

# Census and enrolment verification programs

## Fact sheet: NSS-FS11

This fact sheet provides information regarding the non-State school census and enrolment verification programs.

### Census

Each year, census information about non-State schools is collected from governing bodies.

Data provided in the *School Survey Data for Non-State Schools – Queensland* (the ‘Census form’) is used by the Queensland Department of Education to assess the allocation of funds distributed by the State government to non-State schools and governing bodies.

The Census data are based on enrolments as at the last Friday of February each year (‘Census Day’).

The Census form collects data on:

- school/site details
- overseas students
- full-time students
- part-time students
- English as a Second Language (ESL) students requiring assistance
- Indigenous students
- students with disability (SWD)
- students from isolated zones
- boarding students and boarding fee concessions.

The *Instructions for completing School Survey Data for Non-State Schools – Queensland*, as well as a number of video help files (vodcasts), are made available from February each year to assist governing bodies and their schools to accurately complete the Census form.

All enrolment, attendance and related documentation used in completing the Census form is to be retained by the school/governing body for a period of five years from Census Day, and in such a way that ensures the integrity and security of the data and documents.

Further information regarding the Census is available on the [NSSAB website](#).

### Census timeline

#### Beginning of February

Letters are emailed to governing body chairpersons and non-State school principals, providing information on the census process.

Information regarding the Census, including the instructions, is made available on the [NSSAB website](#).

#### Monday before Census Day

On the Monday before Census Day, the Census form is made available to download and review.

#### Last Friday in February (Census Day)

The Census form is to be completed using enrolment data as at the last Friday in February, except for the *Boarding fee concession* section which refers to the previous year’s data.

#### First Friday in March

The completed Census form is required to be returned to the Board, via [NSSAB Online Services](#), by close of business on the first Friday in March.

### Enrolment verification program

Each year, following the Census, a sample of non-State schools will have their Census data reviewed and verified by Board appointed authorised persons. They will verify enrolment data, and comment on the reliability of:

- enrolment and admission procedures
- attendance records and processes, and
- documentation of reasons and authority for prolonged absences.

Further information regarding the enrolment verification program is available on the [NSSAB website](#).