



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. 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).

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

Information to be published in the *School Annual Report* by 30 June every year, as required by the *Australian Education Act 2013*, 77(2) (f):

a. Contextual information

- Whether the school is State, Independent or Catholic
- Whether the school is co-educational or single-sex
- Characteristics of the student body, including enrolments

b. Workforce information

- Staff composition, including Indigenous staff
- Teacher standards and qualifications

c. Funding information

- School income broken down by funding source

d. Social climate

- Parent, teacher and student satisfaction with the school

e. 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
- Year 12 outcomes, including the number of students undertaking Vocational Education and Training
- Post-school destinations of students¹





4. Other information

Schools are encouraged to include other information that may be of interest to parents and the community. This may include, but not be limited to:

- 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
- Strategies used for involving parents in their child's education
- 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
- Apparent retention rates from Year 10 to 12

5. 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.

6. 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

