

Important information about the 2024 Address Collection

Approved Authority responsibilities

In the Address Collection, Approved Authorities must ensure:

- Your school(s) have informed parents/guardians about the Address Collection. Send the [notice to parents/guardians](#) ahead of the collection.
- Your school(s) have made a reasonable effort to obtain student and parent/guardian current address information.
- You provide guidance to school(s) on how often updates to student and parent/guardian address information should occur. All your school location(s) in scope for the Address Collection are included in your submission. You advise your school(s) of their responsibilities for the Address Collection. This may include schools providing you data for uploading, or you direct your schools to upload data directly to SchoolsHUB.
- Your school(s) location(s) can achieve at least 95% valid addresses for both the students and combined parents/guardian addresses. The department uses Geoscape Geocoded National Address File (GNAF) to validate addresses. If this is not possible for any reason, please contact the [Address Collection helpdesk](#).
- Individuals from the Approved Authority and school(s) have appropriate access to SchoolsHUB Address Collection to submit and/or declare data.
- You have advised the department if there have been any changes in your location(s) circumstances.
- Address Collection data for your school(s) locations(s) is submitted by no later than Wednesday 13 March 2024.

Approved Authorities with outstanding data or potential data quality issues may be contacted by the department.

About the Address Collection

The Address Collection collects the following data from eligible schools, for each location at the school:

- Address of each eligible school aged student
- Demographic data related to the student:
 - Education Level (primary or secondary)
 - Whether the student is a boarding or day student
- Name and residential address of the person(s) responsible for each student. In general, the person(s) responsible will be the student's parent/guardian.

Collectively, this data is referred as the *Statement of Student Addresses*.

Address Collection data is collected in accordance with sections 52 and 58B of the [Australian Education Regulations 2023](#).

The information collected informs school funding calculations. It is combined with data held by the Australian Bureau of Statistics (ABS) to calculate a non-government school community's capacity to contribute (CTC) to the costs of schooling. This may influence the level of Australian Government recurrent funding for non-government schools.

Address Collection resources updated for 2024

1. All data requirements for the Address Collection are detailed in the [2024 data technical specifications](#). The data technical specification describes the expected residential circumstances of students and their parents/guardians and how to report each circumstance. We recommend you provide it to your school software vendor to ensure they have a copy.
2. Address Collection help information has been updated for the 2024 collection. We recommend taking some time to read this information. It is available in the [SchoolsHUB Address Collection help and support](#).
3. The Address Collection Tool to create an XML format file for upload to SchoolsHUB has received some minor updates and will be published prior to the collection opening. Please ensure you are using the latest version of the collection tool, which is available on [SchoolsHUB Address Collection help and support](#).
4. Once a location's data is declared the data will automatically be locked and moved into the 'in review' status. If Address Collection data needs to be changed after the declaration, the undo declaration form will need to be filled out and sent to SEShelpdesk@education.gov.au

Data usage

Address Collection data is provided in a secure manner to the Australian Bureau of Statistics (ABS) and linked with taxation data under the [Multi-Agency Data Integration Project \(MADIP\)](#). The ABS securely provides the department deidentified data to calculate CTC scores. The CTC scores inform school's recurrent funding calculations.

Key Dates

The 2024 Address Collection opens in SchoolsHUB on Wednesday 14 February 2024. Data submissions close on Wednesday 13 March 2024.

Reporting period

Address Collection does not have a reporting period. Instead, data should be as at the start of the collection period, 14 February 2024 for students currently enrolled at the school's location(s).

Schools excluded from the Address Collection

Some types of schools are not required to complete the Address Collection under the [Australian Education Regulations 2023](#).

Schools excluded:

- Special Schools.
- Special Assistance Schools.
- Majority Aboriginal and Torres Strait Islander (MATSI) schools (as determined by the department).
- Sole Provider Schools (as determined by the department).
- Government Schools.

Students excluded from the Address Collection

Some students **must not** be included in the submission to the collection. These students are:

- Students in early childhood education programs (also referred to as Year 1 minus 2).
- Full-fee paying overseas students (international students who do not attract Australian Government recurrent funding).
- Distance Education students.

Address Collection Data Requirements

Detailed data requirements are in the [2024 data technical specifications](#).

Submitting Address Collection data

You can submit data by:

- Generating an XML format file from your school technology system. Load the file to SchoolsHUB Address Collection. When uploading large files (e.g. student records for multiple school locations) SchoolsHUB will take longer to process the upload; and run all the necessary validations. The department advises that XML files should not be larger than 16mb files. In instances where the file is large, split your upload file into multiple XML files (ensuring not to duplicate student records across multiple XMLs). Upload one XML file at a time, wait for it to complete processing in SchoolsHUB and then repeat the process for the remaining XML files via the 'append' upload.
- Generating an XML format file using the Address Collection Tool. The tool is suitable for those submitting a smaller number of student records and/or your school technology system is unable to generate an XML format file. Load the file to SchoolsHUB Address Collection.
- Manually enter records into SchoolsHUB. Suitable for those submitting a small number of student records and/or submitting unusual circumstance records, including pinning an address/location on a map. (i.e. the address is a property that does not have a street address or a community).

Note: An XML cannot contain any unusual circumstances records; these must be manually entered into SchoolsHUB after you have uploaded your XML format file.

The **Address Collection User Guide** will be available in SchoolsHUB before the collection opens and will contain step-by-step instructions for providing the required data to the collection.

Need help?

For more information about the Address Collection, visit the [SchoolsHUB Address Collection page](#) or email the Address Collection helpdesk at SEShelpdesk@education.gov.au or by calling 1800 677 027 and following the prompts.