



Department of  
Education

**Shaping the future**

# Student Census System

Non-government schools

August 2023

The purpose of this user guide is to assist you to check, correct and submit your school's census data in the Student Census system.

### For Student Census Support

Raise a request with the Student Census Team  
see Frequently Asked Questions section of this guide

Refer to **Complete the student census** and the **Important Information**  
link to download support materials

<https://www.education.wa.edu.au/non-government-student-census>

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## 1. Background

The Semester Two census is mandatory for Catholic and independent non-government schools. The data obtained from the Student Census is used for a variety of purposes including national and state planning, [reporting](#) and resource allocations.

Key information is available from the [Non-government Student Census](#) website. Access the [Important Information](#) and use the Student Census system to complete the census. Links on this page will be **available week 1, Term 3**.

## 2. Log on to the Student Census system

Go to: [https://apps.det.wa.edu.au/SchoolCensus/nongov\\_school\\_census.html](https://apps.det.wa.edu.au/SchoolCensus/nongov_school_census.html) and use support materials located [here](#).

To access the Student Census system, enter your schools access code (received via email).

- click .



## 3. Contact details

If there are no changes to contact details proceed to Section 4.

- Click  to update your school contact details. When data are correct, click .

Address:

Phone:

Fax:

Email:

URL:

Principal First Name:

Principal Last Name:

Principal Email:

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**Welcome**

Please complete the Semester 2 2023 student census by navigating to the [Non-government student census - Department of Education](#) and use the:

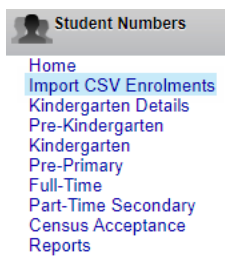
- Non-Government Student Census User Guide
- Guidelines for Non-Government School Funding 2023
- Explanatory Notes for Per Capita Funding
- WA Residency Status Guidance

**Important**

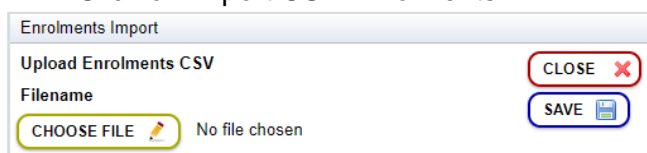
When finished, select 'Census Acceptance' located on the left menu to validate your data. Once accepted, click the Per Capita Funding Application link, complete and email as an attachment to [NGSFunding@education.wa.edu.au](mailto:NGSFunding@education.wa.edu.au)

## 4. Import a student enrolment CSV file

This section is for schools that extract or create a complete student enrolment CSV file. Schools that manually enter data into the Student Census system should proceed to Section 5.



- Before importing CSV file, amend pre-kindergarten or kindergarten student **sessions**, manually. Open your CSV enrolment file, adjust pre-compulsory sessions column L (for example a student may attend 3 days (0.6) each week where another student may attend 4 days (0.8) each week).
- Save to an accessible location on your PC, keeping the CSV file format CSV (Comma delimited) (\*.csv).
- Click on Import CSV Enrolments.



- Click CHOOSE FILE
- Navigate to the student enrolment CSV file, click to select the file, then click SAVE
- The following message will display if there are errors or warnings.

### ERRORS

The following ERRORS need to be corrected in order to proceed with the csv upload process.

- Fix errors in your school's administration system, produce a new student enrolment CSV file.
- Re-import the student enrolment CSV file.
- If your CSV file upload is successful, the following will display.

Year Group	Gender	Total Students	Total Indigenous Students	Age At 1st July	FTE
KIN	F	4	1	4	0.6
KIN	M	2	0	4	0.6
KIN	X	4	2	4	0.6
PKG	F	3	1	3	0.2
PKG	M	3	0	3	0.2
PKG	X	4	2	3	0.2
PPR	F	3	0	5	1.0
PPR	M	2	0	5	1.0
PPR	M	1	1	6	1.0
PPR	X	4	2	5	1.0
Y01	F	3	0	6	
Y01	M	3	1	6	
Y01	X	4	2	6	
Y02	F	2	0	7	
Y02	M	4	1	7	
Y02	X	4	2	7	
Y03	F	4	0	8	
Y03	M	2	1	8	
Y03	X	4	2	8	

Do you wish to save the uploaded enrolments?

SAVE
PRINTABLE VERSION
CANCEL

- Click SAVE .
- Your school's data will be populated throughout the various tables in the Student Census system.
- Confirm student data are correct and include in your school total (if applicable) any Overseas Full Fee-Paying Students.

- You will need to manually data enter if your school has overseas full fee-paying students, refer to the Guidelines for Non-Government School Funding 2023.
- To manually data enter select the correct Education Level row and enter student totals into the columns below.

Education Level	Overseas Full Fee Paying			Dependents of FFOs Commonwealth Scholarship Holder			Other Temporary Residents not on International Secondary Exchange		
	Male	Female	Other	Male	Female	Other	Male	Female	Other
Pre-Kindy	-	-	-	-	-	-	-	-	-
Kindergarten	-	-	-	-	-	-	-	-	-
Pre-Primary	-	-	-	-	-	-	-	-	-
Year 1	1								

**Tip:** When importing a complete student enrolment CSV file, the upload process does not automatically include students into the above 3 columns. Data is to be manually entered and ensure all students are included in your overall total.

- Once data are accurate, if your school has pre-kindergarten or kindergarten students, proceed to Section 4.1.
- If your school does not have pre-kindergarten or kindergarten students, proceed to Section 6.

## 4.1 Kindergarten Details

- Click the **Kindergarten Details** link on the left menu and view uploaded pre-kindergarten and kindergarten student details.



- Complete **Hours Enrolled per (typical) week** and **Hours Attended this week** columns with attendance data collected during week ending 4 August.

### 4.1.1 Enter kindergarten attendance manually

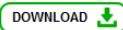
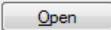

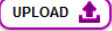
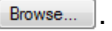
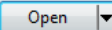


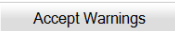
If your school has a small number of kindergarten students, you can choose to manually enter attendance data collected during the reference week ending 4 August.

- To complete the **Hours Enrolled per (typical) week** and **Hours Attended this week** columns click in each cell (to determine hours, see Additional Information on following page).

KINDERGARTEN DETAILS									
Last Name	First Name	Year Level	Date of Birth	Aboriginal Status	Gender	Repeating Student	Sessions (half-days) Enrolled	Hours Enrolled per (typical) week	Hours Attended this week
.	.	KIN	01/01/2018	Aboriginal	M	N	4		
.	.	KIN	01/07/2017	Aboriginal	X	N	6		
.	.	PKG	01/01/2019	Aboriginal	F	N	2		


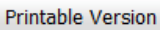

- Complete both columns, click .


## 4.1.2 Enter kindergarten attendance by CSV upload






- If your school has many kindergarten students, you can choose to click  to produce a CSV that is used to bulk complete the two columns shown above.
- Click , to open the spreadsheet.
- Enter your kindergarten attendance data into columns **BA** and **BB** with **Hours Enrolled per (typical) week** and **Hours Attended this week** with data collected.
- Save file to an accessible location on your computer.
- When saving the spreadsheet, keep the CSV format .
- Click , then click .
- Navigate to the location of the saved file, select the file click  then click .
- If any errors are detected click , amend data and start upload again. If there are warnings and data are correct, click  to complete import.

Year Group	Gender	Total Students	Total Indigenous Students	Age At 1st July	FTE
KIN	F	29	0	4	
KIN	M	20	1	4	
PKG	F	11	2	3	
PKG	M	5	1	3	


Do you wish to save the uploaded enrolments?

- Click  to complete the import.

KINDERGARTEN DETAILS									
Last Name	First Name	Year Level	Date of Birth	Aboriginal Status	Gender	Repeating Student	Sessions (half-days) Enrolled	Hours Enrolled per (typical) week	Hours Attended this week
Test	One	KIN	18/01/2015	Both	X	N	6	6	6
Test	One	KIN	19/05/2015	non-Aboriginal	M	N	6	6	6

- You can amend Hours Enrolled per (typical) week or Hours Attended this week data after you have completed the upload by clicking in required cell.
- Click  when complete.

### Additional Information:

- **Hours Attended this week** column is the actual hours a kindergarten student has attended for the reference week ending 4 August (refer below).
- Students who didn't attend at all during the reference week ending 4 August (due to holidays, illness, or any explained or unexplained reason) should be assigned 0 attendance for **Hours Attended this week**
- **Hours Enrolled per (typical) week** for example if a kindergarten student's attendance pattern comprises of 3 days (18hrs) one week and 2 days (12hrs) the following week then the **Hours Enrolled per (typical) week** would be **15 hours** (15 hours being the average of the 2 x weeks).

Hours Enrolled per (typical) week	Hours Attended this week
15	18 Attended 3 days
15	15 Attended 2.5 days
15	12 Attended 2 days
15	6 Attended 1 day
15	0 Attended 0 day

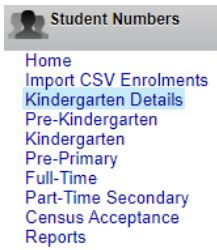
## 5. Manual data entry for schools without a student enrolment CSV file

Schools that **do not** enrol pre-kindergarten or kindergarten students, proceed to Section 5.4.

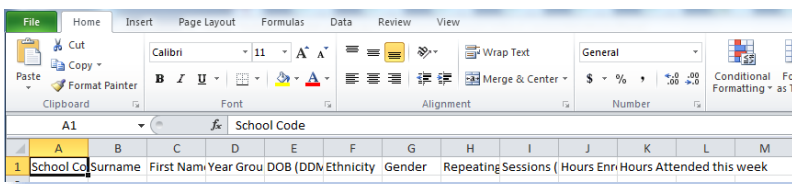
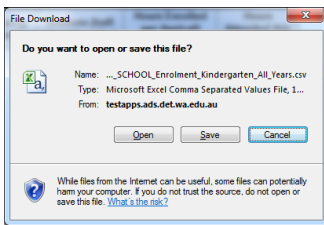
- Complete sections 5.1 through to 5.3 to **pre-populate** pre-kindergarten and kindergarten education levels.

### 5.1 Initial upload – Kindergarten Details

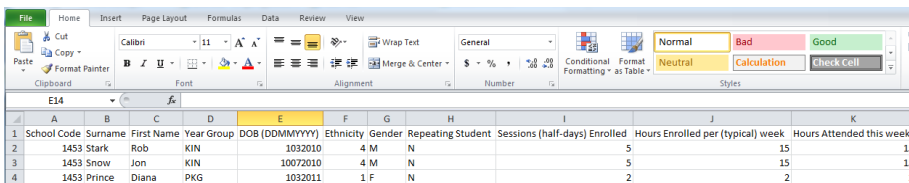
- Click the **Kindergarten Details** link on the left menu.



- Click **DOWNLOAD** then click **Open**.




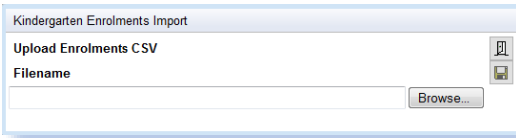
- It is essential to keep existing headings during this process.




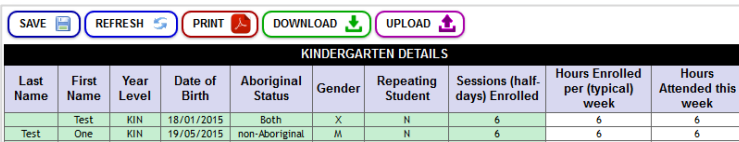
Use the codes below and over page to complete the CSV for pre-kindergarten and kindergarten students.

Column in Spreadsheet	Code Required	Description - Notes
Last Name		
First Name		
Year Level	PKG, K or KIN	PKG & Kindy only
Date of Birth	DDMMYYYY	Do not use any symbols (- or /)
Aboriginal Status/Ethnicity	1, 2, 3, 4, 9	1 – Aboriginal 2 – Torres Strait Islander 3 – Both 4 – Non-Aboriginal 9 – Not Stated
Gender	1, 2, 9 M, F, X	1 Male 2 Female 9 Not stated/inadequately described OR M, F or X where X = Indeterminate/Other
Repeating	Y or N	
Sessions (half-days) Enrolled	1-10	1 session = ½ day
Hours Enrolled per (typical) week	18	Attends 3 days per week (enter 15 for 2.5 days per week)
Hours Attended this week	18	Attended 3 days during the reference week ending 4 August (enter 15 for 2.5 days per week, 12 for 2 days per week, 6 for one day per week or 0 if student did not attend during the reference week).

- Columns **Hours Enrolled per (typical) week** and **Hours Attended this week** can be left blank and completed manually in the student census system after uploading the CSV file.
- Save to an accessible location on your PC, keeping the CSV file format CSV (Comma delimited) (\*.csv).
- Go to the **Kindergarten Details** link and click **UPLOAD** .

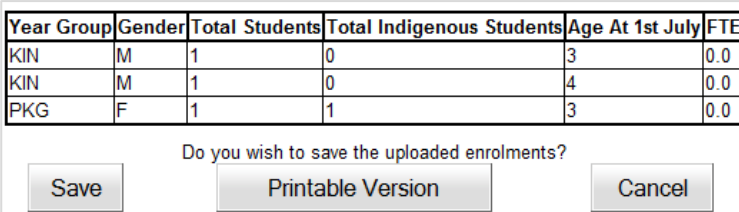


- Click **Browse...**, navigate to the location of the saved file.
- Select the file, click **Open** then click **SAVE** .



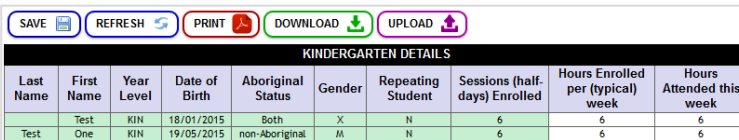
Last Name	First Name	Year Level	Date of Birth	Aboriginal Status	Gender	Repeating Student	Sessions (half-days) Enrolled	Hours Enrolled per (typical) week	Hours Attended this week
Test	One	KIN	18/01/2015	Both	X	N	6	6	6
Test	One	KIN	19/05/2015	non-Aboriginal	M	N	6	6	6

- Click **Accept Warnings** if data are correct, if not click **Cancel**, amend data and upload again.





Year Group	Gender	Total Students	Total Indigenous Students	Age At 1st July	FTE
KIN	M	1	0	3	0.0
KIN	M	1	0	4	0.0
PKG	F	1	1	3	0.0

- Click **Save** to complete the import.



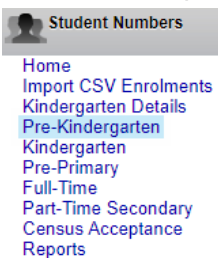
Last Name	First Name	Year Level	Date of Birth	Aboriginal Status	Gender	Repeating Student	Sessions (half-days) Enrolled	Hours Enrolled per (typical) week	Hours Attended this week
Test	One	KIN	18/01/2015	Both	X	N	6	6	6
Test	One	KIN	19/05/2015	non-Aboriginal	M	N	6	6	6

- Click **SAVE**  on the **Kindergarten Details** link.
- To enter **Hours Enrolled per (typical) week** column, click in the cell, enter data.
- To enter **Hours Attended this week** column, click in the cell, enter attendance data.
- Click **SAVE**  when complete.

## 5.2 Pre-Kindergarten

Complete 5.1 above, after upload, student enrolment data will populate the **Pre-Kindergarten** table. To enter **Hours Attended this week** column.

- Click in the cell, enter attendance data.
- Click the link and check data has uploaded accurately. If data are incorrect, open uploaded CSV file produced in Section 5.1, amend data and re-upload.



PRE-KINDERGARTEN STUDENTS																			
Sessions attended Per Week by each student	Overseas Full Fee Paying			Dependents of FPOS Commonwealth Scholarship Holder			Other Temporary Residents not on International Secondary Exchange			Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	
1 Session																			
2 Sessions			1 day = 2 sessions and (0.2)																
3 Sessions																			
4 Sessions																			
5 Sessions																			
6 Sessions																			
7 Sessions																			
8 Sessions																			
9 Sessions																			
10 Sessions																			
TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

ENTER '2 SESSIONS' DETAILS BY YEAR OF BIRTH										
2 SESSIONS DETAILS	Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	
Born on or after 1 July 2020										
Born 1 July 2019 to 30 June 2020 (3 yrs - PKG age)										
Born 1 Jan 2019 to 30 June 2019 (3-4 yrs - K age)										
Born 1 July 2018 to 31 Dec 2018 (4 yrs - K age)										
Born 1 July 2017 to 30 June 2018 (5 yrs - PPR age)										
Born 30 June 2017 & earlier (6 years)										
TOTAL	-	-	-	-	-	-	-	-	-	-

- Confirm student data are correct and that you have included (if applicable) any Overseas Full Fee-Paying Students.
- Manually indicate your school has overseas full fee-paying students, refer to the Guidelines for Non-Government School Funding 2023.
- To manually data enter select the correct session attended row and enter student totals into the columns below.

Sessions attended Per Week by each student	Overseas Full Fee Paying			Dependents of FPOS Commonwealth Scholarship Holder			Other Temporary Residents not on International Secondary Exchange		
	Male	Female	Other	Male	Female	Other	Male	Female	Other
1 Session									
2 Sessions			1						

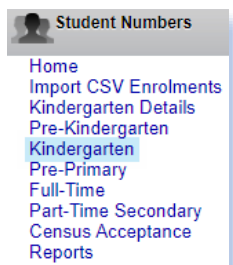
- Click  when complete.

### 5.3 Kindergarten

Kindergarten students at your school may attend different sessions.

Complete section 5.1 above, after upload, student enrolment data will populate the Kindergarten table.

- Click the link to check the data uploaded accurately. If data are incorrect, open CSV file, amend data and re-upload.



- Kindergarten students at your school may attend different sessions.
- A student may attend 3 days (0.6) each week where another student may attend 4 days (0.8) each week.
- For your school's kindergarten student sessions, adjust column I in the CSV file (see 5.1 above).

KINDERGARTEN STUDENTS																			
Sessions attended Per Week by each student	Overseas Full Fee Paying			Dependents of FFOS Commonwealth Scholarship Holder			Other Temporary Residents not on International Secondary Exchange			Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	
1 Session																			
2 Sessions																			
3 Sessions																			
4 Sessions																			
5 Sessions																			
6 Sessions																			
7 Sessions																			
8 Sessions																			
9 Sessions																			
10 Sessions																			
TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

SAVE REFRESH PRINT

ENTER '4 SESSIONS' DETAILS BY YEAR OF BIRTH										
4 SESSIONS DETAILS	Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	
Born on or after 1 July 2020										
Born 1 July 2019 to 30 June 2020 (3 yrs - PKG age)										
Born 1 Jan 2019 to 30 June 2019 (3-4 yrs - K age)										
Born 1 July 2018 to 31 Dec 2018 (4 yrs - K age)										
Born 1 July 2017 to 30 June 2018 (5 yrs - PPR age)										
Born 30 June 2017 & earlier (6 years)										
TOTAL	-	-	-	-	-	-	-	-	-	-

- Confirm student data are correct and that you have included (if applicable) any Overseas Full Fee-Paying Students.
- Manually indicate your school has overseas full fee-paying students, refer to the Guidelines for Non-Government School Funding 2023.
- To manually data enter select the correct session attended row and enter student totals into the columns below.

Sessions attended Per Week by each student	Overseas Full Fee Paying			Dependents of FFOS Commonwealth Scholarship Holder			Other Temporary Residents not on International Secondary Exchange		
	Male	Female	Other	Male	Female	Other	Male	Female	Other
1 Session									
2 Sessions			1						

- Click **SAVE** when complete.

## 5.4 Pre-Primary

- Click the link to enter Pre-Primary student enrolment data.

Student Numbers
Home
Import CSV Enrolments
Kindergarten Details
Pre-Kindergarten
Kindergarten
Pre-Primary
Full-Time
Part-Time Secondary
Census Acceptance Reports

- To enter pre-primary students, click the row for 10 sessions (see image below).
- Use the second data entry box to enter student totals by age as of 1 July 2023.
- Click **SAVE** when complete.

PRE-PRIMARY STUDENTS																			
Sessions attended Per Week by each student	Overseas Full Fee Paying			Dependents of FFOS Commonwealth Scholarship Holder			Other Temporary Residents not on International Secondary Exchange			Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	
1 Session																			
2 Sessions																			
3 Sessions																			
4 Sessions																			
5 Sessions																			
6 Sessions																			
7 Sessions																			
8 Sessions																			
9 Sessions																			
10 Sessions																			
TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

ENTER '10 SESSIONS' DETAILS BY YEAR OF BIRTH										
10 SESSIONS DETAILS	Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	
Born on or after 1 July 2020										
Born 1 July 2019 to 30 June 2020 (3 yrs - PKG age)										
Born 1 Jan 2019 to 30 June 2019 (3-4 yrs - K age)										
Born 1 July 2018 to 31 Dec 2018 (4 yrs - K age)										
Born 1 July 2017 to 30 June 2018 (5 yrs - PPR age)										
Born 30 June 2017 & earlier (6 years)										
TOTAL	-	-	-	-	-	-	-	-	-	-

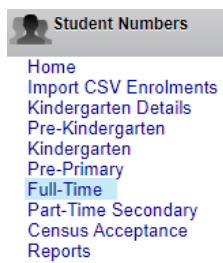
- Confirm student data are correct and that you have included (if applicable) any Overseas Full Fee-Paying Students.
- Manually indicate your school has overseas full fee-paying students, refer to the Guidelines for Non-Government School Funding 2023.
- To manually data enter select the correct session attended row and enter student totals into the columns below.

Sessions attended Per Week by each student	Overseas Full Fee Paying			Dependents of FFOS Commonwealth Scholarship Holder			Other Temporary Residents not on International Secondary Exchange		
	Male	Female	Other	Male	Female	Other	Male	Female	Other
1 Session									
2 Sessions			1						

- Click  when complete.

## 5.5 Full Time

- Click the link and enter remaining student enrolment data.



- To enter Education Level (Year 1-12 students), click each row (see image below).
- Use the second data entry box to enter student totals by age as of 1 July 2023.
- If you have a student whose age is not displayed, click .
- Click  when complete.

FULL-TIME PRIMARY SECONDARY STUDENTS ONLY																			
Education Level	Overseas Full Fee Paying			Dependents of FFOs Commonwealth Scholarship Holder			Other Temporary Residents not on International Secondary Exchange			Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	
Pre-Kindy	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Kindergarten	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Pre-Primary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Year 1										1	1	1	1	1	1	2	2	2	6
Year 2										-	-	-	-	-	-	-	-	-	-
Year 3										-	-	-	-	-	-	-	-	-	-
Year 4										-	-	-	-	-	-	-	-	-	-
Year 5										-	-	-	-	-	-	-	-	-	-
Year 6										-	-	-	-	-	-	-	-	-	-
Ungraded Primary										-	-	-	-	-	-	-	-	-	-
Primary	-	-	-	-	-	-	-	-	-	1	1	1	1	1	1	2	2	2	6
Year 7										-	-	-	-	-	-	-	-	-	-
Year 8										-	-	-	-	-	-	-	-	-	-
Year 9										-	-	-	-	-	-	-	-	-	-
Year 10										-	-	-	-	-	-	-	-	-	-
Year 11										-	-	-	-	-	-	-	-	-	-
Year 12										-	-	-	-	-	-	-	-	-	-
Ungraded Secondary										-	-	-	-	-	-	-	-	-	-
Secondary	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-	-	-	-	1	1	1	1	1	1	2	2	2	6

YEAR 1 FULL-TIME STUDENTS - AGES AS AT 01/07/2023										
Age	Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	
4 yo							-	-	-	-
5 yo							-	-	-	-
6 yo	1	1	1	1	1	1	2	2	2	6
7 yo							-	-	-	-
8 yo							-	-	-	-
TOTAL	1	1	1	1	1	1	2	2	2	6

- Confirm student data are correct and that you have included (if applicable) any Overseas Full Fee-Paying Students.
- Manually indicate your school has overseas full fee-paying students, refer to the Guidelines for Non-Government School Funding 2023.
- To manually data enter select the education level row and enter student totals into the columns below..

Education Level	Overseas Full Fee Paying			Dependents of FFOs Commonwealth Scholarship Holder			Other Temporary Residents not on International Secondary Exchange		
	Male	Female	Other	Male	Female	Other	Male	Female	Other
Pre-Kindy	-	-	-	-	-	-	-	-	-
Kindergarten	-	-	-	-	-	-	-	-	-
Pre-Primary	-	-	-	-	-	-	-	-	-
Year 1	1								

- Click  when complete.

## 5.6 Part-time secondary

- Click the link and enter part-time secondary student enrolment data.

Student Numbers

- Home
- Import CSV Enrolments
- Kindergarten Details
- Pre-Kindergarten
- Kindergarten
- Pre-Primary
- Full-Time
- Part-Time Secondary
- Census Acceptance Reports

- To enter Education Level (Year 7-12 students), click each row (see image below).
  - click on the correct Education Level row in the **first data entry box** to reveal ages of students in the **secondary data entry box**.

- enter student **ages of students** as of **1 July 2023** by **gender** in the **second data entry box**.
- then enter totals for students by **gender, Indigenous status,** and **FTE** in the **first data entry box**.
- Click **SAVE** when complete.
- Repeat for students in each Education Level.

FIRST DATA ENTRY BOX														PART-TIME SECONDARY STUDENTS ONLY									
Education Level	Non-Aboriginal Students						Aboriginal Students						All Students						Age Based Totals			Total 'Age Based' Students	
	Male		Female		Other		Male		Female		Other		Male		Female		Other		Male	Female	Other		
	Total	FTE	Total	FTE	Total	FTE	Total	FTE	Total	FTE	Total	FTE	Total	FTE	Total	FTE	Total	FTE	Total	FTE	Total		
Year 7																							
Year 8																							
Year 9																							
Year 10	1	0.5												1	0.5						1		
Year 11																							
Year 12																							
Ungraded Secondary																							
TOTAL	1	0.5												1	0.5						1		

SECOND DATA ENTRY BOX		YEAR 10 PART-TIME STUDENTS - AGES AS AT 01/07/2023			
Age	All Students (Including Indigenous)			Total Students	
	Male	Female	Other		
13 yo				-	
14 yo				-	
15 yo	1			1	
16 yo				-	
17 yo				-	
TOTAL	1			1	

## 6. Census Acceptance

Once data are accurate, click the Census Acceptance link.

Student Numbers

- Home
- Import CSV Enrolments
- Kindergarten Details
- Pre-Kindergarten
- Kindergarten
- Pre-Primary
- Full-Time
- Part-Time Secondary
- Census Acceptance
- Reports

- Confirm Principal details are correct, click **YES** to complete census acceptance **NO** to update Principal details or **CANCEL** and return to application.

Confirm

Are these details correct?

Principal First Name: First Name Here

Principal Last Name: Last Name Here

Principal Email: emailaddress@xxx.xxx.xxx

- If validation is successful and data entered are correct, the following **Certification of Data** screen will display.
- Check pre-kindergarten and kindergarten sessions **are correct** in the **Session Information** box shown below. This box also displays sessions entered in your school's Semester 1, 2023 census.
- If Semester 2 session details are incorrect, amend data and start the census acceptance process again.


The Session Information below is a summary of your school's Pre-Kindergarten, Kindergarten and Pre-Primary year levels. Please ensure the sessions are correct before clicking on the 'I accept the Enrolments presented in this census' button.



Session Information			
Census	Year Group	Detail	Days Per Week
2023 Test Semester 1	PKG	6 students attend 2 sessions	1.0 day per week
2023 Test Semester 2	PKG	1 student attend 2 sessions	1.0 day per week
2023 Test Semester 2	KIN	1 student attend 2 sessions	1.0 day per week
2023 Test Semester 1	KIN	6 students attend 4 sessions	2.0 days per week
2023 Test Semester 1	KIN	6 students attend 6 sessions	3.0 days per week
2023 Test Semester 1	KIN	6 students attend 8 sessions	4.0 days per week
2023 Test Semester 1	PPR	6 students attend 10 sessions	5.0 days per week

## CERTIFICATION OF DATA

I certify that the information provided by this school is, to the best of my knowledge and belief, true and correct in every particular.

Notes

I ACCEPT THE ENROLMENTS PRESENTED IN THIS CENSUS 

- If session information is correct continue the census acceptance process.
- Enter the name of staff member or delegate into
- Click  I ACCEPT THE ENROLMENTS PRESENTED IN THIS CENSUS 
- Click  YES  to complete the census acceptance process.


## 7. Reports

- Click Reports to generate a PDF for each year level (e.g. pre-kindergarten, kindergarten, pre-primary, full-time, part-time secondary and enrolment Summary), print and keep for your school records.
- Ensure pop-ups are enabled in your browser to view the PDF.

 Student Numbers

- Home
- Import CSV Enrolments
- Kindergarten Details
- Pre-Kindergarten
- Kindergarten
- Pre-Primary
- Full-Time
- Part-Time Secondary
- Census Acceptance
- Reports

### Reports

Form:   

PRE-KINDERGARTEN STUDENTS																			
Education Level	Overseas Full Fee Paying			Dependents of FFOS Commonwealth Scholarship Holder			Other Temporary Residents not on International Secondary Exchange			Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	Male	Female	Other	
1 Session	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2 Sessions	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	1	-
3 Sessions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4 Sessions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5 Sessions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6 Sessions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7 Sessions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8 Sessions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9 Sessions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10 Sessions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-	1	-

2 SESSIONS STUDENTS DETAILS BY YEAR OF BIRTH										
Age	Non-Aboriginal Students			Aboriginal Students			All Students			Total Students
	Male	Female	Other	Male	Female	Other	Male	Female	Other	
Born 1 July 2018 to 30 June 2019 (3 yrs - PKG age)	-	-	-	-	1	-	-	1	-	1
TOTAL	-	-	-	-	1	-	-	1	-	1

## 8. Per-Capita Funding Application

Once the student census is accepted as correct, click the **Per-Capita Funding Application** link.

**Student Numbers**

- [Home](#)
- [Kindergarten Details](#)
- [Pre-Kindergarten](#)
- [Kindergarten](#)
- [Pre-Primary](#)
- [Full-Time](#)
- [Part-Time Secondary](#)
- [Reports](#)
- [Per-Capita Funding Application](#)

- Ensure pop-ups are enabled in your browser to view the PDF.
- Click PROCEED  to generate the Per-Capita Funding Application.

Confirm

Please note that the **Per Capita Funding Application (PCFA)** requires your school to:

- Exclude students who do not meet the enrolment, attendance, residency or other requirements as outlined in the *Guidelines for Non-Government School Funding*.
- Ensure that the person signing the PCFA on behalf of the school is a *Nominated Certification Officer*.

PROCEED 
CANCEL



Per Capita Funding Application

Semester 2 2023

School: \_\_\_\_\_

Year Level	# of Students Enrolled <i>(as per submitted Census data)</i>	Adjustments Required		# of Funding-Eligible Students Claimed
		+ Additions	- Deductions	
Kindergarten				
Compulsory Primary <i>(Pre-Primary - Year 6)</i>				
Middle School <i>(Year 7 - Year 10)</i>				
Upper Secondary <i>(Year 11 - Year 12)</i>				

SAMPLE

Certification

By signing the Per Capita Funding Application for the current semester, I certify that all information within this form is complete and accurate. I also certify that all students claimed for funding meet the eligibility requirements outlined in the Non-Government Schools Funding Order 2023 and Guidelines for Non-Government School Funding 2023, and that documentation substantiating this claim is held by the school.

Approved Certification Officer

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please email the completed form to [NGSFunding@education.wa.edu.au](mailto:NGSFunding@education.wa.edu.au)

- Complete as explained in the Explanatory Notes for Per Capita Funding Application.
- Make sure Full Fee-Paying students are excluded from the Per Capita Funding Application. Email as an attachment to the address shown on the form.

9. Kindergarten Provision Survey

- Use the [Important Information](#) fact sheet for instructions, questions and links to the survey if your school can offer a kindergarten program in 2023 (regardless of whether your school has any Kindergarten students this year). Access the survey using the same code emailed on 17 July 2023.

## 10. Frequently asked questions

### Support and enquiries

- Email [customer.servicecentre@education.wa.edu.au](mailto:customer.servicecentre@education.wa.edu.au). Include the following:

**Subject:** Non-government school – student census support and enquires

**Body:** ICT Customer Service Centre – assignment group – Student Census

Your name: [Enter text]

School name: [Enter text]

School suburb: [Enter text]

Contact phone: [Enter text]

Contact email: [Enter text]

**Support or enquiry details:**  
[Enter text]

**Q I am unsure which report is required to run to produce the CSV file.**

A Refer to your school's administration system vendor.

**Q I have completed the Census Acceptance and have found an error, what do I do?**

A Contact the Department's CSC and request your data to be unlocked. Amendments can only be made up to and including close of business **18 August 2023**.

**Q I manually enter my pre-kindergarten and kindergarten students. The rows won't let me enter any data.**

A Refer to section 5.1 Initial Upload – Kindergarten Details of this user guide for information to upload pre-kindergarten and/or kindergarten student data.

**Q Where do I find my access code?**

A All non-government schools will be emailed on the 17 July 2023 to the email address made available to this Department. If you have not received this email the Department's CSC.

**Q Can I reload my CSV file more than one time?**

A Yes. Be aware that if a CSV student enrolment file is reloaded *every cell containing data* will be overwritten.

**Q What do I do if I have errors with my CSV upload file?**

A Attempt to identify errors, fix up the source data, produce revised CSV file and try again.

**Q Can I make changes to a 'submitted' Kindergarten Provision survey?**

A Yes – logon, go to the appropriate page of the survey, and make the changes, then click the 'Submit' button on the final page.

**Q I didn't print a copy of the Kindergarten Provision Survey responses – How can I now do this?**

A Logon to the survey, advance through all the questions, click the submit button, and then the 'Print' option will appear.

**Q Can I leave the Kindergarten Provision Survey partially complete?**

A Yes – just make sure to click the 'Return Later' button.

- Q Can more than one staff member contribute to the entering of responses to a school's Kindergarten Provision Survey?**
- A Yes – but after entering their sections, the 'Return Later' button must be pressed. When a new staff member logs on, the previous entries will be shown.
- Q I cannot submit the survey**
- A The customer needs to be the 'principal' of the school.
- Q Non-government schools (access authentication) - I cannot logon to the Kindergarten Provision Survey**
- A Ensure school uses the same access code that was used for the Student Census system emailed previously by System Performance. Confirm the access code is entered exactly as it appears in email