Mid-Year (August) School Census

IMPORTANT INFORMATION AND LATEST NEWS

For the 2016 Mid-Year School Census, schools are required to have the following data collection returns completed by the due date.

<table>
<thead>
<tr>
<th>Data Collection Return</th>
<th>Type</th>
<th>Due By Close of business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Enrolment Census return (CASES21)</td>
<td>Electronic</td>
<td>Friday 5/8/2016</td>
</tr>
<tr>
<td>Principal's Projected Enrolments for 2017</td>
<td>Internet</td>
<td>Friday 5/8/2016</td>
</tr>
<tr>
<td>Supplementary Census</td>
<td>Internet</td>
<td>Friday 19/8/2016</td>
</tr>
<tr>
<td>Locally Paid Staff Collection</td>
<td>Internet</td>
<td>Friday 12/8/2016</td>
</tr>
<tr>
<td>Casual Relief Teacher Recruitment Census</td>
<td>Internet</td>
<td>Friday 12/8/2016</td>
</tr>
</tbody>
</table>

CASES21 Guide

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Supplementary Census Collection
The Supplementary Census will be available for completion on Wednesday 3 August 2016 at https://det.websurvey.net.au/census-2016

Access is by the unique login and password emailed to Principals and School edumail accounts on Wednesday, 3 August 2016.

The information collected through this census is required for various purposes including resource allocation, monitoring and evaluation, accountability and for reporting to the Commonwealth Government. Principals are required to endorse the information prior to final submission.

If you are unable to submit the Supplementary Census by the close of business Friday, 19 August 2016 please contact the Census Hotline on: (03) 9637 3225 or email census@edumail.vic.gov.au with the subject line of: Supplementary Census

Principal's Projections Internet Collection
Schools will need to use either: School, Principal or Business Manager, EduMail account to login to the Principal's Projections data collection webpage: https://www.eduweb.vic.gov.au/ppsosy/Collection.aspx

Principals are specifically being asked to estimate the likely SRP funded enrolments for each year level and campus for the 2017 school year. Principals are also required to provide a total estimate of the non-SRP funded enrolments anticipated for the 2017 school year. Principals must not include non-SRP funded enrolments in their SRP funded year level enrolments.

Schools are required to forward their Principal’s projected enrolments for the 2017 school year by close of business Friday, 5 August 2016.

Refer to the user guide and other census related documents which are available on the census website at: http://www.education.vic.gov.au/school/principals/management/Pages/census.aspx
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CASES21 Census Application

Schools are required to submit their Mid-Year (August) Electronic Student Census Return using the CASES21 Census Application. Schools should ensure they run the census at the main administration campus if they are a multi campus school.

A useful hint is to always have CASES21 minimised in the background so that if you need to amend student details you can easily switch between the Census Application and CASES21 to make the amendments. Always remember to click on the Refresh Student Data button to update the individual student information with the latest data from CASES21.

The basic steps to completing a census return in the CASES21 Census Application are:

- Go to CASES21 Students | Census | Processes.
- Click on the **Continue** button.
- Click on the **Load Census Data** button to load and validate the individual student information.
- Click on the **Validation Report** button to view detected errors/warnings.
- Ensure all errors and warnings are investigated and resolved either by correcting student details in CASES21 or acknowledging any warning where the details are already correct.
- Click on the **Refresh Student Data** button to include changes made to student details in CASES21.
- Click on the **Draft Report** button to print and review the information on each census report.
- Click on the **Lodge Census Return** button to print final reports and create the electronic census file.

- As per the recently sent reminder, schools should ensure demographic characteristics are up-to-date prior to submitting the Student Enrolment Census; in particular, the demographic characteristics of students with Indigenous backgrounds and for those who have recorded a value of ‘unknown/not stated’ for the parental school and non-school education of parents/guardians.
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Parent Education and Indigenous status

Please ensure that the Indigenous status and Parental School and Non School Education on CASES21 are up to date prior to the 2016 August School Census. This will assist the department to provide appropriate funding, and to ensure your school is compared fairly. Guidelines on how to update these fields can be found in the attachment in an email sent to schools on 22 June 2016 with the subject line Updating Student Background Characteristics.

Family Occupation Status Codes and Parental Education

Schools need to ensure that any occupation information yet to be entered on CASES21 is entered before commencing work on the census. Schools should ensure the Student Family Occupation (SFO) details are updated on CASES21 for new students, and as far as possible, completed for existing students with missing SFO details.

The Victorian Government is considering improvements to the allocation of equity funding. Schools are reminded that Parental Education (PE) data is a requirement and all schools must ensure PE data is complete and updated in readiness for the release of Social Disadvantage funding in the Indicative 2017 SRP.

Schools should ensure SFO and PE details are updated and complete in CASES21 for new and existing students, and where possible, for students with missing SFO and PE details.

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

Schools are required to keep a printed copy of their SFO and PE data report and a paper trail legitimising any variation to SFO and PE details as an annual review of data is conducted on a random sample of schools.

Equity funding for 2017, including elements relating to Equity Social Disadvantage and English as an Additional Language (EAL/ESL) funding will be calculated using the information collected in the 2016 mid-year Student Enrolment Census.

- An SFO website has been established to assist schools in the data collection process. The site has a search functionality to assist schools with clarifying occupational categories. It also has useful documents and forms to assist schools. See: https://edugate.eduweb.vic.gov.au/Services/Finance/Pages/SFO.aspx
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- To ensure your SFO and PE data is accurate, the following key findings should be implemented, as a result of the audit of 2015 data:
  - Use appropriate forms to update parental information.
  - Keep written records of changes and alterations to parental data.
  - Do not override parental occupation coding submitted by parents.
  - Inaccurate transcription of data from enrolment forms to CASES21.
  - Check parental information where errors such as missing data can be easily identified.
  - Regularly seek updated information from parents.

Removing a Student from the Census Count

Some schools have been setting the SRP funding status of students to “N” believing that the student will be excluded from the census count. This action does not remove them from the census count but only changes their funding status. The more appropriate action would be to exclude the student from the census count.

Schools can exclude a student through the CASES21 Census Application by scrolling to the relevant student record in the Census Return Details Student Data window and simply clicking on the box shown under the column headed as “Exd”.

Other possible actions would be to: change the status of the student to Inactive or enter a transfer date prior to census day (if the student has left) or delete the student (a drastic step to be taken only if the student had been incorrectly entered).