**Mid-Year (August) Student Enrolment Census**

Summary Information for Schools

## About the Mid-Year (August) Student Enrolment Census

Data provided by government schools in the Mid-Year (August) Student Enrolment Census is used in calculating components of the indicative Student Resource Package (SRP) for the following year, for planning and a range of reporting purposes (including national).

Student Family Occupation (SFO) and Student Family Education (SFE) information collected in the Mid-Year (August) Student Enrolment Census is used to calculate the Social Disadvantage component of Equity Funding for the following year.

## How to complete the Student Enrolment Census

The Mid-Year (August) Student Enrolment Census return is produced using CASES21 Enrolment 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.

Multi campus schools should run the Student Enrolment Census at the main administration campus.

The Student Enrolment Census Task and Timeline Summary outlines the stages for preparing the August census:

1. Prepare for Census

2. Create a Census Return

3. Resolve Errors & Acknowledge warnings for the Student Data

4. Run Draft Reports

5. Lodge Census Return

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

## 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 and all student details are accurate.

Schools should run a draft census about one week before census day to allow sufficient time to process any census errors or warnings. In schools where staff responsible for submitting the census work part time or will be absent on census day, the Student Enrolment Census should be submitted **before** census day.

Schools are expected to undertake a responsible and diligent approach to collecting SFOE data. SFOE data verification will be undertaken in a random sample of schools during Term 4 to ensure that data submitted by schools can be verified and validated.

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

### **Use the documentation provided**

The [CASES21 Enrolment Census Process Guide](http://www.education.vic.gov.au/Documents/school/principals/management/EnrolmentCenProcessGuide.pdf) provides relevant definitions and extensive instructions on how to use the CASES21 Census Application to produce the required census return.

The [Guidelines for Counting Students for School Census](http://www.education.vic.gov.au/Documents/school/principals/management/CountingStudentsguidelines.pdf) 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.

The [Student Family Occupation and Education (SFOE) Portal](https://edugate.eduweb.vic.gov.au/Services/Finance/Pages/SFO.aspx) provides useful documents, supporting information and the Student Family Occupation (SFO) Code register to assist schools with collecting, entering and maintaining accurate SFOE data for all students in their school. The site has a search functionality to assist schools with clarifying occupational categories.

### 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 education, collected through the student enrolment form and captured on CASES21 must be up-to-date and as complete as possible for all students. Schools should ensure that proper processes are in place for routinely updating student information.

Before running the census process, ensure attendance and absence details have been updated and any student exits and transfers have been processed.

Schools using third party attendance software should import attendance data into CASES21 on census day prior to running their final census and print out a report similar to the CASES21 ST21067.

### Ensure SFO and SFE data is accurate

The SFO and SFE data submitted via the Student Enrolment Census will be the final submission accepted. Once submitted it cannot be changed so schools should ensure the accuracy of the data.

If updating data in CASES21 while preparing the census return, remember to click on the Refresh Student Data button to update the individual student information with the latest data from CASES21.

SFO and SFE fields are mandatory in CASES21. Schools should be aware that these fields will default to the highest level of education or occupation category if left blank.

The Student Profile FTE Summary Report and the Student Audit List (‘FamOccup’ column) can be used to check the information recorded in CASES21. If a student record is identified as incorrect, amend CASES21, return to the Enrolment Census Application and click on the Refresh Student Data button to update the individual student information.

The SFO and SFE classification recorded in CASES21 should match the information provided by parents in the student enrolment form. Schools should verify parent occupation and education information for accuracy priory to entry in CASES21 and must keep file notes, records of substantiation or other explanations on student files when changes are made.

Schools are required to keep printed copies of the SFO and SFE data reports for audit purposes.

### 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.

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.

## Other data collections in the Mid-Year (August) School Census

Five data collections are conducted in August:

* Student Enrolment Census
* Principal’s Enrolment Projections for 2018
* Supplementary Census
* Locally Paid Staff Collection
* Casual Relief Teacher Recruitment Census

The due dates for these collections and information about how to submit the data is in the Mid-Year (August) School Census Data Collection Schedule.

Further information about these collections is available from the DET School Census Data website

## Further information

In case of technical problems, you can contact the Census Hotline (Tel: 9637 3225 or census@edumail.vic.gov.au