February school census collection arrangements for 2009 for bushfire affected schools and students

1. Schools that receive students from bushfire affected areas are advised to:

   (a) Ensure each new student is recorded on CASES21 as an enrolled student at the school.

   (b) When able, the fire-affected school should exit the student from the school on CASES21 to ensure they are not included in the census count. The last date of attendance must be recorded as the exit date.

   (c) If a student attends on census day, include them in the census count. The receiving school will be funded for this student through the confirmed SRP.

2. If the student returns to their original school after census day, funding will be allocated to both schools. These arrangements will be assessed and administered by the region on a case-by-case basis and involve:

   (a) The original school contacting their regional office to advise them of the student’s return

   (b) The Regional Office advising the School Resources Management Unit on approved adjustments to the SRP of the schools involved

   (c) The original school should re-enrol the student on CASES21 using format ST11009 (Re-enrol LEFT students) provided the student has been exited as per Step 1b above.

3. If a student returns to their original school prior to, or on, census day, the student should be exited from the temporary school on CASES21 and re-enrolled at the original school on CASES21 using format ST11009 (Re-enrol LEFT student). Full funding for the student will be provided to the original school.

4. Schools that remain closed due to safety and smoke concerns, threats of continuing fires, awaiting safety inspections or water contamination will be able to submit a return any time up to 31 March 2009.

Please contact the Census Hotline on 9637 3225 for any assistance with these guidelines. These guidelines will be reassessed if the current bushfire situation changes.