



2022 Non-Government Schools Census Requirements

Who should read these requirements?

These requirements are for non-government schools staff completing the 2022 Non-Government Schools Census (the Census). They apply to the Australian Government Census completed through [SchoolsHUB](#) for the Department of Education, Skills and Employment (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		✓	✓

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Version	Date	Revision
1.00	2 May 2022	2022 Census Requirements published.
1.01	14 May 2022	Updated hyperlinks to standalone flowcharts.
1.02	15 June 2022	Included links to the 2022 Special Circumstances Application.

1. 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 Government uses the Census to calculate funding and create informed and tailored policies for Australian Schools.

Important dates for the 2022 Census

Monday 1 August 2022	Census opens in SchoolsHUB
Friday 5 August 2022	Census Day
Friday 12 August 2022	Census declaration due
Friday 19 August 2022	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 2022 Census according to this document's requirements unless otherwise instructed by the Minister for Education and Youth 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 Commonwealth is a serious offence and may result in prosecution under Section 137.1 of the *Criminal Code Act 1995*.

Recordkeeping and Census Post Enumeration

Your approved authority must maintain records verifying the eligibility of all students reported in the Census for a minimum of seven years. This is a requirement under section 37 of the *Australian Education Regulation 2013* (the Regulation).

The Census Post Enumeration is a follow-up exercise to validate whether Census information provided by schools is accurate, complete, and reliable. It forms part of the department's [Schools Funding Assurance Framework](#).

The department visits a sample of non-government schools each year and verifies the accuracy of their Census information by assessing their enrolment records. Based on these assessments, adjustments to Census information and funding are made, where applicable.

Participation for schools selected in the Census Post Enumeration is a requirement under the *Australian Regulation 2013*.

2. Potential impacts of COVID-19

As was the case in 2021, the Department of Education, Skills and Employment will closely monitor any effects COVID-19 has on schools in the lead-up to 2022 Census. If disruptions coincide with a significant portion of the Census Reference Period, the department will work with affected schools and make alternative arrangements for the Census where required.

3. 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 2022	✓	✓	
Student age brackets as of 1 July 2022 (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 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, please email privacy@dese.gov.au.

4. Census Reference Period

The Census Reference Period for students is the 20 school days leading up to and including Census Day, Friday, 5 August 2022.

School holidays, public holidays, and weekends are not part of the 20-day Census Reference Period. Pupil free days within the Reference Period do count towards these 20 days.

5. 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 (5 August 2022)
- 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

Figure 1 (on the following page) contains a flowchart to help determine a student's eligibility.

You must only report students who attended during the 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:

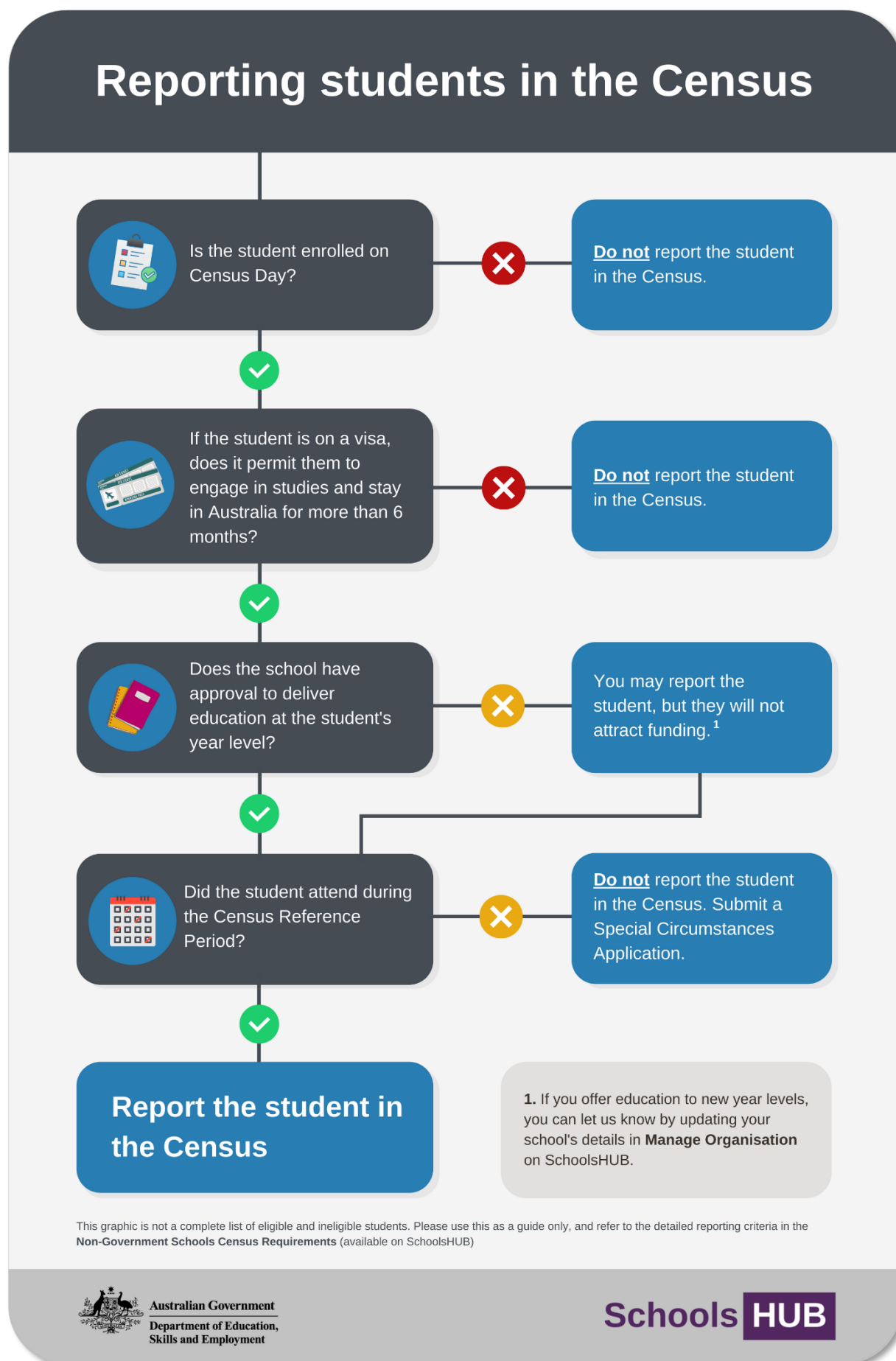
- did not attend for any part of the Census Reference Period
- are enrolled, but did not attend in the year leading up to and including Census Day
- last attended the school location before Census Day and will not be returning until 2023 or later
- unenrolled or ceased attending the school location before 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)
- either do not have a visa or are prohibited from engaging in studies as a condition of a visa
- are on a visitor's visa and in Australia for less than six months
- are on exchange and at the school location for a period shorter than six 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

Special Circumstances Application to include a student in Census

If you have students who did not attend during the reference period, but otherwise meet the eligibility requirements, you may submit a separate [Special Circumstances Application](#) to apply to have those students included in your final Census count.

The 2022 [Special Circumstances Application](#) and accompanying [Handbook](#) will be available on SchoolsHUB.

Figure 1 – Reporting students in the Census flowchart. A standalone version is available to [download here](#).



6. Student reporting definitions

Full-time students

Full-time students must be enrolled and participating in primary or secondary education at the school location. They must be studying at a full-time workload (as prescribed by the relevant State or Territory).

Part-time students

Part-time students must be enrolled and participating in primary or secondary education at the school location. They must have a workload less than a full-time student (as prescribed by the relevant State or Territory).

Part-time students must have an FTE between 0.1 and 0.9.

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 workloads that are part of alternative pathways not contributing to the Year 12 certificate do not count towards their workload for the Census. If a student is not completing a full school workload 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 2022.

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 Indigenous 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

A boarding student attends the school location and is 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 where the State or Territory provides funding for the school (other than financial assistance provided to the State or Territory for the school in accordance with the Act), for primary or secondary education for students enrolled and receiving distance education from the school.

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

- reside in the State in which the school is located
- not be approved as a home school student
- not be an overseas student

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 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 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.

For more information on the type of visa a student is on, please refer to the [Department of Home Affairs](#).

Options to report overseas students are:

- yes (Y)
- no (N)

Figure 2 (on the following page) contains a flowchart to help you with reporting students on visas and overseas students.

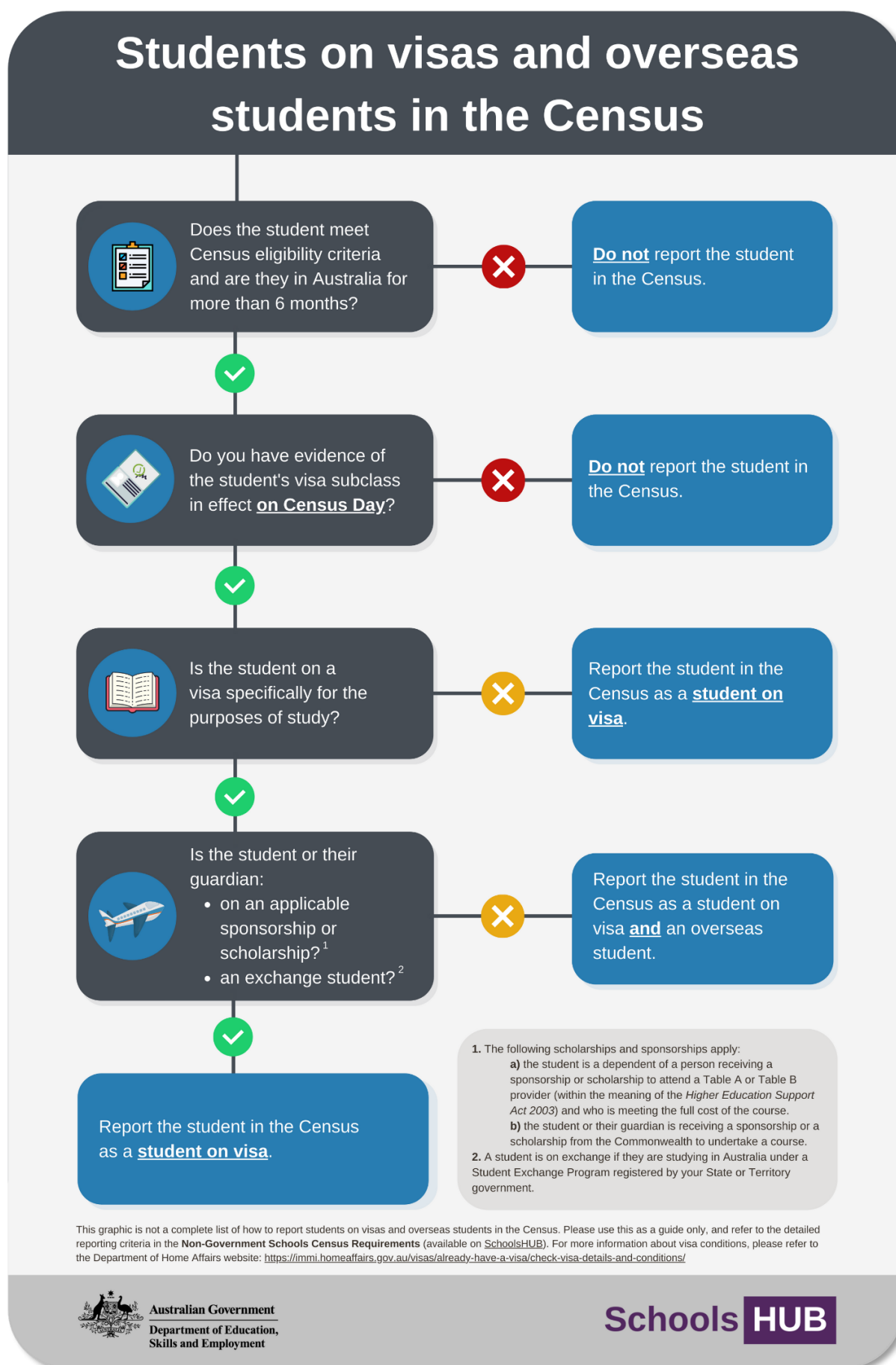
Can I report exchange students in the Census?

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 more than six months
- not have completed formal schooling (the equivalent of our year 12 certificate) in their country of origin

Figure 2 – Reporting students on visas and overseas students flowchart. A standalone version is available to [download here](#).



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 [2022 NCCD Guidelines](#)
- the student has been provided with an adjustment(s) for a minimum of ten weeks of school education (in the 12 months leading up to and including Census Day) to address the functional impact of a disability

The school must ensure that it has documented evidence of adjustment(s) provided. For more information on the types of supporting evidence, see section C.4 of the 2022 NCCD Guidelines. For guidance on what constitutes ten weeks of school education as it relates to the NCCD, see section C.2.1 of the 2022 NCCD Guidelines.

What information is reported for each student with disability?

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

- disability category (see appendix 2 of the 2022 NCCD guidelines)
 - Physical
 - Cognitive
 - Social-Emotional
 - Sensory
- level of adjustment (see [selecting the level of adjustment](#))
 - Support provided within quality differentiated teaching practice (QDTP)
 - Supplementary
 - Substantial
 - Extensive

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

- [NCCD quick guide](#)
- [examples of evidence](#) to support reporting students with disability
- [infographic explaining what it means to have ten weeks of adjustments](#)
- [guide on selecting levels of adjustment](#)
- [key NCCD contacts for schools.](#)

7. Reporting staff

Staff reference period

Report all staff employed or engaged during the Reference Period (the five 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 four 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 four 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 per cent of their time at work teaching and 30 per cent 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 (system/diocesan offices only)

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

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

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

8. More information

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

Non-Government Schools Census

- visit: [SchoolsHUB Non-Government Schools Census](#) page
- email: schools@dese.gov.au
- phone: 1800 677 027 (option 3)
- send: a support request through [SchoolsHUB](#).

SchoolsHUB technical support

- email: SchoolsHub@dese.gov.au
- phone: 1800 677 027 (option 1)
- send: a support request through [SchoolsHUB](#).

NCCD Students with disability

- email: helpdesk@nccd.edu.au
- phone: 1300 291 119
- [NCCD frequently asked questions](#)
- [NCCD key contacts](#) in the Catholic and Independent sectors.