

## STUDENT ENROLMENT CENSUS

### SUMMARY INFORMATION FOR SCHOOLS

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## 1 About the February Student Enrolment Census

This document summarises important information to assist schools prepare and submit their student enrolment census. The census enrolment count will be used in the calculation of the 2017 Student Resource Package (SRP).

Schools should refer to the [Guidelines for Counting Students for School Census](#) for information on the eligibility of students for inclusion in census and SRP funding counts.

**The Student Enrolment Census** is to be electronically transmitted through the CASES21 Census application by **close of business** on **Tuesday 28 February 2017**.

Returns can be submitted from Tuesday, 21 February 2017. **Returns submitted prior to 21 February 2017 will not be accepted.**

Resubmissions will be allowed until **12:00pm on Tuesday 7 March 2017**.

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## 2 How to complete the Student Enrolment Census

The February School Census return is produced using CASES21 Census application. The [CASES21 Enrolment Census Process Guide](#) is available on the census website and has detailed instructions for producing the student enrolment census return.

The [Student Enrolment Census Task and Timeline Summary](#) outlines seven stages for preparing the February census:

1. Prepare for Census
2. Create a Census Return
3. Resolve Errors & Acknowledge warnings for the Student Data
4. Create Class Size Data, Resolve Error and Acknowledge Warnings for Classes
5. Run Draft Reports
6. Lodge Census Return
7. Resubmit (if necessary)

Schools unable to provide census data electronically should contact the Census Hotline on (03) 9637 3225 prior to census day.

## 3 Tips for getting it right

Given that census counts form the basis of school funding allocations, it is important that schools take care to ensure that all students are counted and classified accurately.

Schools should validate their data **about one week before census day** to allow sufficient time to process any census errors or warnings.

An enrolment verification program of 2017 February Student Enrolment Census returns will be undertaken during Term 2 to ensure that census returns have been completed in accordance with the updated census guidelines and that census counts are accurate.

The following tips are provided to support schools complete the census accurately:

### 3.1 Use the documentation provided

- The [CASES21 Enrolment Census Process Guide](#) provides relevant definitions and extensive instructions on how to use the CASES21 Census Application to produce the required census return. The Guide is available at <http://www.education.vic.gov.au/Documents/school/principals/management/EnrolmentCenProcessGuide.pdf>
- The [Guidelines for Counting Students for School Census](#) outline the enrolment and attendance criteria for including students in the census and the criteria for students' eligibility for funding through the Student Resource Package (SRP). The *Guidelines* include common census questions and answers, and can be found at <http://www.education.vic.gov.au/Documents/school/principals/management/CountingStudentsguidelines.pdf>
- **Census process checklist** - this list prompts schools of processes to follow in preparing and signing off the school census return. The list also reminds schools of the importance of maintaining good documentation to support the counting of students in the census. The checklist is included at [Appendix A](#) and can be printed as a stand-alone document.

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#### 3.2 Ensure student details are up to date

- Census returns are only correct if all student details on the school's CASES21 system are correct and up-to-date when census reports are run.
- Student background information, such as indigenous background, student family occupation and parental education, collected through the student enrolment form and captured on CASES21 must be up-to-date and as complete as possible for new and ongoing students. Schools should ensure that proper processes are in place for routinely updating student information
- Before running the census return, ensure attendance and absence details have been updated and processed. Schools should aim to process all daily absences before producing final census reports.
- Ensure absences have been recorded correctly. Accurate attendance records are critical to good school operation, to meet the school's duty of care to its students and to provide proof that students meet census counting criteria. For information about approving and recording student absences see: See School Attendance Guidelines
- Schools should have an appropriate process in place to determine which students may not meet regular attendance criteria. Schools using electronic roll marking systems should ensure that they produce, check and retain the appropriate reports.
- For audit purposes, print February rolls after absences have been entered. Ensure that all February absences are shown correctly. Schools using CASES21 should run the Report program **ST21067** (*Monthly Attendance Rolls by Home Group*) under the Attendance module.

#### 3.3 Check students are counted correctly

- The [Guidelines for Counting Students for School Census](#) detail the criteria for counting students in the student enrolment census. In order to receive SRP funding, students must meet the:
  - enrolment criteria,
  - attendance criteria, and
  - funding eligibility criteria.
- All students who are both eligible to attend AND are attending school should be counted in the census.
- Students who have not attended school up to census day **must not be included** in a school's February census count excepting if the student has been ill and the school has been providing them with appropriate work. In some circumstances, a school can receive a SRP funding adjustment for students returning to school after census day.
- Schools must keep appropriate documentation to support each student's eligibility for SRP funding and to support their inclusion in census counts.
- Use the Student Audit List census report to verify whether students have been correctly included/excluded for census purposes.

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#### 3.4 Generate class size data

Class size data are used to calculate class size statistics for regular primary classes and regular secondary English classes. Their publication can attract much public interest.

The collection of class size data is undertaken through the CASES21 Census Application. Refer to Section 8 of the [CASES21 Enrolment Census Process Guide](#) for detailed instructions and examples for recording class data.

The Guide includes examples for recording class size data for primary schools, secondary schools, part time students and to reflect situations where additional teaching support is provided on a regular basis.

A number of primary schools have adopted/implemented varying class structures during the school week, generally involving smaller classes for the teaching of literacy and numeracy. In these situations, the following definition is used to identify the class size to be reported in the February Census:

*count the class size as that which exists for the majority of the time and which includes the time spent teaching literacy and numeracy and which the school community relates to as a class grouping*

Where you believe that your class size return requires further explanation or may not satisfactorily reflect your class arrangements, please mention this in the comments section of Step 3 of the lodgement wizard process when you are completing the Student Enrolment Census.

#### 3.5 Check the return in the week after census

It is often difficult for schools to be sure on census day that absent students will return to school. Schools may submit a corrected return in the week following census day where subsequent information reveals that the initial return was incorrect.

**In the week following the census**, principals should review their original census return taking into consideration up to date information to confirm whether students have been counted correctly. Principals should re-check that all students included in the initial census counts were entitled to SRP funding and met attendance criteria. If necessary, please resubmit an amended census by **12:00pm (midday) on Tuesday, 7 March 2017**.

Detailed instructions to assist schools in the resubmission of amended student enrolment census returns are provided in the CASES21 Enrolment Census Process Guide.

## 4 Other data collections in the February School Census

Four data collections are conducted in February and March:

- [Student Enrolment Census](#)
- Teacher Recruitment Difficulty Census
- Exit Destination Data
- Census of Computer in Schools

The due dates for these collections and information about how to submit the data is in the [February Census Data Collection Schedule](#).

Further information about these collections can be obtained from the DET School Census Data website at

<http://www.education.vic.gov.au/school/principals/management/Pages/census.aspx>

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## 5 Further help

### 5.1 Queries about eligibility for counting the student enrolment census

*Guidelines for Counting Students for School Census* outlines the enrolment and attendance criteria for including students in the census and the criteria for students' eligibility for funding through the Student Resource Package (SRP).

These guidelines common census questions and answers and can be found at <http://www.education.vic.gov.au/Documents/school/principals/management/CountingStudentsguidelines.pdf>

### 5.2 Queries about CASES21

The CASES21 Enrolment Census Process Guide explains the necessary steps to successfully produce a Student Enrolment Census return for the February or August School Census.

The Guide includes hints for resolving student errors and warnings and can be found at <http://www.education.vic.gov.au/Documents/school/principals/management/EnrolmentCenProcessGuide.pdf>

### 5.3 Contact details for School Census queries

Schools can contact the Census Hotline, DET Service Desk or International Student Program Unit for more information, according to the nature of their query as shown below:

<ul style="list-style-type: none"> <li>• Student enrolment census</li> <li>• Teacher Recruitment Census</li> </ul>	<p><b>Census Hotline</b>  <a href="#">School Census Data</a>            Ph: (03) 9637 3225 Fax: (03) 9637 2830            Email: <a href="mailto:census@edumail.vic.gov.au">census@edumail.vic.gov.au</a></p>
<ul style="list-style-type: none"> <li>• CASES21 software/hardware</li> <li>• Exit Destination Data</li> <li>• Census of Computers in Schools</li> </ul>	<p><b>DET Service Desk</b>  <a href="https://servicegateway.eduweb.vic.gov.au/MSMselfservice/">https://servicegateway.eduweb.vic.gov.au/MSMselfservice/</a>            Ph: 1800 641 943 Fax: 1800 672 148            Email: <a href="mailto:servicedesk@edumail.vic.gov.au">servicedesk@edumail.vic.gov.au</a></p>
<ul style="list-style-type: none"> <li>• Visa and overseas student enrolment</li> </ul>	<p>International Student Program Unit            Ph: (03) 9637 2990</p>

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#### **6 Appendix A: School Census Process checklist**

The checklist on the following pages have been prepared to assist schools with the process of preparing for, conducting and submitting the student enrolment census.

Each task is allocated to the Principal, Census Coordinator or Year Level Coordinators/Teachers.

In small schools, the Principal may complete all tasks to prepare census returns, with assistance from teachers as required.

In larger schools, the Principal may delegate most census duties to an Assistant Principal (Census Coordinator) who, with assistance from teachers, will prepare the census returns for the Principal's approval.

In very large schools, the Principal would delegate census coordination to an Assistant Principal who would further delegate tasks such as checking rolls and verifying student attendance to senior staff including Year Level Coordinators and Student Welfare Coordinators. Assistance from teachers would also be required. The Census Coordinator would prepare the census returns for the Principal's approval.

## STUDENT ENROLMENT CENSUS – PROCESS CHECKLIST

### Checklist for February Census

It is important to start the census process early enough to allow sufficient time to obtain any missing information, process any census errors and warnings and to update student details. Remember that updating student details can be time consuming.

**Before the census (during the month of February) ensure that:**

No.	Task	Reference	Responsible person	Done
1	All staff involved in Census process are familiar with the <i>Guidelines for Counting Students for School Census</i> and <i>CASES21 Enrolment Census Process Guide</i>	<a href="#">Census Website</a> <a href="#">Guidelines for Counting Student for School Census</a> <a href="#">CASES21 Enrolment Census Process Guide</a>	Principal	Y / N
2	Responsibility for the census return is delegated as appropriate to a coordinating AP or teacher.		Principal	Y / N
3	The school has a reliable system for reporting, recording and following up absences	CASES21 Admin Chapter 4: Attendance	Principal	Y / N
4	There are adequate staff and opportunity to keep student databases, including absences, up to date		Principal	Y / N
5	Absence notes or other records are retained		Principal	Y / N
6	Copies of any temporary rolls are retained		Principal	Y / N
7	Student database are regularly updated including absences and approval of absences		Principal	Y / N
8	Return rolls to Level Coordinators or teachers several times during February for verification of attendance data against class (particularly English classes for Secondary schools) or home group rolls or teacher records		Census coordinator	Y / N
9	Check CASES21 rolls against class or home group records and absence notes and other explanations to verify CASES21 attendance records.		Level Coordinators and Teachers	
10	Students whose attendance patterns are likely to be queried during the enrolment verification are identified and eligibility for counting (and, for students aged 16+, the census time fraction) is determined	<a href="#">Guidelines for Counting Student for School Census</a>	Census coordinator	Y / N

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11	Records and documentation regarding efforts to encourage regular attendance are retained	<a href="#">Guidelines for Counting Student for School Census</a>	Principal	Y / N
12	Student files contain evidence of eligibility for enrolment and SRP funding including age and residential status (particularly for new enrolments and recent arrivals) - birth certificates and residency/travel documents.	<a href="#">Guidelines for Counting Student for School Census</a>	Principal	Y / N
13	Students are correctly classified as SRP funded or non-SRP funded	<a href="#">Guidelines for Counting Student for School Census</a> CASES21 Admin Chapter 2: Enrolment	Census coordinator	Y / N
14	Time fractions for part time students and VCE/VCAL students are correct. Check VASS reports and confirm that VCE/VCAL time fractions are in accordance with the census guidelines	<a href="#">Guidelines for Counting Student for School Census</a>	Census coordinator	Y / N
15	Run CASES21 report <b>ST21068 Students Marked as Deleted</b>	CASES21 Admin Chapter 14: Exiting Students	Census coordinator	Y / N
16	Run the CASES21 task <b>Delete any student with DEL status</b> to permanently delete the student records from CASES21	CASES21 Admin Chapter 14: Exiting Students	Census coordinator	Y / N
17	Ensure all students who have left the school have been exited	CASES21 Admin Chapter 14: Exiting Students	coordinator	Y / N
18	Documentation supporting the counting of enrolments shared with other schools is available	<a href="#">Guidelines for Counting Student for School Census</a>	Census coordinator	Y / N
19	During the weeks preceding census day, run the Basic Steps in Completing a Census Return up to and including Step 10 and check details by printing all required Draft Reports. <b>Note:</b> Step 8 is not required for Special or Language schools	<a href="#">CASES21 Enrolment Census Process Guide</a> Section 12 Basic Steps in Completing a Census Return	Census coordinator	Y / N
20	All students listed as excluded from Census Counts in Part 1 of the Draft Student Audit List are correct and should be excluded	<a href="#">CASES21 Enrolment Census Process Guide</a> Section 7 Exclude Students from the Census Count	Census coordinator	Y / N
21	Changes to class groups occurring around census day are carried through to the census class size collection, particularly for senior English classes.	<a href="#">CASES21 Enrolment Census Process Guide</a> Section 8 Class Size Data (**February School Census only**)	Census coordinator	Y / N
22	The Census Hotline is contacted to seek advice if required	phone <b>9637 3225</b> or email <a href="mailto:census@edumail.vic.gov.au">census@edumail.vic.gov.au</a>	coordinator	Y / N
23	The Service Desk is contacted for system related issues if required	<a href="https://servicegateway.eduweb.vic.gov.au/MSMSelfService/">https://servicegateway.eduweb.vic.gov.au/MSMSelfService/</a>	Census coordinator	Y / N



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### On Census day:

No.	Task	Reference	Responsible person	Done
1	No student has been counted if he/she is yet to attend school this year (unless sick)	<a href="#"><u>Guidelines for Counting Student for School Census</u></a>	Census coordinator	Y / N
2	No student has been counted if he/she has left the school by census day	<a href="#"><u>Guidelines for Counting Student for School Census</u></a>	Census coordinator	Y / N
3	Students counted meet the criteria for regular attendance	<a href="#"><u>Guidelines for Counting Student for School Census</u></a>	Census coordinator	Y / N
4	Check that student details have been updated, particularly for all new enrolments and ensure transfers before census reports are run	CASES21 Admin Chapter 2: Enrolment CASES21 Admin Chapter 4: Attendance CASES21 Admin Chapter 14: Exiting Students	Census coordinator	Y / N
5	All absences prior to and including census day have been checked and processed.		Census coordinator	Y / N
6	All draft census reports, especially the Significant Absence Report, are checked and printed	<a href="#"><u>CASES21 Enrolment Census Process Guide</u></a> Section 9 Run Draft Reports	Census coordinator	Y / N
7	The census SRP FTE student total is checked against expectations		Census coordinator	Y / N
8	Students counted as non-SRP funded are identified and funding eligibility is checked to ensure that students eligible for SRP funding haven't accidentally been set to non-SRP funded	<a href="#"><u>Guidelines for Counting Student for School Census</u></a>	Census coordinator	Y / N
9	The census FTE student total matches knowledge of enrolments		Census coordinator	Y / N
10	Consultation with all involved staff to ensure the accuracy of the final draft prior to lodgement of the Census		Census coordinator	Y / N
11	The principal is briefed and endorses the draft census reports before final lodgement of the Census		Census coordinator	Y / N
12	The FTE on the final census report matches that on the draft report agreed with the principal		Census coordinator	Y / N

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13	Lodge Census Return is run	<a href="#">CASES21 Enrolment Census Process Guide</a> Section 10.1 Lodgement Wizard	Census coordinator	Y / N
14	Principal signs and certifies final printed reports prior to filing for Enrolment Verification		Principal	Y / N
15	Contact Census Hotline if unable to lodge census return	phone <b>9637 3225</b> or email <a href="mailto:census@edumail.vic.gov.au">census@edumail.vic.gov.au</a>	Census coordinator	Y / N
16	Contact the Service Desk if technical difficulties stop the Census Lodgement	<a href="https://servicegateway.eduweb.vic.gov.au/MSMSelfService/">https://servicegateway.eduweb.vic.gov.au/MSMSelfService/</a>	Census coordinator	Y / N

### In the week following Census day:

No.	Task	Reference	Responsible person	Done
1	Review rolls for the week following census day to check that the inclusion of any student absent on census day or having irregular attendance is supported by his/her attendance after census day		Census coordinator	Y / N
2	If student details were not correct, amend student details and advise the principal that resubmission is required		Census coordinator	Y / N
3	Sign off and resubmit revised census return if required		Principal	Y / N
4	In secondary schools, prepare VASS21 <i>Student Level Program by Block</i> report in form group order for enrolment audit. The report can be found on the VASS21 menu under Student Program and then VCE Reports.	<a href="#">CASES21 Enrolment Census Process Guide</a> Section 9.5 Other Census Reports (Secondary Schools Only)	Census coordinator	Y / N
5	Ensure documentation supporting the counting of students whose attendance patterns required ongoing support from the school in order to be counted is collected and maintained for provision during enrolment verification.		Census coordinator	Y / N
6	File final endorsed Census reports for enrolment verification		Census coordinator	Y / N