

Record number 24/724894

3 February 2025

Dear Principal

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.

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 census [instructions](#) available on the [Board's website](#).

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 it to the Board no later than **Friday 7 March 2025**. This deadline enables the data to be verified in time for state recurrent grants to be distributed [in May](#).

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

Users must complete and submit all census forms to the Board through [NSSAB Online Services](#) by **Friday 7 March 2025** as per the following arrangements:

- Lutheran Church of Australia – Queensland District: Lutheran Education Queensland, c/- Mr David Lonergan at cfo@leq.lutheran.edu.au
- The Corporation of the Synod of the Diocese of Brisbane: Anglican Schools Commission, c/- Mr Nick Gentner at ngentner@anglicanchurchsq.org.au
- The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane: Brisbane Catholic Education Centre, c/- Ms Michelle Fitton at mfitton@bne.catholic.edu.au
- The Roman Catholic Trust Corporation for the Diocese of Cairns: Cairns Catholic Education Office, c/- Ms Jayne Horsnell at jhorsnell@cns.catholic.edu.au
- The Roman Catholic Trust Corporation for the Diocese of Rockhampton: Rockhampton Catholic Education Office, c/- Ms Amanda Houston at amanda_houston@rok.catholic.edu.au and cc:
 - Ms Carmel Kriz at carmel_kriz@rok.catholic.edu.au
 - Ms Leann Montanari at leann_montanari@rok.catholic.edu.au
 - Ms Jo-Anne Perry at JoAnne_Perry@rok.catholic.edu.au

- The Corporation of the Roman Catholic Diocese of Toowoomba: Diocese of Toowoomba Catholic Schools, c/- Mr Charles Corbett at charles.corbett@twb.catholic.edu.au
- The Roman Catholic Trust Corporation for the Diocese of Townsville: Townsville Catholic Education Office, c/- Ms Jodi Larsen at jlarsen@tsv.catholic.edu.au

All other schools should check which person is authorised to submit census data on behalf of the governing body. Schools should either:

- send the form/s to their governing body to submit to the Board, or
- submit the form/s directly to the Board through [NSSAB Online Services](#).

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**.

Yours sincerely



Patrea Walton PSM
Chairperson