



**Non-State Schools  
Accreditation Board**

Record number: 20/60285  
Phone: (07) 351 36773

10 February 2020

[Redacted]

Dear [Redacted]

**Re: The novel coronavirus situation, and the *School Survey Data for Non-State Schools – Queensland 2020* (“Census”)**

Further to its 4 February 2020 correspondence regarding the 2020 Census of non-State school enrolments, the Non-State Schools Accreditation Board is writing to provide governing bodies of non-State schools and school principals with focussed advice on completion of the Census in regard to the attendance of enrolled students impacted by the evolving novel coronavirus situation in Queensland.

As you are aware, one of the requirements that must be met for a student to be included on the Census form is the student must have attended the school for at least 11 days for full-time students (or at least the prescribed minimum period for part-time students) between the first day of the school year and Census Day.

However, a student who has attended the school for less than 11 days for full-time students (or less than the prescribed minimum period for part-time students) can be included in the Census if the student’s absence was for a reason that was beyond the control of: (a) the student’s parent/guardian; or (b) the student (if living independently).

For Census purposes, a student’s non-attendance at a school because of:

- (a) compliance with a Queensland Government (e.g. Queensland Health) advisory notice on coronavirus; or
- (b) compliance with an Australian Government (e.g. Department of Health) advisory notice on coronavirus; or
- (c) on the assessment and advice of a medical practitioner on coronavirus;

would be regarded as beyond the control of the student’s parent/guardian, or the student (if living independently).

If any of these situations are met, a student who is enrolled at the school may be included on the Census form.

In each case where a student has attended the school for less than the prescribed number of days and been included in the Census, there must be documented evidence confirming the reasons preventing the student from attending the school during this period.

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Documentation detailing the explanation of the absence and confirming that the absence was beyond the control of the student's parents or guardians, or the student (if living independently), must be retained by the school/governing body for a period of five years from Census Day, and in a way that ensures the integrity and security of the data and documents.

In the case of a student absence because of coronavirus, the following are examples of confirming documentation:

- certificate from a medical practitioner; or
- explanatory email from the student's parent/guardian; or
- explanatory email from the student (if living independently); or
- school file note documenting a discussion (e.g. telephone) with the student's parent/guardian; or
- school file note documenting a discussion (e.g. telephone) with the student (if living independently).

If you have any particular enquiries on completing the Census form in respect of students impacted by the coronavirus, please feel free to contact the Board Secretariat, at [nssab.admin@qed.qld.gov.au](mailto:nssab.admin@qed.qld.gov.au) or on telephone (07) 3034 5257.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lynne Foley', with a long horizontal flourish extending to the right.

**Lynne Foley OAM**  
Chairperson