sent to [internalreview@education.gov.au](mailto:internalreview@education.gov.au).

## What to submit for a special circumstances internal review

Each individual application is assessed against section 9B(4) of the Australian Education Regulations 2023 (the Regulations). Supporting documentation should be **de-identified**. Under subsection 50(4) of the Regulations this means removing or redacting information that could explicitly identify a student, such as their name, contact information, photographs, court orders etc.

Relevant information for each individual student and the reason for their individual special circumstance **must** be provided with the application.

Further information on census special circumstances, including conditions of assessment, can be found in the [2025 Census special circumstances handbook](#) which is available on [SchoolsHUB](#).

## Suggested Supporting Documentation

As each circumstance is different, supporting documentation should be provided for each student and page 2 provides suggested supporting documentation for a special circumstance application.

Student circumstance	Suggested supporting documentation
Student on a family holiday over the census reference period	<ul style="list-style-type: none"> <li>• authorised signed leave form</li> <li>• student attendance report</li> <li>• records demonstrating regular schoolwork engagement during the absence</li> <li>• communication with the parent(s) or guardian(s) of the student, or the student (where appropriate) outlining the dates the student will be absent and whether permission has been granted for the school to engage with the student in education during the absence. Note: for longer family holiday absences, more extensive engagement is expected.</li> </ul>
Student is temporarily attending another school in Australia for the duration of the census reference period	<ul style="list-style-type: none"> <li>• authorised signed leave form</li> <li>• student attendance report</li> <li>• notice from the 'away' school declaring the 'away' school will not report the student in their census</li> <li>• communication with the parent(s) or guardian(s) of the student, or the student (where appropriate) showing a clear intention when the student will return to school after attending the 'away' school.</li> </ul>
Student is absent during the census reference period due to an illness	<ul style="list-style-type: none"> <li>• medical certificate covering the absence</li> <li>• student attendance report</li> <li>• communication with the parent(s) or guardian(s) of the student, or the student (where appropriate) showing a clear intention when the student will return to school</li> <li>• records demonstrating regular schoolwork engagement during the absence</li> <li>• written advice from a medical professional (<b>de-identified</b> under subsection 50(4) of the Regulations) outlining the circumstance on behalf of the student</li> <li>• an agreed return-to-school plan for the student</li> <li>• evidence supporting the school has regularly engaged with the parent(s) or guardian(s) of the student, or the student (where appropriate) in education during the absence.</li> </ul>
Student is absent during the census reference period while partaking in sorry business or grief leave	<ul style="list-style-type: none"> <li>• student attendance report</li> <li>• written communication with either the parent(s) or guardian(s) of the student, community representative, leader, principal or the student (where appropriate) confirming when the student is expected to return.</li> </ul>
Student is absent during the census reference period while partaking in elite sport or entertainment industry	<ul style="list-style-type: none"> <li>• authorised signed leave form</li> <li>• student attendance report</li> <li>• communication with the parent(s) or guardian(s) of the student, or the student (where appropriate) showing a clear intention when the student will return to school</li> <li>• records demonstrating regular schoolwork engagement during the absence</li> <li>• if a separate tutor or educational program has been used during the absence, evidence to support the schoolwork engaged in by the student was provided by the school and not the tutor</li> <li>• evidence supporting the school has regularly engaged with the parent(s) or guardian(s) of the student, or the student (where appropriate) in education during the absence.</li> </ul>
Student is a school refuser/school can't, and has not attended school including the census reference period	<ul style="list-style-type: none"> <li>• student attendance report</li> <li>• communication with the parent(s) or guardian(s) of the student, or the student (where appropriate) showing a clear intention when the student will return to school</li> <li>• records demonstrating regular schoolwork engagement during the absence</li> <li>• an agreed return-to-school plan for the student</li> <li>• evidence supporting the school has regularly engaged with the parent(s) or guardian(s) of the student, or the student (where appropriate) in education during the absence.</li> </ul>

