



**Non-State Schools
Accreditation Board**

Record number: 23/653784
Phone: (07) 3513 6773

1 February 2024

Dear Principal

I am writing to provide you with information on the processes to be used for the completion of the *School Survey Data for Non-State Schools—Queensland 2024* (the 'Census form').

Data provided in the Census form are used by the Non-State Schools Accreditation Board (the 'Board') in connection with its statutory functions, as well as by the Queensland Department of Education in assessing the entitlement of allowances distributed to governing bodies of non-State schools on behalf of the Queensland Minister for Education.

To assist in the compilation of data and enable the accurate completion of the Census form, *Instructions for completing School Survey Data for Non-State Schools – Queensland 2024* (the 'Instructions') are available from the [Board's website](#). The Census form will also be available at [NSSAB Online Services](#), from **Friday, 23 February 2024**. A preview of the form and *Are you ready?* checklist can be found as part of the Instructions.

The Census form must be completed using data as at **Friday, 23 February 2024** and must be submitted to the Board no later than **Friday, 1 March 2024**.

Persons completing the Census are requested to ensure that students entered on the Census form conform to the definitions and requirements in the Instructions. The data provided in the Census form will be validated and may be subject to enrolment verification by authorised persons appointed by the Board.

Census online

An online Census form will be made available for each accredited and operating site and mode of delivery, including temporary special assistance sites, at [NSSAB Online Services](#).

In order to access the Census form, users must first log in to [NSSAB Online Services](#).

Changes from the previous year

Changes from the previous year are highlighted on page 5 of the Instructions.

In particular:

- Updated validation thresholds
- Removal of Students with Disability from the 2024 Census
- Removal of 'Pandemic' from reason that was beyond or within the control

Clarification of record-keeping requirements

Schools are required to keep copies of birth certificates or equivalent proof of identity for students in the Preparatory year for a period of one year, for the purpose of verifying enrolment eligibility of Preparatory students. Schools are **not** required to keep copies for students in other year levels.

Changes to the collection of Students with Disability

Due to [changes to the disability measure used](#) to provide funding to non-state schools, replacing the current Education Adjustment Program (EAP) with the Australian Government's Nationally Consistent Collection of Data on School Students with Disability (NCCD), the Queensland

Floor 8 Education House
30 Mary Street Brisbane 4000
PO Box 15347 City East
Queensland 4002 Australia
Telephone +61 7 351 36773
Email nssab.admin@qed.qld.gov.au
Website www.nssab.qld.edu.au
ABN 53 636 704 278

Department of Education (DoE) will be using data from the August [Non-Government School Census](#) to calculate funding for Students with Disability (SWD). Data related to SWD will not be collected in the 2024 Census.

Census Feedback survey

At the end of the Census form, there is a link to the *Census Feedback* survey. The results of this will be used to help improve the user experience in completing the Census process. Please complete the survey – all responses are anonymous.

Submission of the Census form

As advised above, the Census form must be completed using data as at **Friday, 23 February 2024** and must be submitted no later than **Friday, 1 March 2024**.

For 2024, all completed Census forms are to be submitted to the Board through [NSSAB Online Services](#).

Completed Census forms are to be submitted to the Board consistent with the following arrangements:

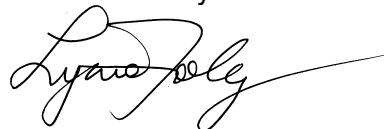
- Lutheran Church of Australia – Queensland District: Lutheran Education Queensland, c/- Mr David Lonergan at cfo@leq.lutheran.edu.au
- The Corporation of the Synod of the Diocese of Brisbane: Anglican Schools Commission, c/- Ms Heather Bryce at heather.bryce@anglicanchurchsq.org.au
- The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane: Brisbane Catholic Education Centre, c/- Mr Trevor Reid at treid@bne.catholic.edu.au
- The Roman Catholic Trust Corporation for the Diocese of Cairns: Cairns Catholic Education Office, c/- Ms Jayne Horsnell at jhorsnell@cns.catholic.edu.au
- The Roman Catholic Trust Corporation for the Diocese of Rockhampton: Rockhampton Catholic Education Office, c/- Ms Amanda Houston at amanda_houston@rok.catholic.edu.au; cc Ms Carmel Kriz at carmel_kriz@rok.catholic.edu.au, Ms Leann Montanari at leann_montanari@rok.catholic.edu.au and Ms Jo-Anne Perry at JoAnne_Perry@rok.catholic.edu.au
- The Corporation of the Roman Catholic Diocese of Toowoomba: Diocese of Toowoomba Catholic Schools, c/- Mr Charles Corbett at charles.corbett@twb.catholic.edu.au
- The Roman Catholic Trust Corporation for the Diocese of Townsville: Townsville Catholic Education Office, c/- Ms Jodi Larsen at jlarsen@tsv.catholic.edu.au
- **All other schools** check with the governing body as to the person authorised to submit Census data on behalf of the governing body and either:
 - send to the school's governing body for submission to the Board, or
 - submit directly to the Board via [NSSAB Online Services](#).

Representatives from governing bodies and non-State schools have been provided with a user account. If more persons require access to [NSSAB Online Services](#), please complete an [Access request](#) form.

More detailed information on the completion of the Census form and the submission process can be found in the Instructions at <http://www.nssab.qld.edu.au/Census/>.

Should you have any enquiries or issues accessing the NSSAB Online Services, please contact the Non-State Schools Accreditation Board Secretariat, on telephone (07) 3513 6773 or email nssab.admin@qed.qld.gov.au by Wednesday, 14 February 2024.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lynne Foley', with a long horizontal flourish extending to the right.

Lynne Foley OAM
Chairperson