



**Non-State Schools
Accreditation Board**

Record number: 24/724895

3 February 2025

Dear Chairperson

I am writing to provide you with information about completing the *2025 School Survey Data for Non-State Schools—Queensland 2025* (the census).

The Non-State Schools Accreditation Board, with the Queensland Department of Education, uses census data to carry out statutory functions on behalf of the Queensland Minister for Education. These functions include determining the [state recurrent grants](#) that governing bodies of non-state schools are entitled to receive.

Important information about the census

[Section 168](#) of the *Education (Accreditation of Non-State Schools) Act 2017* says that the governing body of an accredited school must give the Board survey data about the school on a relevant day prescribed by regulation. We call this day the census day.

The census day falls on the last Friday in February, and governing bodies must submit school survey data within 7 days after the census day. This deadline enables the data to be verified in time for state recurrent grants to be distributed [in May](#).

Preparing for census day in 2025

As in previous years, the Board has written to each school principal to inform them about this year's census.

To help governing bodies accurately compile data and complete the census form, instructions are available on the [Board's website](#). The census form will become available via [NSSAB Online Services](#) from **Friday 28 February 2025**.

What to do next

To prepare for data collection in February, please preview the census form and the *Are you ready?* checklist, which are both included in the [instructions](#).

An online census form will be available for each accredited and operating site and mode of delivery, including temporary special assistance sites. To access the census form/s, users must first log in to [NSSAB Online services](#).

Users must fill out the census form/s based on data as at **Friday 28 February 2025**, then submit them to the Board no later than **Friday 7 March 2025**.

Whoever completes the census form/s must make sure they accurately enter student data according to the definitions and requirements in the [instructions](#). The data that governing bodies

provide in the census form will be validated. These data may also be subject to enrolment verification by Board-appointed authorised persons.

Changes from 2024

Changes from 2024 are highlighted on page 5 of the [instructions](#).

In particular, the 2025 instructions include:

- Updated advice for retaining birth certificates or other identity documentation
- Information about new schools or sites opening close to census day
- Additional reasons for absences beyond the control of a student's parent/guardian (or the student themselves, if they are living independently)
- New Census feedback process
- Additional contact details for the person best placed to give feedback on Census experience

Retaining birth certificates or other identity documentation

In previous years, schools were asked to keep copies of birth certificates or equivalent proof of identity for students in Prep year (for a period of one year), to verify the enrolment eligibility of Prep students.

From 2025, schools no longer need to keep copies of birth certificates for students enrolled in any year level.

However, if schools have already obtained copies of birth certificates, they should keep them for at least 5 years, in accordance with [section 5\(1\)\(a\)](#) of the *Education (Accreditation of Non-State Schools) Regulation 2017*.

Schools must:

- sight birth certificates (or other suitable identifying documentation)
- keep documentation that records this process.

Authorised persons may ask schools to provide evidence that they have complied with [section 5\(1\)](#) of the Regulation. The Board will accept a written record, such as a signed file note from an identified school officer, recording that a birth certificate (or other suitable identifying documentation) has been sighted, as well as the details of that document.

Submitting your census form/s

You must complete and submit all census forms to the Board through [NSSAB Online Services](#) by **Friday 7 March 2025**.

Please note that only users authorised by the governing body may submit the census forms.

Representatives from governing bodies and non-state schools should already be able to log in to their user accounts. If any additional users need access to [NSSAB Online Services](#), please complete an [access request](#) form.

Please visit <http://www.nssab.qld.edu.au/Census/> to read more detailed information about completing and submitting your census form/s, including the full [instructions](#).

Census feedback survey

Once you have completed the census, you will be sent a link to the census feedback survey. The Board uses these results to help improve users' experience when completing the census process.

Assistance

If you have any questions about accessing [NSSAB Online Services](#), or if you have trouble accessing the platform, you should call the Board's Secretariat on (07) 3513 6773 or email our team at nssab.admin@qed.qld.gov.au by **Wednesday 19 February 2025**.

A handwritten signature in black ink, appearing to read 'P. Walton', is positioned above the typed name.

Yours sincerely

Patrea Walton PSM
Chairperson