



Dear Approved Authority

## 2022 Non-Government Schools Census

The 2022 Non-Government Schools Census (the Census) will start in [SchoolsHUB](#) on Monday 1 August 2022.

Information about the 2022 Census is available on the [SchoolsHUB Census page](#). Visit this page to find out more about your responsibilities, the [Census reporting requirements](#), and changes from last year. Please ensure any staff completing the Census have read and understood this information.

### **Key Collection Dates**

<b>Monday 1 August 2022</b>	Census opens in SchoolsHUB
<b>Friday 5 August 2022</b>	Census Day
<b>Friday 12 August 2022</b>	Census Declaration due date
<b>Friday 19 August 2022</b>	Special Circumstances Applications due

### **Potential impacts of COVID-19 on the 2022 Census**

As was the case in 2021, the Department of Education, Skills and Employment will closely monitor any effects COVID-19 has on schools in the lead-up to 2022 Census. If disruptions coincide with a significant portion of the Census Reference Period, the department will work with affected schools and make alternative arrangements for the Census where required.

### **Census privacy notice**

A [privacy notice](#) explaining what we collect in Census and Special Circumstances Applications, why we collect it, and how we can use the data is available on SchoolsHUB. You must make the notice available to parents, guardians and staff.

## **Special Circumstances Applications (to include a student in the Census)**

Students who did not attend during the Census Reference Period are not eligible for reporting in the Census. Where students did not attend during the Reference Period but otherwise meet the Census eligibility criteria, they may still qualify to be included in the Census due to their special circumstances. You must make a separate Special Circumstances Application for these students.

To best prepare Special Circumstances Applications, please ensure you have the following supporting documents:

- Evidence of the student's intent and the date they are returning to school.
- For long periods of absence, evidence showing how the school has engaged the student in education while they were away.
- If attending another school while absent, evidence of how the "away" school has reported (or not reported) the student in their Census.

All applications and supporting documents for Special Circumstances Applications **must** be submitted by **Friday, 19 August 2022**.

### **Help and Support**

We are here to help. Visit the [SchoolsHUB Census](#) page or contact us by:

- email: [schools@dese.gov.au](mailto:schools@dese.gov.au)
- phone: 1800 677 027 (option 3)
- online: send us a support request through [SchoolsHUB](#)

Yours sincerely



### **Greg Wells**

Acting Director

School Approvals and Payments team

12 May 2022