



# MINARET COLLEGE

*Islamic College of Melbourne South and East*

12 February 2020

Dear Parents and Guardians

Assalamu Alaikum wa Rahmatullahi wa Barakatuh

InshaAllah this letter finds you all in the best state of health and Iman.

Collection of data and updated address

Please note it is a requirement of Department of Education and Training (DET) that the College keeps up to date and correct details of its student at any given point in time . Data is submitted to DET through out the year and one of the information to be submitted to DET is student residential address and other information.

If your address and other details have changed and you are yet to notify the College , please return the completed "Notification of change of details" form by 26 February 2020 . This will ensure accurate data is submitted to DET for the residential data and other information .

Please refer to the College's privacy policy available on our website at <http://www.minaret.vic.edu.au>

We hereby enclose the information provided by DET regarding this matter titled "2020 Student Residential Address and other Information Collection notice".

We thank you in advance for your cooperation.

Yours sincerely

**Mohammed Taksim**  
Executive Principal





## **For parents/guardians of students:**

### **2020 Student Residential Address and Other Information collection notice**

This notice is from the Australian Government Department of Education, Skills and Employment (the department), to advise you that the department has requested that your child's school provide a 'statement of addresses', in accordance with the *Australian Education Regulation 2013* (Cth) (Regulation).

A *statement of addresses* contains the following information about each student at the school:

- Student residential address (**not student names**)
- Student level of education (i.e. whether the student is a primary or secondary student)
- Student boarding school status (i.e. whether the student is boarding or a day student)
- Names and residential addresses of students' parent(s) and/or guardian(s)

Schools generate a record number for each student for the purposes of this collection, which is also provided to the department.

#### **Purpose of the collection**

This collection is routinely used to inform Commonwealth school education policy, and to help ensure that Commonwealth funding arrangements for non-government schools are based on need, and are fair and transparent.

The information collected in the *statement of addresses* will be used to inform school funding calculations. It is combined with data held by the Australian Bureau of Statistics (ABS) to calculate the estimated capacity of a school community to contribute to the schools' operating costs (capacity to contribute). Australian Government funding to non-government schools takes this estimated capacity to contribute into account.

On 20 September 2018 the Government announced that it will implement a new, improved capacity to contribute methodology used in the calculation of the Commonwealth's needs-based funding arrangements for non-government schools. Known as the direct measure of income (DMI), the proposed new methodology is based on the median income of parents or guardians of students at a non-government school. This is in contrast to the current area based measure which is a point in time analysis based on average circumstances in 2011 of the area in which students at the school lived. This change follows a review of the existing methodology by the National School Resourcing Board. Further information about the review and the Government's response can be found on the department's website: <https://www.education.gov.au/review-socio-economic-status-ses-score-methodology>.

#### **Use and disclosure of personal information**

Your personal information is protected by law, including the *Privacy Act 1988* (Cth). Any use and disclosure of your personal information relating to the *statement of addresses* will occur in accordance with the Regulation.

Your personal information may be used by the department, or disclosed to the ABS, for the purposes of reviewing capacity to contribute methodology, calculating capacity to contribute and Commonwealth school education policy development (including school funding), or where it is otherwise required or authorised by law.

Your personal information will be provided to the ABS for capacity to contribute calculations and analysis as part of the Multi-Agency Data Integration Project (MADIP). Departmental staff will use the ABS' secure DataLab to undertake analysis and calculate capacity to contribute scores for schools using de-identified data (i.e. data that has had identifiable information such as name and address removed). The linked information will not be used for other purposes. Further information on the MADIP can be found here:

[http://www.abs.gov.au/websitedbs/D3310114.nsf/4a256353001af3ed4b2562bb00121564/9099c77cb979d558ca258198001b27a0/\\$FILE/MADIP%20iPIA\\_2018.pdf](http://www.abs.gov.au/websitedbs/D3310114.nsf/4a256353001af3ed4b2562bb00121564/9099c77cb979d558ca258198001b27a0/$FILE/MADIP%20iPIA_2018.pdf).

The department may, from time to time, carry out audits of school submissions. In the event of an audit, contracted auditors may seek to compare a school's *statement of addresses* with student enrolment information held by the school. These contractors will not use the information for any other purpose.

The department may also be required to disclose your personal information to its service providers for the purposes of the provision of information and communications technology (ICT) support services to the department.

### **What do you need to do?**

You are not required to do anything. Your school is responsible for providing the requested details to the department, however, you may wish to ensure that your school has the most up-to-date and correct details for your family.

### **Contacts for further information**

Your school can provide additional information about the process of the address collection.

If you have any further questions regarding the collection, you can contact the department by:

- Email: [seshelpdesk@dese.gov.au](mailto:seshelpdesk@dese.gov.au)
- Phone (free call): SES helpdesk on 1800 677 027 (Option 4)

The department's privacy policy is available on the department's website at [www.dese.gov.au](http://www.dese.gov.au). The privacy policy contains information about:

- how individuals can access and seek correction of the personal information held by the department;
- how complaints about breaches of the *Privacy Act 1988* (Cth) can be made; and
- how the department will deal with these complaints.



# NOTIFICATION OF CHANGE OF DETAILS

TO BE COMPLETED BY PARENT OR GUARDIAN

STUDENT DETAILS	
Surname:	First Name:
Year level:	Campus:

Does this change apply to all students in the family?    yes     no

SIBLINGS NAMES:
1. Name:
2. Name:
3. Name:
4. Name:
5. Name:

Identify the type of details to be changed (tick appropriate box where details have changed).

NEW ADDRESS

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PARENT/GUARDIAN DETAILS (WORK/CONTACT)

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EMERGENCY CONTACTS

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DOCTORS DETAILS/CHANGE OF DOCTOR

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MINARET COLLEGE

**LIVING ARRANGEMENTS OF STUDENT**

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**BILLING ADDRESS**

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**MEDICAL RECORD (Please provide updated Health Management Plan)**

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**OTHER INFORMATION**

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**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** / /

Thank you for taking the time to update your child's details. We understand that the information you have provided is confidential and will be treated as such, these details are required to ensure the school has correct and up to date details at all times.

Please refer to the College's privacy policy available on our website at <http://www.minaret.vic.edu.au>

OFFICE USE ONLY	
<b>Date data entered into school system:</b>	<b>Date:</b> / /
<b>Family code/student number:</b>	