

# **NON-GOVERNMENT SCHOOLS' CENSUS**

**7 AUGUST 2009**

## **EXPLANATORY NOTES FOR PER CAPITA FUNDING APPLICATION**

**PLEASE READ THESE NOTES CAREFULLY IN CONJUNCTION  
WITH THE ELIGIBILITY GUIDELINES ISSUED TO SCHOOLS  
PRIOR TO THE CENSUS**

**CONTACT NICK MARKOSTAMOS ON (08) 9441 1956  
FOR ANY QUERIES**

## GENERAL INSTRUCTIONS

1. Enter information only in the **yellow cells** on the spreadsheet.
2. Include ALL students (i.e. pre-kindergarten, kindergarten, pre-primary, primary and secondary as appropriate).
3. Exclude any students who do not meet the enrolment and attendance eligibility criteria stated in the **“Financial Assistance to Non-Government Schools – Eligibility Guidelines for Applications – August 2009”** (eligibility guidelines), produced by the Department of Education Services (the department).
4. Where a school has more than one class in any year level, please show the total for the year level, **NOT** individual class totals.
5. A student should only be included in UNGRADED if he/she cannot be allocated a year level (e.g. a student recently arrived in Australia).
6. An Aboriginal is a person of Aboriginal or Torres Strait Island descent who identifies as an Aboriginal or Torres Strait Islander.
7. Print/save this workbook and keep at your school for your records.
8. E-mail the workbook to [census@det.wa.edu.au](mailto:census@det.wa.edu.au). Please put your school name in the 'subject' line of the e-mail.
9. Fax the Per Capita Funding Application form to **(08) 9264 4888** or **(08) 9264 5069** on 7 August 2009.
10. Ensure that the funding application has been signed by the nominated “Certification Officer” as required under the department’s eligibility guidelines issued to schools prior to the census.
11. Contact **Nick Markostamos** on **(08) 9441 1956** regarding Per Capita Funding Application, overseas students and Tables 4 and 5 queries.
12. For all other queries, contact **Kaye Santarelli** ([kaye.santarelli@det.wa.edu.au](mailto:kaye.santarelli@det.wa.edu.au)) or by calling **(08) 9264 4545**.

## PER CAPITA FUNDING APPLICATION

As indicated in the department’s eligibility guidelines, all schools will be subject to closer compliance requirements that will ensure that the census returns and funding application forms are accurate. Further information about the auditing procedures will be communicated to all schools.

1. Please leave the State Funding Category blank.
2. Please consult the department’s eligibility guidelines for general criteria for per capita funding.
3. For Kindergarten funding, please note that Kindergarten students:
  - Must be **four years of age on or before 30 June 2009**.
  - Kindergarten students will be paid at the FT amount on a maximum of 4 sessions per week.
  - Kindergarten per capita grants will be paid on eligible full-time equivalent kindergarten student numbers. A student is deemed to be a full-time student when attending 4 half-day sessions per week.

- In calculating funding claims for kindergarten students, the following ratios apply:
 

0.25	for	1	Session per week attendance
0.50	for	2	Sessions per week attendance
0.75	for	3	Sessions per week attendance
1.0	for	4	Sessions per week attendance
- For further information refer to the department's eligibility guidelines for explanatory notes on kindergarten funding.

4. For pre-primary funding, please note that pre-primary students:

- Must be **five years of age on or before 30 June 2009**.
- Pre-primary students will be paid at the FT amount on a maximum of 10 sessions per week.
- Pre-primary per-capita grants will be paid on eligible full-time equivalent pre-primary student numbers. A student is deemed to be a full-time student when attending 10 half-day sessions per week.
- The following full-time equivalent (FTE) ratios apply for eligible pre-primary students:
 

0.1	for	1	Session per week attendance
0.2	for	2	Sessions per week attendance
0.3	for	3	Sessions per week attendance
0.4	for	4	Sessions per week attendance
0.5	for	5	Sessions per week attendance
0.6	for	6	Sessions per week attendance
0.7	for	7	Sessions per week attendance
0.8	for	8	Sessions per week attendance
0.9	for	9	Sessions per week attendance
1.0	for	10	Sessions per week attendance
- For further information refer to the department's eligibility guidelines for explanatory notes on kindergarten funding.

**Examples**

14 eligible kindergarten students attending 3 sessions per week amounts to  $(0.75 \times 14) = 10.5$  FTEs.

18 eligible pre-primary students attending 4 sessions per week amounts to  $(0.4 \times 18) = 7.2$  FTEs.

The number of FTEs (10.5 and 7.2 in the above examples) should be entered on the Per-Capita Funding Application form in the workbook under student numbers.

5. Primary and Secondary students:

- Primary students must be six years of age or more, or turn six years of age on or before 30 June of the year in which the application is made.
- In order to claim secondary students, they must not have attained nineteen years of age by the Census date.

- Rules about how to count Year 11 students affected by arrangements under the new higher school leaving age legislation are provided on the front page of the spreadsheet and the eligibility guidelines.
6. Temporary Residents Funding Criteria
    - For information on eligibility criteria for claiming temporary residents, including a full list of eligible VISA subclasses, refer to the department's eligibility guidelines.
  7. Contact **Nick Markostamos on (08) 9441 1956** regarding any per capita funding queries.
  8. For prompt payment to your school, ensure that your census spreadsheet has been sent via e-mail ([census@det.wa.edu.au](mailto:census@det.wa.edu.au)) by close of business on: **7 August 2009**.

# FINAL CHECKLIST

- You have counted all students who were present on 7 August
- Totals for all rows and columns are correct
- The Aboriginal and non-Aboriginal columns are equal to the total column for each of the tables [i.e. You need to have data in either both columns or in one column only]
- Kindergarten & Pre-Primary students are counted by year of birth on AN1 – TABLE 3, are in their correct columns as per these instructions.
- Ineligible students, (e.g. full-fee paying students; pre-kindergarten students; home-schooled students; and students aged over 19 years) are not included on your Per Capita Funding Application [refer to eligibility guidelines for funding eligibility]
- Only the Certification Officer has signed the Per Capita Funding Application as required in the eligibility guidelines.
- You have faxed the Per Capita Funding Application & DN1 Confirmation of your School's details to 9264 5069, 9264 4888 or 9264 5181 on 7 August 2009.
- You have e-mailed your spreadsheet to [census@det.wa.edu.au](mailto:census@det.wa.edu.au) on 7 August 2009.