STUDENT ENROLMENT CENSUS INFORMATION SHEET

About the Mid-Year (August) School Census

The Mid-Year (August) Student Enrolment Census counts government school students as at Friday, 5 August 2016. Data provided by government schools is used in calculating components of the proposed indicative Student Resource Package for 2017, including elements relating to Equity Social Disadvantage and English as an Additional Language (EAL/ESL) funding. The information is also used for planning and a range of reporting purposes (including national).

Please ensure students are counted and classified for school funding according to the current census guidelines (which includes questions and answers to common queries).

Schools must ensure they are prepared for the Electronic Student Census well before census day. The Victorian Government is considering improvements to the allocation of equity funding. Schools are reminded that both Student Family Occupation (SFO) and Parental Education (PE) data are a requirement and all schools must ensure data is complete and updated in readiness for the release of Social Disadvantage funding in the Indicative 2017 SRP.

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 data report for audit purposes.

Additional Information

Assistance with completing SFO and PE data

- 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
- 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.

Student Enrolment Census Collection

- 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.
Mid-Year (August) School Census  
Friday 5 August 2016

Schools are required to submit their Student Enrolment Census return using the CASES21 Census Application. The CASES21 Enrolment Census Process Guide is available and provides instructions for producing the electronic census return using the Census Application.


Schools are able to start submitting their Mid-Year School Census information (which includes the CASES21 Student Census Return and Principal’s Projections) from **Monday, 1 August 2016**.


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**All schools should:**

- Ensure they run the Census at the main administration campus, if they are a multi campus school.
- In CASES21, under Students / Census / Processes, click on Enrolment Census and then:
  - 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.

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- Ensure they have completed the Student Enrolment Census return via CASES21 by **close of business on Friday, 5 August 2016**.

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**Contact Information**

<table>
<thead>
<tr>
<th>Census related issues:</th>
<th>CASES21 system related issues:</th>
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<tbody>
<tr>
<td>Includes problems related to completing the Student Enrolment Census return, Principal’s Projections, and enrolment guidelines.</td>
<td>Includes problems related to the operation of the CASES21 program, other software and hardware (e.g. PC, server, printer) issues. Please use the Service Gateway as the preferred option to refer problems.</td>
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Please contact the **Census Hotline**

**Telephone:** (03) 9637 3225  
**Fax:** (03) 9637 2830  
**Email:** census@edumail.vic.gov.au

**Service Gateway:**


**Telephone:** 1800 641 943  
**Fax:** 1800 672 148  
**Email:** servicedesk@edumail.vic.gov.au
FREQUENTLY ASKED QUESTIONS

Q1: What is the difference between errors and warnings on the validation report?
A: Errors require action to amend details in CASES21 before any further census processing can proceed. Warnings are given when data may be incorrect – you can either amend details in CASES21 if there is a data problem or accept that the details are indeed correct (by acknowledging the warning). Refer to the CASES21 Enrolment Census Process Guide for further detail.

Q2: What checks should I do before signing off on my electronic returns?
A: It is essential that the School Principal looks at all printed draft reports to ensure that they are correct. In particular, check that the total FTE enrolment figure on the Student Profile FTE Summary report is accurate. Ensure time fractions for students at your school are correct. Where necessary, contact other schools also attended by your part time students to ensure the time fraction for individuals is agreed to by both schools and add up to no more than 1.0. The age by grade (Full Time) report should also be examined for any age-grade anomalies, which may be due to incorrect entry of date of birth.

Q3: A student who I believe is not a Fee Paying Overseas Student is showing as N-FFP. What should I do?
A: Check that residency and visa details have been entered correctly. If details are correct, contact International Students Program Unit (ISPU) (03) 9637 2990 to confirm eligibility for funding. If the student is eligible, amend residency and visa details as advised by ISU. Set the Eligible for SRP funding flag accordingly.

Q4: How do I include the changes to CASES21 student details that I made in correcting detected errors?
A: In the Census Application, click on the Refresh Student Data button to update the individual student information from CASES21.

Q5: I have a student counted as non-SRP funded. What does this mean? Which student is it?
A: Non-SRP funded students are not included in the per capita funding calculations for the school budget. Non-SRP funded students are either Full Fee Paying Overseas Students or students who do not meet criteria for funding (e.g. adult students). Look down the “SRP Funded” column of the Student Audit List for non-SRP funded students with a code that isn’t blank (N-***).

Q6: An exchange student’s visa code causes the student to be counted as full fee paying. What should I do?
A: Generally, students who are studying at school through a recognised exchange program are funded. If you are unsure then contact International Students Program Unit (03) 9637 2990 to confirm whether the student is part of an exchange program. Amend visa details and/or the Eligible for SRP funding flag accordingly.

Q7: I have accidentally exited the wrong student. How do I undo the exit so the student can be included in the census count?
A: If a student has been exited they are given the status of “Left”. You need to reinstate the student through program ST11009 (Re-enrol Left Student). Check the “Return enrolment date” and ensure the correct date (usually the original enrolment date) for the student is recorded. Save the record to effect the reinstatement which will then set the status to “Active”.

Q8: Which Prep students are causing the “Unknown” total on the immunisation report?
A: Check the Student Audit List column headed “Imm”. Look for all Year 00 students with code U.

Q9: The Student Profile FTE Summary report for Student Family Occupation Status does not appear to be correct. What should I do to confirm this?
A: Check the Student Audit List columns headed "Fam Occup" to confirm the correct information has been entered for each student. Identify which student details need to be changed. Amend CASES21, return to the Census Application and click on the Refresh Student Data button to update the individual student information.

Q10: Why are details for only some of my ex-students shown on the Student Audit List?

A: Only ex-students included in the Student Profile FTE Summary Report mobility component (ie, ex-students who enrolled at your school between the previous August census day and November in the previous calendar year or between March and August census day in the current calendar year). Students set to inactive or are shown as future students (with an enrolment date that has passed) are also shown on the Student Audit List in the section for students excluded from the census count.

Q11: How can I change details for past students?

A: You need to use the CASES21 Past Students Display format ST11097 Display & Update of Past Students. If you need to change details relating to a re-enrolled student’s previous enrolment at the school then use the CASES21 format STRE11001 Re-enrolled Student Information.

Q12: I've tried everything I can think of but the reports still don't look correct. What should I do now?

A: Check student details and homegroup totals shown on the Student Audit List to try to find which home group and student details are incorrect. Try reloading the student data by clicking the Load Census Data button in the Census Application. Be warned that any previously acknowledged warnings will reappear and any manual exclusion will be undone as a result of reloading the census data. Reprint draft reports and check the information. If all else fails: call the Census Hotline on (03) 9637 3225.