



Annual Reporting Policy for all Queensland Schools

1. What all schools need to publish

The Education (General Provisions) Act 2006, s423 (1) provides that the Minister may approve a policy about the publication by a state school principal or non-state school's governing body of an annual report containing information relating to the school and its policies and data about the student outcomes for all persons enrolled at the school in the previous year. State school principals and non-state schools' governing bodies must comply with the approved policy.

The policy, which is presented as a checklist (see below) of all Queensland and Australian Government requirements, has been approved by the Minister and sets out the minimum annual reporting requirements for all state and non-state schools. For state schools, mandated reporting requirements for publication additional to those detailed in the checklist, are specified in the state school reporting template. By publishing this information in the *School Annual Report*, Queensland schools will meet the reporting obligations required by the Australian Education Act 2013, 77(2) (f).

The policy [guidelines](#) are available to assist schools with the preparation and publication of schools' reporting information, including advice on how to treat information regarding small numbers of students to ensure privacy.

2. Policy Intent

Effective school reporting provides parents, staff, students and the community with meaningful information about schools. All Queensland schools are required to publish a minimum set of information for parents and the community. The *Annual Reporting Policy for all Queensland Schools* will ensure that all schools report similar information that complies with Government requirements in a clear and comprehensive manner.

3. Publication checklist

Mandated information to be published in the *School Annual Report* by 30 June every year:

a. **Contextual information**

- Whether the school is State, Independent or Catholic
- Whether the school is co-educational or single-sex
- The school's address
- Total number of enrolments
- Characteristics of the student body
- Year levels offered
- Distinctive curriculum offerings
- Extra-curricula activities: Descriptions of the activities should be provided, particularly those that involve a significant number of students
- The social climate of the school, including pastoral care programs and strategies to respond to bullying
- Parent, teacher and student satisfaction with the school
- Strategies used for involving parents in their child's education
- The title of a school-based contact person for further information on the school and its policies
- School income broken down by funding source

b. **Staff information**

- Staff composition, including Indigenous staff
- Qualifications of all teachers
- Expenditure on and participation in teacher professional development
- Average staff attendance for the school, based on unplanned absences of sick and emergent leave for periods of up to five days





- Proportion of teaching staff retained from the previous school year
- c. Key student outcomes**
- Average student attendance rate (%) for the whole school and for each year level
- A description of how non-attendance is managed by the school
- National Assessment Program - Literacy and Numeracy - Reading, Writing, Spelling, Grammar and Punctuation, and Numeracy results for Years 3, 5, 7 and 9
- Apparent retention rates from Year 10 to 12
- Year 12 outcomes: Schools have been provided with a set of information by the Queensland Studies Authority and are to report on school websites the following:
- number of students awarded a Senior Education Profile
 - number of students awarded a Queensland Certificate of Individual Achievement
 - number of students awarded a Queensland Certificate of Education at the end of Year 12
 - number of students awarded an International Baccalaureate Diploma (IBD)
 - number of students awarded one or more Vocational Education and Training (VET) qualifications
 - number of students who are completing or completed a School-based Apprenticeship or Traineeship (SAT)
 - number of students who received an Overall Position (OP)
 - percentage of OP/IBD students who received an OP 1-15 or an IBD
 - percentage of Year 12 students who are completing or completed a SAT or were awarded one or more of the following: QCE, IBD, VET qualification
 - percentage of Queensland Tertiary Admissions Centre applicants receiving a tertiary offer
- Post-school destination information from the current *Next Step* survey as follows:¹
- background information on how the *Next Step* survey was conducted
 - school response rate to the survey
 - definitions of main destinations
 - summary of findings in relation to main destinations of students
 - chart showing main destinations of students

d. Other information

Schools are encouraged to include any other information that may be of interest to parents and the community.

4. Publication format

The *School Annual Report* for the previous program year is to be made publicly available on the internet for a minimum of 12 months, and schools are to make arrangements to provide the information, on request, to a parent, carer or a person who is responsible for a student at the school and is unable to access the internet.

5. Publication timeline

The *School Annual Report* is to be published by 30 June of each year. However, post-school destinations information for Year 12 completers is to be included after release by 30 September of each year.

¹ Mandatory information to be published by 30 September each year

