



# CSV DATA FILE SPECIFICATIONS

## Data file specifications - unit record data for public and non-government school censuses

**Data which may be collected for every student, for: WA School Census (for August and February censuses, as from August 2019)**

These data file specifications set out the detailed data which will be collected through the School Censuses. These specifications are intended for the use of software developers to produce a file which will contain the appropriate data, in the appropriate format. This is necessary to enable the School Census System to import the data in a consistent way.

The term “**mandatory**” means that the data item must be represented in the data file by a valid code or a value within a given range. If a code is outside the range specified, the system will show an error message and the data will not be imported. Note that a code meaning “unknown” or “not stated” is a valid code for many items. For some items, a valid code is not required, and the data file can contain a blank.

The use of the word “**mandatory**” in the document does not imply that parents are required to provide all information to the school. Questions relating to what information must be provided by parents are addressed in the ACARA Data Standards Manual and in jurisdiction enrolment forms and their explanatory notes.

The data file is to be formatted as a CSV file with column headings exactly as stated in the Data Item column (although it is not case sensitive). The items are to be separated by a comma, with double quotes around all **text** fields (as a minimum). Note it is acceptable to have double quotes around **all** fields. The first row should contain the column headings, as specified by each data item.

For any queries on the format or specification of data items, raise a request with the Department’s ICT Customer Service Centre (CSC) on 9264 5555 for metro callers, 1800 012 828 for regional callers or e-mail [customer.service.centre@education.wa.edu.au](mailto:customer.service.centre@education.wa.edu.au). Please advise the Customer Service Representative your name along with your school's name and suburb when calling.

#	Data item	Definition	Notes
1	Year	Calendar year data refers to	Char(4) current year <b>Mandatory</b>
2	Semester	Semester 1 or 2	Char(1) values 1 or 2 {1,2} <b>Mandatory</b>
3	File Date	Date the file was created	ddmmyyyy <b>Mandatory</b>
4	School Code	Four digit school code (as applied by DOE/DES)	Char(4) <b>Mandatory</b>
5	School Name	School Name	Char(50) <b>Mandatory</b>
6	Previous School - Code		Char(4) The school code of the school this student attended in the previous year. To be provided as a minimum, to students who are currently in the year of entry of lower secondary and upper secondary (ie Years 7 and 11) and relates to the school the student last attended in Years 6 or 10 the previous year). <b>A printout of all schools in Western Australia is available from <a href="http://www.det.wa.edu.au/schoolinformation/detcms/navigation/school-lists/">http://www.det.wa.edu.au/schoolinformation/detcms/navigation/school-lists/</a> For interstate and overseas schools use the following codes 0001 – ACT, 0002 – QLD, 0003 – NSW, 0004 – NT, 0005 – SA, 0006 – TAS, 0007 – VIC, 0009 – OTHER/UNKNOWN, 0010 - OVERSEAS</b>
7	Previous School - Name		Referring to 6 above (if available)
8	Enrolment Date	Date enrolled at school	Start date: ddmmyyyy <b>Mandatory</b>
9	Student Year Level	Year level of the student	Char(3) 'PKG' 'K', 'P', 'Y01' to 'Y12', 'UPR', 'USE or alternatively (PK, K, P, 1, 2, ..., 11, 12) where PKG = PK = Pre Kindy, K = Kindy, P = PrePrimary, UPR = Ungraded Primary, USE = Ungraded Secondary <b>Mandatory</b>
10	FTE	Full-time equivalent of student	Numeric (1 decimal place) Secondary only. Estimate to be determined by school. <b>Mandatory</b>
11	KINNumHoursTotal	If K, Number of hours per week that the kindergarten student attends	Numeric (Integer) An estimate of the average hours per week of the two weeks ending with census day.
12	Precompulsory Sessions	Number of sessions (half days) for all precompulsory students (Best estimate)	Numeric (integer) Values {1, 2, 3, 4, 5, 6, 7, 8, 9, 10} Average weekly sessions for PreKindy (PKG), Kindy (K) and PrePrimary (P) <b>Mandatory (for Precompulsory (ie PKG, K and P) students)</b>

#	Data item	Definition	Notes
13	Repeating	Repeating year level	Char(1) Value "Y" Only if repeating this year
14	Curriculum Council Number	Curriculum Council number (if available)	Char(8) Curriculum Council number
15	First Name	First Name	Char(50) (May be blank)
16	Middle Name	(or name known by)	Char(50) (May be blank)
17	Family Name	Family Name	Char(50) Mandatory
18	Preferred Name	Preferred name	Char(50) (May be blank)
19	Indigenous Status	ABS definition in the Standards	Integer Values {1, 2, 3, 4, 9} where 1 Aboriginal 2 Torres Strait Islander 3 Both 4 non-Aboriginal 9 not stated (see ACARA Data Standards Manual) Mandatory
20	Sex		Either Char(1) values {1, 2, 3, 9} where 1 Male 2 Female 3 Indeterminate/Other 9 Not stated/inadequately described Or Char (1) values {M, F, X or N} where X = Indeterminate/Other and N = Not stated/inadequately described (see ACARA Data Standards Manual) Mandatory
21	Date of Birth		ddmmyyyy Mandatory
22	Visa Sub Class	Visa subclass number	Char(10)
23	Country of Birth	Student country of birth	Char(4) ABS SACC code (see ACARA Data Standards Manual i or directly at ABS cat no 1269.0 Standard Australian Classification of Countries (SACC) Second edition)

#	Data item	Definition	Notes
24	Main language other than English spoken at home by student	Student - Main Language Other than English Spoken at Home	Char(4) ABS ASCL code (see ACARA Data Standards Manual or directly at ABS cat no 1267.0 Australian Standard Classification of Languages (ASCL), 2005-2006) Mandatory (Note code 0002 is "Not stated")
25	Residential Address 1	Physical residential address	Char(40) Needed by ACARA for ICSEA
26	Residential Address 2		Char(40)
27	Suburb/locality	Suburb/locality of physical residential address	Char(20) Needed by ACARA for ICSEA
28	Postcode	Postcode of physical residential address	Char(4) Needed by ACARA for ICSEA
29	Parent/Guardian 1 School Education	Parental school education	Char(1) Values {1,2,3,4} where 4 Year 12 or equivalent 3 Year 11 or equivalent 2 Year 10 or equivalent 1 Year 9 equivalent or below 0 Not stated/Unknown ACARA Data Standards Manual (if Guardian 1 is applicable for student) Needed by ACARA for ICSEA
30	Parent/Guardian 1 Non-School Education	Parental non-school education	Char (1) Values {7, 6, 5, 8, 0} where 7 Bachelor degree or above 6 Advanced Diploma/Diploma 5 Cert I to IV (inc trade cert) 8 No non-school qualification 0 Not stated/Unknown ACARA Data Standards Manual (if Guardian 1 is applicable for student) Needed by ACARA for ICSEA

#	Data item	Definition	Notes
31	Parent/Guardian 1 Occupation	Parental occupation group	Char (1) Values {1, 2, 3, 4, 8, 9} where 1 Senior management in large business organisation, Govt administration and defence, and qualified professionals 2 Other Business managers, art/media/sportspersons and associate professionals 3 Tradesmen/women, clerks and skilled office, sales and service staff 4 Machine operators, hospitality staff, assistants, labourers and related workers 8 Not in paid work in last 12 months 9 Not stated or unknown ACARA Data Standards Manual (if Guardian 1 is applicable for student) Needed by ACARA for ICSEA
32	Parent/Guardian 1 Language Background	Parent/Guardian 1- Main Language Other than English Spoken at Home	Char(4) ABS ASCL code (see ACARA Data Standards Manual or directly at ABS cat no 1267.0 Australian Standard Classification of Languages (ASCL), 2005-2006) (if Guardian 1 is applicable for student.) (Note code 0002 is "Not stated")
33	Parent/Guardian 2 School Education	Parental school education	Char(1) Values {1, 2, 3, 4} where 4 Year 12 or equivalent 3 Year 11 or equivalent 2 Year 10 or equivalent 1 Year 9 equivalent or below 0 Not stated/Unknown ACARA Data Standards Manual (if Guardian 2 is applicable for student) Needed by ACARA for ICSEA
34	Parent/Guardian 2 Non-School Education	Parental non-school education	Char(1) Values {7, 6, 5, 8 ,0} where 7 Bachelor degree or above 6 Advanced Diploma/Diploma 5 Cert I to IV (inc trade cert) 8 No non-school qualification 0 Not stated/Unknown ACARA Data Standards Manual (if Guardian 2 is applicable for student) Needed by ACARA for ICSEA

#	Data item	Definition	Notes
35	Parent/Guardian 2 Occupation	Parental occupation group	Char (1) Values {1, 2, 3, 4, 8, 9} where 1 Senior management in large business organisation, Govt administration and defence, and qualified professionals 2 Other Business managers, art/media/sportspersons and associate professionals 3 Tradesmen/women, clerks and skilled office, sales and service staff 4 Machine operators, hospitality staff, assistants, labourers and related workers 8 Not in paid work in last 12 months 9 Not stated or unknown ACARA Data Standards Manual (if Guardian 2 is applicable for student) Needed by ACARA for ICSEA
36	Parent/Guardian 2 Language Background	Parent/Guardian 1- Main Language Other than English Spoken at Home	Char(4) ABS ASCL code (see ACARA Data Standards Manual or directly at ABS cat no 1267.0 Australian Standard Classification of Languages (ASCL), 2005-2006) (if Guardian 2 is applicable for student.) (Note code 0002 is "Not stated")
37	Attendance Type	Attendance type for students	Char(30) Govt schools only Values Census – Not Counted Current (Single registration) Current main (Dual registration) Participation List Previous "" (ie Blank) Mandatory for Govt schools, (NGovt should be blank)
38	Religion	Student religion	Char(25) Mandatory (for Catholic schools only)
39	Form Group	Any identifier used by the school to group the students.	Char(40) Any identifier used by the school, to group the students. This will simply be used as a possible sorting mechanism to facilitate the display of student details, back to the school
40	Disability1	Disability code if student has a disability	Char(2) – See 'Disability Codes' below. Mandatory for Govt Schools (if the student has an identified disability) NGovt can be blank
41	Disability2	Disability code if student has a 2nd disability	Char(2) – See 'Disability Codes' below. Mandatory for Govt Schools (if the student has an identified disability) NGovt can be blank

#	Data item	Definition	Notes
42	Disability3	Disability code if student has a 3rd disability	Char(2) – See ‘Disability Codes’ below. Mandatory for Govt Schools (if the student has an identified disability) NGovt can be blank
43	Disability4	Disability code if student has a 4th disability	Char(2) – See ‘Disability Codes’ below. Mandatory for Govt Schools (if the student has an identified disability) NGovt can be blank
44	Disability5	Disability code if student has a 5th disability	Char(2) – See ‘Disability Codes’ below. Mandatory for Govt Schools (if the student has an identified disability) NGovt can be blank
45	Disability6	Disability code if student has a 6th disability	Char(2) – See ‘Disability Codes’ below. Mandatory for Govt Schools (if the student has an identified disability) NGovt can be blank
46	Disability7	Disability code if student has a 7th disability	Char(2) – See ‘Disability Codes’ below. Mandatory for Govt Schools (if the student has an identified disability) NGovt can be blank
47	Disability8	Disability code if student has a 8th disability	Char(2) – See ‘Disability Codes’ below. Mandatory for Govt Schools (if the student has an identified disability) NGovt can be blank
48	Disability9	Disability code if student has a 9th disability	Char(2) – See ‘Disability Codes’ below. Mandatory for Govt Schools (if the student has an identified disability) NGovt can be blank
49	Participating	Student is participating in the NCCD SWD collection.	Char(1) Values: “Y” for yes, or “N” for no. Mandatory for Government Schools
50	Category of Disability	Category of disability as used for NCCD SWD collection.	Char(9) Possible Values: Cognitive Physical Sensory Social Mandatory for Government Schools
51	Disability Adjustment Provided	Level of adjustment provided as used for NCCD SWD collection.	Char(13) Possible Values: No Adjustment Supplementary Substantial Extensive Mandatory for Government Schools

#	Data item	Definition	Notes
52	International Fee Paying	Enrolment fee payment status of international students.	Char(1) Values: “Y” if student is paying enrolment fee, “N” if student is not paying enrolment fee. Mandatory for Government schools if the student has a value in Visa Sub Class field (field 22).

#### Disability Codes

GL:	Global development delay	VI:	Vision impairment
IM:	Intellectual disability mild/moderate	DH:	Deaf and hard of hearing
IS:	Intellectual disability severe	MD:	Severe mental disorder
AU:	Autism	SL:	Specific speech/language impairment
AS:	Asperger's disorder/syndrome	PY:	Physical disability
PD:	Pervasive development disorder – not otherwise specified (PDD-NOS)	MH:	Severe medical health condition

<sup>i</sup> ACARA Data Standards Manual

<http://www.acara.edu.au/reporting/data-standards-manual-student-background-characteristics>