



18 July 2025

Circular to principals of Catholic schools in Victoria

2025 Census and Special Circumstances Webinar

Main Points

- The Non-Government Schools Census will take place on Friday, 1 August 2025.
- Principals and Admin Team Members are invited to attend a 30 minute [webinar](#) on the 2025 submission process on 24 July 2025 at 3:30 pm
- The Census Reference Period for students is the 20 school days leading up to and including Census Day, Friday 1 August 2025. Pupil-free days, school and public holidays, and weekends are not part of the student reference period.
- Consider submitting a Special Circumstances application for students who did not attend school during the census reference period. Students must meet the eligibility requirements for the Non Government Schools Census and supporting documentation will be required.
- Principals will be notified by the Census team when data is available on SchoolsHUB, and the online declaration must be completed. Please contact the Census Team if any changes are required.

Critical Dates

- Online Staffing Records must be finalised, and Student File 5 must be validated and confirmed by Friday, 1 August. If no changes are expected on Census Day, the file may be confirmed before 1 August.

Actions Required

- Register the members of your admin team to attend the [webinar](#).
- Verify and submit the school's 2025 August Census by COB, Friday, August 1, 2025, via CEVN.
- Submit Special Circumstances applications and supporting documentation to sc@macs.vic.edu.au by Friday, 8 August 2025.

Additional Information

- Supporting documents are available on the CEVN website under Data Management / [August Census](#).
- Information about access to SchoolsHUB can be found on the CEVN website under Data Management / [DE SchoolsHUB](#).

Contact/Enquiries

- For all enquiries, please contact the Helpdesk at Melbourne Archdiocese Catholic Schools (MACS) on 03 9267 0422 (option 4) or censushelpdesk@macs.vic.edu.au.

Professor Elizabeth Labone
Chief Executive Officer