

**WA Department of Education**  
**Explanatory Notes for Per Capita Funding Application (PCFA) form**  
**Non-Government School Census – 11<sup>th</sup> February 2022**

**Introduction**

The Per Capita Funding Application (PCFA) form is required to be completed by all Non-Government Schools (excluding CARE schools), following submission of schools' State Census data.

The PCFA form notifies the Department of Education (Department) of all students at the school that meet funding eligibility criteria as at Census Day, which informs the per capita grant provided by the Department.

Please refer to the *Guidelines for Non-Government School Funding* (Guidelines) or the *Non-Government School Residency Status Guidance* documents for further details on student funding eligibility.

Please contact the NGS Funding Team (Dominic Hosgood on [dominic.hosgood@education.wa.edu.au](mailto:dominic.hosgood@education.wa.edu.au) or 9264 4264) with any queries regarding the PCFA form, the eligibility of a particular student or the school's Certification Officers.

**Key Steps**

1. Once the school's Census data (details of all enrolled students) has been submitted via the Census Acceptance link, the Per Capita Funding Application link becomes available.
2. The PCFA is pre-populated with the school's information and the number of enrolled students as submitted by the school in the Census Numbers column.
3. Enter the number of enrolled students not meeting the enrolment, attendance or residency criteria stated in the Guidelines in the relevant year level rows of the Adjusted FTEs / Ineligible Students column as a negative number.
4. Enter the number of Kindergarten students who are not of Kindergarten age as a negative number in the Kindergarten row of the Adjusted FTEs / Ineligible Students column. If these students are older than Kindergarten age and are otherwise eligible for funding, enter them as a positive number in the Primary row of the Adjusted FTEs / Ineligible Students column in line with their FTE as compared to other Primary students.
5. The Total Eligible Students for Funding Only column should reflect the total number of students meeting the eligibility criteria that the school is claiming funding for.
6. Ensure that the PCFA form has been signed by a Certification Officer of the school, as required under the Guidelines.
7. Email the PCFA form to [NGSFunding@education.wa.edu.au](mailto:NGSFunding@education.wa.edu.au) on Census Day or as soon as possible thereafter.

## **PCFA Detail & Adjustment Examples**

The PCFA's rows reflect the four year-level groupings to which the State funding rates apply: Kindergarten, Compulsory Primary (Pre-Primary to Year 6), Middle School (Year 7 to Year 10) and Upper Secondary (Year 11 to Year 12).

In each row, the Census Numbers (column 1) plus or minus the Adjusted FTEs / Ineligible Students (column 2), should equal the Total Eligible Students for Funding Only (column 3).

### **Census Numbers (column 1)**

This column should reflect the total number of students enrolled at the school, excluding students in the Telethon Speech & Hearing Outpost program, in each of the four year-level categories (K, CP, MS, US). The figures in this column should equal the student numbers as per the school's submitted State Census data.

### **Adjusted FTE / Ineligible Students (column 2)**

In this column, schools are required to record any adjustments/deductions required for funding purposes (if applicable) to the total student numbers. Adjustments are to be entered into this column in the form of a negative (-) or positive (+) FTE.

- A full-time FTE for all years from Pre-Primary to Year 12 is 10 sessions per week (where each session equals a ½ day). Each full day of attendance therefore constitutes an FTE of 0.2.
- A full-time FTE for Kindergarten is 4 sessions or more per week (where each session equals a ½ day). Each full day of attendance for Kindergarten therefore constitutes an FTE of 0.5.
  - Please note that no additional funding is provided for Kindergarten students who attend more than the required 4 sessions.

### **Adjustment Examples**

- **Example 1:** A Pre-Primary aged student enrolled in Kindergarten and attending 4 sessions per week should be recorded in Column 2 as -1.0 FTE in Kindergarten and +0.4 FTE in Primary (Pre-Primary to Year 6).
  - If the student attends 6 sessions per week, the entry in the Primary (Pre-Primary to Year 6) row would instead be recorded as +0.6; students attending 8 sessions per week as +0.8, etc.
- **Example 2:** A student who is enrolled at the school full time but is a Full-Fee Paying Overseas Student (FFPOS) should be recorded in Column 2 as -1.0 FTE.
- **Example 3:** A student who is enrolled at the school full time, but does not meet the attendance criteria in the Guidelines should be recorded in Column 2 as -1.0 FTE.
- **Example 4:** A student who is enrolled at the school full time, and for whom the school has been advised either before or on Census Day of their departure from the school within two weeks, should be recorded in Column 2 as -1.0 FTE.

### **Total Eligible Students for Funding Only (column 3)**

In this column, the school is to calculate the number of students who are eligible for funding by taking the enrolled figures in column 1, deducting or adding the adjustments in column 2, to arrive at the net figure in column 3. Figures are to be entered as an FTE.

## **Additional Eligibility Considerations**

*Please refer to the Guidelines for further detail and all eligibility criteria.*

1. For Kindergarten funding, please note that Kindergarten students:
  - Must be officially enrolled and participating in a Kindergarten program at the school.
  - Must be four years of age on or before 30 June 2022 (i.e. born between 1 July 2017 and 30 June 2018).
  - *Younger* than the above (i.e. born after 30 June 2018) are of Pre-Kindergarten age and are not eligible for per capita funding.
  - *Older* than the above (i.e. born before 1 July 2017) are of Pre-Primary age. Funding will be provided at the Primary rate on a pro-rata basis as described in the previous sections.
2. Secondary students who have attained the age of 21 years before 1 January 2022 are ineligible.
3. Students enrolled, but not completing a school education component (e.g. only participating in a VET course), are ineligible.
4. Where the school has received notification as at Census Day that a student will be leaving on or within two weeks of Census Day, this student is ineligible.
5. Attendance requirements
  - Students with an unexplained absence on Census Day are ineligible if their attendance is below 90% in both the current and previous semesters (or 60% in 'Very Remote' schools). When determining a student's level of attendance, an 'explained absence' is treated in the same way as actual attendance.
  - Where students have a substantial number of absences, documentation validating the absences (e.g. medical reports) should be held by the school.
6. Residency requirements
  - Students must live in Western Australia.
  - For information on eligibility of temporary residents, refer to the Department's Guidelines, Residency Status Guidance or contact the NGS Funding team.
  - Proof of residency must be held by the school for all students claimed for funding (e.g. current visa documentation, Citizenship documentation, birth certificate, etc.).