



Important Information

Student Census - non-government schools

Last updated 31 August 2023

Support materials and links

Use the Student Census system to complete the census and access the following support materials. Inactive links will be **available week 1, Term 1**:

- Amend school contact details (last updated August 2023), email System Performance
- Blank Per Capita Funding application
- CSV Data File Structure – blank CSV format
- CSV Upload Instructions
- Guidelines for Non-Government School Funding 2024
- LOGIN – Student Census system
- Nomination of Certification Officer Form
- Per Capita Funding Application Guidance
- Residency Status Guidance
- Student Census System User Guide

Steps to complete the student census

Use the following six steps to complete the student census. Steps 1 to 3 should be completed in advance. Steps 4 to 6 should be completed on 16 February 2024 or shortly thereafter.

1. Start updating and checking the accuracy of enrolment data in your student enrolment and information management system well in advance of the 16 February census day.
Important Notes:
 - New student enrolment – promptly send transfer advice to previous Western Australian school.
 - Schools should not include in the student census any children under 3 years of age as stated in the [Standards for Non-government schools](#) 13.1 *Unless the Director General provides prior approval, the school does not permit any child to be enrolled at the school before the final year of their early education period and the child has turned 3 years of age.*
2. Log into the Student Census system using your school's access code (refer to email sent to your school on 31 Jan 2024).
3. Schools that can upload a CSV file into the Student Census system use support materials above (see section 5 of the *Non-government School User Guide February 2024*).

Schools that cannot upload a CSV file are to manually enter data (see section 6 of the *Non-government School User Guide February 2024*).

4. When data are uploaded or manually entered, please check data in the Student Census system is accurate.
5. When completed, the nominated certification officer is to click the Census Acceptance link on the left menu to verify and sign-off the accuracy of data.
6. Click the Per-Capita Funding Application link on the left menu, a form will appear on your screen (enable pop ups if required). This form is to be printed, completed, signed, and emailed as an attachment to NGSFunding@education.wa.edu.au. Use the *Guidelines for Non-Government School Funding* and ensure full fee-paying overseas students are excluded.

Support and enquiries

For support using the Student Census system:

- Email customer.service.centre@education.wa.edu.au. Include the following:

Subject: NGOV School – student census support and enquires

Body of email:

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]

- For financial, temporary resident and per capita funding application queries, please contact Dominic Hosgood on 9264 4264 or Ben Roberts on 9264 4919 at the Department of Education.