

DEPARTMENT OF EDUCATION SERVICES

**FINANCIAL ASSISTANCE TO
NON-GOVERNMENT SCHOOLS**

ELIGIBILITY GUIDELINES

FOR

PER CAPITA FUNDING APPLICATIONS

AUGUST 2009

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FINANCIAL ASSISTANCE TO NON-GOVERNMENT SCHOOLS

BACKGROUND

Under Section 182 of the *School Education Act 1999*, the Minister for Education allocates moneys that have been appropriated by Parliament for the purposes of assisting non-government schools and systems.

Per capita grants are provided to assist with the recurrent expenditure of school education and must only be used for this purpose. Recurrent costs are of an operating, ongoing nature and are distinguishable from capital costs on this basis.

The Minister for Education approves the State Government per capita rates on an annual basis, following the calculation of the Average Government School Recurrent Cost (AGSRC).

The payment rate that each school receives is determined by the alphabetic funding category allocated at the time of registration.

APPLICATIONS FOR PER CAPITA FUNDING

As the term implies, per capita funding is based on the FTE level of the school multiplied by the applicable category rate. Only those students with an FTE level of 1.0 are entitled to the full annual rate.

The eligible FTE level is calculated by each school by incorporating enrolment and attendance data into the State census and the application for per capita funding.

Once the census spreadsheet and funding application have been completed, the authorised person/s appointed by the school board, certify that the total number of FTE's claimed are enrolled and attending the school within the stated criteria.

Completion of the funding application form provides initial evidence of a school's self-assessment of the number of students that are being claimed for per capita purposes.

It is common practice for the State to pay on this advice and therefore the **certification must be accurate.**

CERTIFICATION OF FUNDING CLAIMS

The school board is responsible for the corporate governance of the school, including, but not limited to, the role of making claims for funding assistance from the State Government (in this case, per capita grants).

It is normal practice that a school board appoints a nominated person or persons to act on behalf of the school in claiming funding, through a resolution passed at a board meeting (usually the Principal or Bursar). In appointing a "Certification Officer(s)" it is suggested that the necessary identification and background checks of the individual are undertaken (i.e. similar to 100 point identification checks used by banking institutions).

CERTIFICATION OFFICERS

Certification Officers take on the role of ensuring that, to the best of their knowledge, the claim for funding meets all obligations.

For Per Capita Funding applications each non-government school in the State is now required to nominate one or more Certification Officers, who will be the only personnel at the school authorised to sign and certify the per capita funding application form (typically the Principal, Bursar or Business Manager).

It is also a requirement that nominations of Certification Officers are signed off by the Chair of the School Governance Board/Council. In exceptional circumstances (illness of all certification officer/s) the Chair may claim on behalf of the school. It should be noted that the Chair assumes all of the aforementioned responsibilities of a Certification Officer and advance notice must be given to the Department of Education Services (the department).

Under no circumstances is it acceptable that someone other than a Certification Officer sign the per capita application form, as the Certification Officer is accountable for the accuracy of the student numbers claimed.

For some systemic schools the System Office is responsible for the governance of the school, with the School Board having an advisory role. In these cases the responsibility for the Nomination of the Certification Officers may be delegated by the System Chief Executive Officer to the school principal. The Chief Executive Officer of the Catholic Education Office has delegated responsibility for nomination of Certification Officers to the school Principal at each Catholic school.

**The "*Nomination of Certification Officer*" form (see Appendix A)
must be completed and returned to the department by**

31 August 2009.

ELIGIBILITY CRITERIA FOR PER CAPITA GRANT FUNDING

INTRODUCTION

The Funding Eligibility Criteria that follow govern the claims made for per capita funding by each non-government school and must be adhered to by such schools when submitting a funding application.

The Funding Eligibility Criteria define whether or not a particular student is eligible for funding.

When completing the census spreadsheet and submitting the funding application form, it is each school's responsibility to ensure that each student claimed meets the eligibility criteria.

Schools registered for pre-compulsory education only (i.e. formerly known as independent pre-schools) which are "for profit" are not eligible for per capita funding

FUNDING ELIGIBILITY CRITERIA AND DEFINITIONS

To be eligible for State Government per capita grants, a student must be:

- enrolled at a non-government school that is registered under Part 4 of the *School Education Act 1999*;
- recorded as regularly attending the school at an approved location on a daily basis. The meaning of 'daily basis' depends on whether the student is full time or part time at the school's Census day. If any student is absent on census day and a reasonable and acceptable explanation has not been obtained by the school, they must be EXCLUDED from the per capita funding application, as they are ineligible for per capita funding; and
- undertaking kindergarten, pre-primary, primary or secondary education consistent with the *Curriculum Framework* for that year of schooling.

Accordingly, students who (i) have only completed enrolment procedures and have not yet attended the school; or (ii) have left the school; are out-of-scope and should be immediately excluded from the census.

ENROLMENT

Section 16 of the *School Education Act 1999* makes provision for a school to request certain information about a student upon enrolment. This includes (but is not limited to) particulars such as the student's date of birth, residential address, country of citizenship, vaccination status and the names of parents (or legal guardians).

It is the school's responsibility to ensure that they have obtained an adequate level of reliable information, to establish with confidence that each student's identity is unique and accurately represented in the school's enrolment records.

ATTENDANCE

Section 23 of the *School Education Act 1999* requires a student to attend the school at which he or she is enrolled or otherwise to participate in an educational program of the school whether at the school, or elsewhere. Section 24 of the Act provides for arrangements alternative to attendance.

It is the responsibility of the school Principal to:

- develop and implement an attendance monitoring and action system for systematic, consistent and effective identification and action for all students with attendance issues.
- ensure that accurate attendance records are kept for each student enrolled at the school. This should include recording attendance at *both* morning and afternoon sessions for kindergarten, pre-primary and primary students and every lesson or period for secondary students.

For funding purposes, an eligible student must fall into one of the following attendance categories on census day:

- Present at the school
- On an excursion, participating in an off campus program or in some other school-approved activity
- Absent from school with a reasonable and acceptable explanation provided.

The definition of a "reasonable" and "acceptable" explanation for an absence is determined by each school according to their own attendance policy and guidelines¹.

If it is established that the student was absent from school on census day with a reasonable and acceptable explanation, schools must record all details when a parent or caregiver provides the school with a verbal reason, either in person or over the telephone, that supports the definition of a reasonable and acceptable explanation in the context of the school. This is in addition to any written confirmation that has been received (e.g. pre-arranged absences such as family holidays).

When a student has been absent from school on census day and a reasonable and acceptable explanation has not been forthcoming, the school is to contact the student's family to establish the reasons for non-attendance and document that this has taken place. Any efforts to contact the student's family that have been unsuccessful, either by the school or an intermediary, must also be documented.

Notwithstanding the above, the following circumstances are not considered reasonable and acceptable for funding purposes and as a result, any student absent on census day for the following reasons **must be EXCLUDED** from the funding application:

- Undertaking leisure/recreational activities during school hours (i.e. shopping, camping, fishing, visiting friends)²
- Part of a holiday where no educational program has been provided by the school, or the school has not committed to providing an adequate level of distance support and liaison

¹ For students who exhibit significant emotional and behavioural difficulties (deemed "students at risk"), an additional set of reasonable absences are recognised and this can be obtained from the Department of Education Services.

² Absences relating to a student's religious customs, traditional laws and ceremonial activities are acceptable explanations and can be included in the funding application.

- Part of a holiday, the duration of which will be more than one whole school term.

Where a student is absent on census day and no reasonable and acceptable explanation has been obtained, the school may still claim for the student if they are able to produce evidence that demonstrates a consistent level of high attendance (90%) obtained by the student in the previous one or more semesters.

Schools must compile a list of all students claimed, who were absent on census day, outlining valid reasons why they were included on the funding application form.

FULL TIME EQUIVALENT (FTE) STUDENT

A full time student is a person who meets the State Government's age and residency requirements and undertakes a workload equivalent to or greater than that usually undertaken by a student of that year of schooling.

The Full-Time Equivalent (FTE) of a student who is full-time is 1.0.

A student in any Year level from Year 1 to 12 who undertakes a workload less than that usually undertaken by a full-time student for that year of schooling, is part-time.

A Pre-Primary student who attends less than 10 half day sessions per week and a kindergarten student who attends less than 4 half day sessions per week is also considered part-time.

For part-time students the FTE should be reported on the funding application as a decimal figure which indicates the proportion of the workload undertaken by the student (for example, a student in attendance for half the normal hours would have an FTE of 0.5).

AGE

Specific age criteria are applied to certain years of schooling. Note that a 'year' is defined as the period from 1 January to 31 December.

Kindergarten & Pre-Primary

In order to receive funding assistance, each student must satisfy the following criteria:

- Officially enrolled and participating in a registered kindergarten/pre-primary program.
- Date and year of birth falls within the prescribed mandatory range for that year level.

Kindergarten students

- Must be four years of age on or before 30 June 2009.
- Must be enrolled and participating in a registered kindergarten program.
- Kindergarten students will be paid at the full rate provided they attend 4 sessions per week.

Pre-Primary students

- Must be five years of age on or before 30 June 2009.
- Must be enrolled and participating in a registered pre-primary program.
- Pre-primary students will be paid at the full rate provided they attend 10 sessions per week.

Pre-Kindergarten students

- Are those students that are enrolled at a school when they turn 3 years of age but as they do not meet the State's minimum entry age they are not eligible for funding.
- They are eligible for the kindergarten rate in the following year, provided that their progression meets the minimum entry age requirements for kindergarten (i.e. turn four on or before 30 June).
- Those students that turn four years of age after 30 June in the following year will not be eligible for funding.
- **Note that a school must have obtained prior approval from the department to operate a pre-kindergarten program to avoid the application of a funding penalty.**

For funding purposes, students enrolled in kindergarten need to be grouped according to whether their school has implemented the State's official entry age to kindergarten. Schools in 2009 continuing to follow the 'old' entry age will enrol kindergarten students who were born between 1 January 2005 and 31 December 2005, and schools following the 'new' entry age will enrol kindergarten students who were born between 1 July 2004 and 30 June 2005.

Any school with enrolled students born after 30 June 2005 will be deemed not to have changed the entry age and their per capita payments will be affected. At these schools, all kindergarten and pre-primary students will be shifted to the right [AN1-Table 3], such that the older aged kindergarten students are funded as if they were pre-primary students. An exception is made in the case of a school which has applied for and been granted recognition of a "pre-kindergarten" program, but in all other respects has changed to the 'new' entry age.

Notwithstanding the above, gifted students of pre-kindergarten age who are accelerated to kindergarten, and gifted students of kindergarten age who are accelerated to pre-primary, will invariably be shown in the incorrect row and/or column. An exception is given where the school has applied for (and has been granted) approval for the accelerated progression of a student. Only those students who have been formally approved **prior to census day** will be eligible.

Kindergarten per capita grants in 2009 will be paid only for students born between 1 July 2004 and 30 June 2005 (at schools that have changed the entry age) or for students born between 1 January 2005 and 30 June 2005 (at schools that have not changed the entry age).

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.
- Year 7 students ARE NOT to be counted as secondary on the funding application form.
- Secondary students **must not** have attained nineteen years of age by the Census date.

For Year 11 and 12 students per capita funding purposes the following applies:

- Year 11 and 12 students participating in regular full-time school are to be counted in the Census table for full-time students AND are eligible to be claimed for per capita funding (this also covers any full-time student who, as part of their program at school, engages in part-time TAFE studies or other training arranged by the school).
- Year 11 and 12 students participating in an approved Notice of Arrangement involving part time studies at school should be shown in the Census table for part-time students AND the relevant FTE of the per capita grant can be claimed; and
- Year 11 and 12 students participating in an approved Notice of Arrangement out of full-time school (eg in TAFE, other training, or employment, or combinations thereof) are NOT to be included in the Census and are NOT eligible for per capita funding.

RESIDENCY

For funding purposes, an eligible student must fall into one of the following residency categories:

- Permanent resident of Western Australia and have a parent or guardian resident in this state
- International Secondary Student Exchange (12 months duration)
- Approved Commonwealth Government Scholarship
- Temporary resident on an eligible VISA.

According to the *School Education Act 1999*, non-government schools are eligible for per-capita funding only for students who are permanent residents. However, since 1995 schools with enrolled dependants of temporary residents may apply for exemption from the permanent resident condition of the Act and therefore qualify for payment of State per capita funding.

A comprehensive list of VISA subclasses that are eligible for per capita grants is included in Appendix B.

Please note that VISA subclass 574 is ineligible for funding and that exemptions apply to recipients of an approved Commonwealth Government Scholarship to study in Australia (visa class 560 and 576). Approved Commonwealth Government Scholarships include the Overseas Postgraduate Research Scholarship and scholarships issued by AusAid, International Development Program, Australian Development Co-Operation, Australian Sponsored Training and Commonwealth Scholarship and Fellowship Plan.

For information on other visa categories, such as dependants of parent/s under a Status of Forces Agreement, please contact Nick Markostamos at the Department of Education Services on 9441 1956.

Where any overseas student has been claimed for funding, the school may be requested to produce the necessary documentation confirming the student's eligibility. Schools applying for exemption need to:

- sight a tax assessment by the Australian Taxation Office or alternatively, a letter from either of the parents' employer to verify that income tax is to be paid in the current year; and
- declare that they have sighted evidence that confirms the temporary resident status of the parent(s) and that income tax has been or is being paid.

PER CAPITA GRANT FUNDING AUDITS

The census and Per Capita Funding applications submitted on 7 August 2009 will be used as the basis for Per Capita Funding audits carried out by the department.

GRANTS AUDIT PROGRAM

The Grants Audit Program (GAP) will aim to strengthen accountability for funding assistance provided to non-government schools.

Following the August Census, Per Capita Funding applications from non-government schools will be subject to an initial **desktop audit** and where required **targeted follow up** will occur with individual schools.

In addition, **random audits** are being scheduled such that a non-government school can expect to be subject to an audit of their per capita funding application claims at least once in a five year period.

Random audits will be conducted on-site at a school's premises by departmental personnel and focus on validating the accuracy of claims made for funding. This will involve the verification of enrolment data on each student's unique identity (using evidence found in their records) and the examination of attendance data (and other supporting documentation) to establish whether each student met the eligibility criteria for funding assistance.

More detailed information regarding the audit process will be provided to schools selected for a random audit. This will further clarify the audit procedures, data to be collected, information and records to be granted access to and the requirements of key school personnel.

Student enrolment records will form part of the census audit and must be made available to the auditor.

Attendance records, classroom rolls, computer-generated reports, a list of students claimed that were not present on census day and all other documentation pertaining to absences must be made available to the auditor.

APPENDIX A

DEPARTMENT OF EDUCATION SERVICES NOMINATION OF CERTIFICATION OFFICERS

SCHOOL: _____

ADDRESS: _____

_____ POSTCODE: _____ PHONE: _____

The Governing Body³ hereby appoints the following individual(s) to be its Certification Officer(s) for all claims made for financial assistance, provided under the State Government's Per Capita Funding Scheme:

NAME	POSITION	SIGNATURE	DATE

The Governing Body (or Catholic School Principal) and Nominees agree/understand that Certification Officers of the school:

- Are currently employed by the School
- Have been authorised by the Governing Body (or Catholic School Principal) to make formal claims for financial assistance from the State Government on behalf of the School
- Have the appropriate skills, knowledge and experience required to ensure the accuracy of student numbers claimed for funding
- Are responsible for the accuracy of student numbers claimed, including adherence to all stated criteria, rules and regulations.

Chair of Governing Body (or Catholic School Principal)

Name: _____

Signature: _____

Date: _____

Please forward the completed and signed form to:

Senior Analyst (Grants and Auditing)
Department of Education Services
PO Box 1766
OSBORNE PARK WA 6019
Fax: 9441 1950

³ The Chief Executive Officer of the Catholic Education Office has delegated responsibility for nomination of Certification Officers to the school Principal.

APPENDIX B – VISA SUBCLASS FUNDING ELIGIBILITY

Visa No.	Class	Temporary or Permanent	Subclass title
70	WR	T	Bridging visa R (Removal Pending)
100	BC	P	Spouse
101	AH	P	Child
102	AH	P	Adoption
103	AX	P	Parent
105	AJ	P	Skilled - Australian-linked
106	AJ	P	Regional Linked
110	BC	P	Interdependency
114	BO	P	Aged dependent relative
115	BO	P	Remaining Relative
116	BO	P	Carer
117	AH	P	Orphan Relative
118	BY	P	Designated Parent
119	AN	P	Regional Sponsored Migration Scheme
120	AU	P	Labour Agreement
121	AN	P	Employer nomination
124	AL	P	Distinguished Talent (Australian Support)
126	AT	P	Independent
127	AD	P	Business Owner
128	AD	P	Senior Executive
129	AD	P	State/Territory Sponsored Business Owner
130	AD	P	State/Territory Sponsored Senior Executive
131	AD	P	Investment-Linked
132	EA	P	Business Talent
134	BR	P	Skill Matching
135	AT	P	State/Territory Nominated Independent
136	BN	P	Skilled - Independent
137	BN	P	Skilled - State/Territory-nominated Independent
138	BQ	P	Skilled - Australian-sponsored
139	BQ	P	Skilled-Designated Area Sponsored
143	CA	P	Contributory Parent
151	CB	P	Former Resident
155	BB	P	Five Year Resident Return
157	BB	P	Three Month Resident Return
159	TP	T	Provisional Resident Return
160	UR	T	Business Owner (Provisional)
161	UR	T	Senior Executive (Provisional)
162	UR	T	Investor (Provisional)
163	UR	T	State/Territory Sponsored Business Owner (Provisional)
164	UR	T	State/Territory Sponsored Senior Executive (Provisional)
165	UR	T	State/Territory Sponsored Investor (Provisional)
173	UT	T	Contributory Parent (Temporary)
175	VE	P	Skilled - Independent
176	VE	P	Skilled - Sponsored
200	XB	P	Refugee
201	XB	P	In-country Special Humanitarian
202	XB	P	Global Special Humanitarian
203	XB	P	Emergency Rescue
204	XB	P	Woman at Risk

Visa No.	Class	Temporary or Permanent	Subclass title
300	TO	T	Prospective Marriage
302	TI	T	Emergency (Permanent Visa Applicant)
303	TI	T	Emergency (Temporary Visa Applicant)
309	UF	T	Spouse (Provisional)
310	UG	T	Interdependency (Provisional)
411	TE	T	Exchange
415	TH	T	Foreign Government Agency
416	TE	T	Special Program
418	TH	T	Educational
419	TH	T	Visiting Academic
420	TE	T	Entertainment
421	TE	T	Sport
422	UE	T	Medical Practitioner
423	TE	T	Media and Film Staff
426	TG	T	Domestic Worker (Temporary) — Diplomatic or Consular
427	TG	T	Domestic Worker (Temporary) — Executive
428	TE	T	Religious Worker
442	TH	T	Occupational Trainee
444	TY	T	Special Category
445	TK	T	Dependent Child
446	TD	T	Confirmatory
447	XB	T	Secondary Movement Offshore Entry (Temporary)
448	UJ	T	Kosovar Safe Haven (Temporary)
449	UJ	T	Humanitarian Stay (Temporary)
450	UH	T	Resolution of Status — Family Member (Temporary)
451	XB	T	Secondary Movement Relocation (Temporary)
457	UC	T	Business (Long Stay)
459	UL	T	Sponsored Business Visitor (Short Stay)
461	UP	T	New Zealand Citizen Family Relationship
470	UV	T	Professional Development
475	VF	T	Skilled Regional Sponsored
476	VF	T	Skilled – Recognised Graduate
485	VC	T	Skilled - Graduate
487	VC	T	Skilled - Regional Sponsored
495	UX	T	Skilled Independent Regional (Provisional)
496	UZ	T	Designated Area Sponsored (Provisional)
497	UQ	T	Graduate — Skilled
576	TU	T	AusAID or Defence Sector
695	VA	T	Return Pending (Temporary)
785	XC	T	Temporary Protection
786	UO	T	Temporary (Humanitarian Concern)
800	BE	P	Temporary Asylum (residence)
801	BS	P	Spouse
802	BT	P	Child (Residence)
804	BP	P	Aged Parent
808	AK	P	Confirmatory (Residence)
814	BS	P	Interdependency
820	UK	T	Spouse
826	UK	T	Interdependency
831	AO	P	Prospective Marriage Spouse
832	AO	P	Close ties

Visa No.	Class	Temporary or Permanent	Subclass title
834	AW	P	Permanent Resident of Norfolk Island
835	BU	P	Remaining Relative
836	BU	P	Carer
837	BT	P	Orphan Relative
838	BU	P	Aged Dependent Relative
845	BH	P	Established Business in Australia
846	BH	P	State/Territory Sponsored Regional Established Business in Australia
850	UH	T	Resolution of Status (Temporary)
851	BL	P	Resolution of Status
855	BV	P	Labour Agreement
856	BW	P	Employer Nomination Scheme
857	BW	P	Regional Sponsored Migration Scheme
858	BX	P	Distinguished Talent
859	BZ	P	Designated Parent
861	DB	P	Skilled - Onshore Independent New Zealand Citizen
862	DB	P	Skilled - Australian-sponsored New Zealand Citizen
863	DB	P	Skilled - Onshore Regional-sponsored New Zealand Citizen
864	DG	P	Contributory Aged Parent
866	XA	P	Protection
880	DD	P	Skilled - Independent Overseas Student
881	DE	P	Skilled - Australian-sponsored Overseas Student
882	DE	P	Skilled - Designated Area-sponsored Overseas Student
883	CC	P	Skilled – Designated Area-Sponsored (Residence)
885	VB	P	Skilled - Independent
886	VB	P	Skilled - Sponsored
887	VB	P	Skilled - Regional
890	DF	P	Business Owner
891	DF	P	Investor
892	DF	P	State/Territory Sponsored Business Owner
893	DF	P	State/Territory Sponsored Investor
956	UD	T	Electronic Travel Authority (Business Entrant - Long Validity)
995	TF	T	Diplomatic