

2018 AUGUST STUDENT ENROLMENT CENSUS

SUMMARY INFORMATION FOR SCHOOLS

This document summarises important information to assist schools prepare and submit their student enrolment census. The census data will be used in the calculation of elements of the 2019 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.

KEY DATES FOR THE AUGUST STUDENT ENROLMENT CENSUS 2018

The **Student Enrolment Census** is to be electronically transmitted through the CASES21 Census application by **close of business on Friday 3 August 2018**.

Returns can be submitted from Monday 30 July 2018. **Returns submitted prior to 30 July 2018 will not be accepted.**

HOW TO COMPLETE THE STUDENT ENROLMENT CENSUS

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

There stages for completing the August census are:

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) 7022 0359 prior to census day.

Schools should run a draft census about one week before census day to allow sufficient time to process any census errors or warnings.

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](#) 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](#) 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 [Student Family Occupation and Education \(SFOE\) Portal](#)** 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.
- **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 in this document at [Appendix A](#) and can be printed as a stand-alone document.

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 any student exits and transfers have been processed. If using 3rd party software, import attendance data into CASES21 on census day prior to running the final census.

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. School were advised in Term 2 if they had any students with missing information in these fields. 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 prior 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
 - SRP funding eligibility criteria.
- All students who are both eligible to attend AND are attending school regularly 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 2019
- 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 available from the [DET School Census Data website](#).

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:

Topic	Contact details
Student enrolment census SFOE data Principal's projections Locally Paid Staff Collection	Census Hotline School Census Data Ph: (03) 7022 0359 Email: census@edumail.vic.gov.au

CRT Recruitment Census	When emailing Census Hotline, please include your school number and school name in the subject line
Supplementary Census	Program areas for each section, Contact details are in the survey.
CASES21 software/hardware	DET Service Desk Service Gateway Ph: 1800 641 943 Fax: 1800 672 148Email: servicedesk@edumail.vic.gov.au
Visas and overseas student enrolment	International Student Program Unit Ph: (03) 9637 2990

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.

CHECKLIST FOR FEBRUARY STUDENT ENROLMENT 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 July):

No.	Task	Reference	Responsible person	Done
1	All staff involved in Census process are familiar with the Guidelines for Counting Students for School Census and CASES21 Enrolment Census Process Guide	School Census Data webpage on DET website Guidelines for Counting Student for School Census CASES21 Enrolment Census Process Guide	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 3: 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 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	Guidelines for Counting Student for School Census	Census coordinator	Y / N

11	Records and documentation regarding efforts to encourage regular attendance are retained	Guidelines for Counting Student for School Census	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.	Guidelines for Counting Student for School Census	Principal	Y / N
13	Students are correctly classified as SRP funded or non-SRP funded	Guidelines for Counting Student for School Census 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	Guidelines for Counting Student for School Census	Census coordinator	Y / N
15	Run CASES21 report ST21068 Students Marked as Deleted	CASES21 Admin Chapter 12: Exiting Students and Year 9-12 Exit Destinations	Census coordinator	Y / N
16	Run the CASES21 task Delete any student with DEL status to permanently delete the student records from CASES21	CASES21 Admin Chapter 12: Exiting Students and Year 9-12 Exit Destinations	Census coordinator	Y / N
17	Ensure all students who have left the school have been exited	CASES21 Admin Chapter 12: Exiting Students and Year 9-12 Exit Destinations	coordinator	Y / N
18	Documentation supporting the counting of enrolments shared with other schools is available	Guidelines for Counting Student for School Census	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. Note: Step 8 is not required for Special or Language schools	CASES21 Enrolment Census Process Guide 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	CASES21 Enrolment Census Process Guide 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.	CASES21 Enrolment Census Process Guide 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 7022 0359 or email census@edumail.vic.gov.au	Census coordinator	Y / N
23	The Service Desk is contacted for system related issues if required	https://servicegateway.eduweb.vic.gov.au/MSMSelfService/	Census coord	Y / N

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)	Guidelines for Counting Student for School Census	Census coordinator	Y / N
2	No student has been counted if he/she has left the school by census day	Guidelines for Counting Student for School Census	Census coordinator	Y / N
3	Students counted meet the criteria for regular attendance	Guidelines for Counting Student for School Census	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 3: Attendance CASES21 Admin Chapter 12: Exiting Students and Year 9-12 Exit Destinations	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	CASES21 Enrolment Census Process Guide 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	Guidelines for Counting Student for School Census	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

13	Lodge Census Return is run	CASES21 Enrolment Census Process Guide 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 7022 0359 or email census@edumail.vic.gov.au	Census coordinator	Y / N
16	Contact the Service Desk if technical difficulties stop the Census Lodgement	https://servicegateway.eduweb.vic.gov.au/MSMSelfService/	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 Student Level Program by Block report in form group order for enrolment audit. The report can be found on the VASS21 menu under Student Program and then VCE Reports.	CASES21 Enrolment Census Process Guide 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