



Australian Government
Department of Education

Dear Approved Authority

2023 Non-Government Schools Census

The 2023 Non-Government Schools Census (the Census) will start in [SchoolsHUB](#) on Monday 31 July 2023.

Information about the [2023 Census reporting requirements](#) is available on the [Non-Government Schools Census](#) page on SchoolsHUB. Please ensure any staff completing the Census have read and understood this information.

Key collection dates:

- Monday 31 July 2023 – Census opens in SchoolsHUB
- Friday 4 August 2023 – Census Day
- Friday 11 August 2023 – Census declaration due date
- Friday 18 August 2023 – Special Circumstance Applications due.

Census privacy notice

A [privacy notice](#) is available on SchoolsHUB. You must make this notice available to parents, guardians, and staff. It explains:

- what information we collect in Census and Special Circumstances Applications
- why we collect this information
- how we can use the data.

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

Students who did not attend during the 20-day Census reference period are not eligible to be reported in the Census.

Where students did not attend during the 20-day Census reference period for your school but otherwise meet the Census eligibility criteria, they can still qualify to be included in the Census due to their special circumstances. You must submit a special circumstances application for these students.

To best prepare a special circumstances application, please consider the following:

- the period or periods of attendance by the student at the school, or at school generally, during the year
- the pattern of attendance by the student at the school, or a school generally, during the year

- whether the person is, or will be included in the Census Day enrolment of another school for the year
- for any period of non-attendance by the student – the steps taken by the school to engage the student in the relevant level of education.

Further information can be found in the 2023 Special Circumstance Handbook which will be available on SchoolsHUB in the coming months.

All applications and supporting documents for special circumstances **must** be emailed to specialcircumstances@education.gov.au by 11:59pm on Friday 18 August 2023.

Help and support

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

- emailing schools@education.gov.au
- calling 1800 677 027 (option 3)
- sending a support request through [SchoolsHUB](#).

Yours sincerely



Caitilin Markby
Director
School Approvals and Payments
Thursday 11 May 2023