



NOTICE OF 2019 STUDENT RESIDENTIAL ADDRESS AND OTHER INFORMATION COLLECTION

Dear Principal/Business Manager

I am writing to inform you that the Australian Government Department of Education and Training (the department) will be undertaking a 2019 Student Residential Address and Other Information collection (the address collection), will be open for four weeks from **19 February** to **18 March 2019**.

What is the student residential address and other information collection?

On 20 September 2018, the Government announced that it will implement a new, improved methodology for determining capacity to contribute, used in the calculation of the Commonwealth's needs-based funding arrangements for non-government schools. This follows a review of the existing socio-economic status (SES) score methodology by the National School Resourcing Board. Further information about the review and the Government's response can be found here: <https://www.education.gov.au/review-socio-economic-status-ses-score-methodology>.

The new methodology will use a direct income measure to assess the capacity of a school community to contribute to the recurrent cost of schooling. The address collection is an annual collection run by the department. The data collected in 2019 will be used to refine the new capacity to contribute methodology and may also be used in school funding calculations from 2020. Approved authorities are legally required to complete the address collection in accordance with subsections 21(4) and 52(3C) of the *Australian Education Regulation 2013*.

When will the direct income measure start?

The department will advise approved authorities of whether a school would financially benefit from the use of direct income measure arrangements in 2020, 2021 or 2022. Further information on these arrangements will be provided to approved authorities in coming months. It is important that schools complete the 2019 address collection on-time to ensure the new capacity to contribute methodology can be finalised as soon as possible to provide funding certainty for 2020.

As an interim support measure, the Government is providing \$170.8 million in additional funding for 2019 for non-government schools while work is underway to test and refine the direct income measure and settle the new arrangements. More information can be found at: <https://www.education.gov.au/what-direct-income-measure>.

What you need to do

In preparation before the address collection starts, I seek your cooperation in ensuring the following:

1. You send the parents/guardians of your students the attached *2019 Student Residential Address and Other Information collection notice* advising them about the address collection and Frequently Asked Questions for Parents.
2. Your students' residential addresses are up to date.
3. Parent and/or guardian names and addresses are up to date, including separate addresses where parents and/or guardians live apart.
4. You have access to Schools Entry Point (SEP), including the Socio-Economic Status (SES) module where you will upload your data. If you don't have SEP access, you will need to register at <https://schools.education.gov.au/>.

5. If you are using software to extract your data into the bulk upload template, check whether your software puts all the required data fields into the correct order and format (please refer to the [quick user guide](#)).

Once the address collection starts on 19 February 2019, I strongly encourage you to start the collection early. To complete the address collection you will need to:

1. Log into SEP and upload student residential addresses, and names and addresses for parents or guardians. Names and addresses must be provided for two parents or guardians in most cases, except where the student only has one parent or guardian or where unusual circumstances apply (please refer to the [quick user guide](#)).
2. Verify or amend data. This may be prompted by the system but it is also important you review the upload before the declaration to check it contains all information required (please refer to the [quick user guide](#)) and does not contain any of the common errors listed below.
3. Have the approved signatory for the approved authority declare the data is correct. This includes a declaration that the *2019 Student Residential Address and Other Information collection notice* has been distributed to parents and/or guardians of students.

The department has identified common errors from the 2018 address collection which I recommend you review when finalising your data for 2019. These errors are:

1. Additional free text entered into the parent/guardian name or address fields which the department is not legally authorised to collect. For example, titles, notes about relationship to student, and commentary such as “deceased”, “divorced” or “call first”.
2. A second parent/guardian address has not been provided where there are split households with a parent/guardian living at a different address.
3. Eligible students have been missed from the address collection or ineligible students have been included in the collection (please refer to the School User Manual).
4. Students’ boarding status has not been accurately reported or boarding students’ usual residential address (i.e. outside of school term) has not been accurately reported.
5. Postal addresses or international addresses have been provided, instead of Australian residential addresses.

Materials to assist with the collection can be found at <https://ssphelp.education.gov.au/socioeconomic-status>. The 2019 Frequently Asked Questions and School User Manual will shortly be made available on this site. The materials will be updated throughout the collection, and I encourage you to contact the SES Helpdesk if you have a question that is not covered so it can be included in future versions.

If you have any questions, you can contact us by email at seshelpdesk@education.gov.au, or by phone at 1800 677 027 (select Option 1, then Option 4). The SES Helpdesk can help you with a range of issues, including questions about the information that must be provided and technical issues with using SEP.

Yours sincerely



John Baker
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School Funding Branch

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