



For parents/guardians of students:

2020 Student Residential Address and Other Information collection notice

This notice is from the Australian Government Department of Education, Skills and Employment (the department), to advise you that the department has requested that your child's school provide a 'statement of addresses', in accordance with the *Australian Education Regulation 2013* (Cth) (Regulation).

A *statement of addresses* contains the following information about each student at the school:

- Student residential address (**not student names**)
- Student level of education (i.e. whether the student is a primary or secondary student)
- Student boarding school status (i.e. whether the student is boarding or a day student)
- Names and residential addresses of students' parent(s) and/or guardian(s)

Schools generate a record number for each student for the purposes of this collection, which is also provided to the department.

Purpose of the collection

This collection is routinely used to inform Commonwealth school education policy, and to help ensure that Commonwealth funding arrangements for non-government schools are based on need, and are fair and transparent.

The information collected in the *statement of addresses* will be used to inform school funding calculations. It is combined with data held by the Australian Bureau of Statistics (ABS) to calculate the estimated capacity of a school community to contribute to the schools' operating costs (capacity to contribute). Australian Government funding to non-government schools takes this estimated capacity to contribute into account.

On 20 September 2018 the Government announced that it will implement a new, improved capacity to contribute methodology used in the calculation of the Commonwealth's needs-based funding arrangements for non-government schools. Known as the direct measure of income (DMI), the proposed new methodology is based on the median income of parents or guardians of students at a non-government school. This is in contrast to the current area based measure which is a point in time analysis based on average circumstances in 2011 of the area in which students at the school lived. This change follows a review of the existing methodology by the National School Resourcing Board. Further information about the review and the Government's response can be found on the department's website: <https://www.education.gov.au/review-socio-economic-status-ses-score-methodology>.

Use and disclosure of personal information

Your personal information is protected by law, including the *Privacy Act 1988* (Cth). Any use and disclosure of your personal information relating to the *statement of addresses* will occur in accordance with the Regulation.

Your personal information may be used by the department, or disclosed to the ABS, for the purposes of reviewing capacity to contribute methodology, calculating capacity to contribute and Commonwealth school education policy development (including school funding), or where it is otherwise required or authorised by law.

Your personal information will be provided to the ABS for capacity to contribute calculations and analysis as part of the Multi-Agency Data Integration Project (MADIP). Departmental staff will use the ABS' secure DataLab to undertake analysis and calculate capacity to contribute scores for schools using de-identified data (i.e. data that has had identifiable information such as name and address removed). The linked information will not be used for other purposes. Further information on the MADIP can be found here:

[http://www.abs.gov.au/websitedbs/D3310114.nsf/4a256353001af3ed4b2562bb00121564/9099c77cb979d558ca258198001b27a0/\\$FILE/MADIP%20iPIA_2018.pdf](http://www.abs.gov.au/websitedbs/D3310114.nsf/4a256353001af3ed4b2562bb00121564/9099c77cb979d558ca258198001b27a0/$FILE/MADIP%20iPIA_2018.pdf).

The department may, from time to time, carry out audits of school submissions. In the event of an audit, contracted auditors may seek to compare a school's *statement of addresses* with student enrolment information held by the school. These contractors will not use the information for any other purpose.

The department may also be required to disclose your personal information to its service providers for the purposes of the provision of information and communications technology (ICT) support services to the department.

What do you need to do?

You are not required to do anything. Your school is responsible for providing the requested details to the department, however, you may wish to ensure that your school has the most up-to-date and correct details for your family.

Contacts for further information

Your school can provide additional information about the process of the address collection.

If you have any further questions regarding the collection, you can contact the department by:

- Email: seshelpdesk@dese.gov.au
- Phone (free call): SES helpdesk on 1800 677 027 (Option 4)

The department's privacy policy is available on the department's website at www.dese.gov.au. The privacy policy contains information about:

- how individuals can access and seek correction of the personal information held by the department;
- how complaints about breaches of the *Privacy Act 1988* (Cth) can be made; and
- how the department will deal with these complaints.



Guide to reporting students and parents/guardians

For the purpose of the Student Residential Address and Other Information Collection under the *Australian Education Act 2013*

Who should read this document and why?

This guide is for any school or school system completing the Student Residential Address and Other Information Collection (Address Collection). It provides guidance on which students and parents/guardians to report, and what information to provide for a range of different family and living arrangements.

Which students must be reported?

Most students that are eligible for Commonwealth recurrent funding must be reported.

This includes:

- a full-time or part-time student enrolled for primary or secondary education
- a full-time or part-time student enrolled in the year of schooling before Year 1 (referred to as Year 1 minus 1 or Foundation).
- a student who completes part of their education on campus and part via distance education
- an Australian primary or secondary student who is overseas as part of an exchange program.

Students who are not to be reported include:

- a full-time distance education student
- a student enrolled in early childhood education (referred to as Year 1 minus 2).
- a full-fee paying student not in receipt of Commonwealth funding (for example, international students).

School structures by state

State/territory	Foundation		Primary Schooling	Secondary Schooling
	Year 1 Minus 2 NOT INCLUDED	Year 1 Minus 1 INCLUDED		
New South Wales & ACT	Preschool	Kindergarten	Kindergarten & Year 1-6	Year 7-12
Victoria, Queensland & Tasmania	Kindergarten/Preschool	Preparatory (Prep)	Prep & Year 1-6	Year 7-12
South Australia	Preschool/Kindergarten	Reception	Reception & Year 1-7*	Year 8-12*
Western Australia	Preschool/Kindergarten	Pre-primary	Pre-primary & Year 1-6	Year 7-12
Northern Territory	Preschool	Transition	Transition & Year 1-6	Year 7-12

*Some South Australian schools have school structures in line with other states/territories (Year 1-6; Year 7-12). You should submit your Student Residential Address and Other Information Collection in line with the Commonwealth Recurrent funding arrangements in place for your school. .

Which parents/guardians must be reported?

Information must be provided for the **person(s) responsible** for the student. This will usually be the parents in the first instance, or another legal guardian, or a foster carer. The parent/guardian may not live at the same address as the student.

A parent/guardian **does not** include:

- a carer who provides day-to-day care for the child on an ad hoc basis during the school week (for example, grandparents or other relatives the child spends time with after school)
- a person providing day-to-day care during the school term only (for example, a relative or family the child may board with during the school term)
- another person who is paying the student's school fees
- a deceased person
- a government department or minister where the child is in the care of a government department.

How many parents/guardians must be reported for each student?

Submit information for two parents/guardians where you hold this information. If you only hold information for one parent/guardian then you only need to report this parent/guardian.

Unusual Circumstances apply if the name and address of at least one parent/guardian cannot be provided.

Which address should be reported?

An Australian residential address is required for all students and parents/guardians not identified as having Unusual Circumstances. This includes where a parent/guardian does not live at the address reported for the student.

The student's residential address is generally the place they live outside of the school term. It is not a place where the student boards during the school term.

The table below provides further guidance about which address to report.

Living arrangements	How to report the address
The student is independent	Report the student as parent/guardian 1, providing the student's name and address information
The student lives with each parent/guardian on a part-time basis	For the student address, submit the address where the student spends most of the time. For the parent/guardian details, submit the names and addresses of both parents/guardians
The student or parent/guardian lives on a houseboat, yacht or watercraft	Submit the address of the berth or mooring locality of the boat.

Unusual circumstances

What are unusual circumstances?

Unusual circumstances apply when an Australian residential address cannot be provided for a student or a parent/guardian.

Examples of this include:

- the residential address is not in Australia (for example, the student boards during the school term and lives at an overseas address with their parents outside of the school term)
- the student or parent/guardian does not have a fixed address
- no parent/guardian information can be provided for the student (including where the student is in the care of a government department).

How are unusual circumstances reported?

Where Unusual Circumstances apply for a student and/or all parents being reported for the student, the record must be entered manually in SchoolsHUB. The information cannot be uploaded using the bulk upload template.

Where Unusual Circumstances apply for the second parent/guardian only, the information can be either manually entered or reported using the Upload Data File Template by indicating 'U' in column AA ('Are you reporting parent 2?').

At a minimum, where Unusual Circumstances apply to the student the following information must be provided:

- a student record number (SRN)
- the student type (day or boarding)
- the student's education level (primary or secondary)
- the unusual circumstances reason (selected from a dropdown list in SchoolsHUB).

Need more help?

We are here to help. You can contact us by:

- email at seshelpdesk@dese.gov.au
- phone on 1800 677 027 (option 4)
- or submit a new support request online from our Help and Support centre in SchoolsHUB.