



Dienst Uitvoering Onderwijs
Ministerie van Onderwijs, Cultuur en
Wetenschap

Pupil count 1 October 2024 for funding purposes

Secondary and vocational education Caribbean Netherlands

Since 2010, Bonaire, Sint Eustatius and Saba (the Caribbean Netherlands) have a special status within the Dutch constitution. DUO now organizes the funding of schools in the Caribbean Netherlands. The pupil count is the basis on which funding is determined for these schools. DUO gathers and validates the information from the count.

The count

The reference date for the count is 1 October 2024. Funding will be based on the number of pupils and students entered on the form.

Data required

The following data are required:

- secondary education: the number of pupils per school type, discerned by school year and gender
- vocational education: the number of students per qualification code, discerned by bol full-time and bbl.

On the forms, the name of the education types mentioned in the table below are used.

Denomination of Dutch Caribbean education types

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0901 VMBO basisberoepsgerichte leerweg (BBL)

0902 VMBO kaderberoepsgerichte leerweg (KBL)

0903 VMBO gemengde leerweg (GL)

0904 VMBO theoretische leerweg (TL)

0905 HAVO

0906 VWO

0907 Praktijkonderwijs

0908 Internationale schakelklas

0909 Specifieke onderwijsbehoefte

0910 Lower forms

0911 Caribbean vocational qualification 1 (CVQ1)

0930 Caribbean vocational qualification 2 (CVQ2)

0950 Caribbean secondary education certificate (CSEC)

0951 Caribbean Advanced Proficiency Examination (CAPE)

*For qualification codes of vocational training courses on Bonaire, see the form Opgave Aantal studenten bekostiging beroepsonderwijs Bonaire

Submitting the data

The counting forms will be available on www.duo.nl. Scan the completed forms and send them by e-mail to caribisch.nederland@duo.nl. Keep the original completed forms for your own records.

If DUO has not received the data by 15 October 2024, it will not have the information required to calculate the funding for your school. This means that DUO will be unable to allocate the correct funding in time for calendar year 2025.

Tool

On duo.nl/zakelijk/caribisch-nederland you can download an Excel worksheet that you can use as an aid in completing the tables. If you use this worksheet, copy the numbers from the 3 tables on the worksheet to the corresponding tables on the DUO counting form. Only the counting form has to be sent in.

Summary of registered information (OGT)

When the details on the count form have been processed, DUO will send you a summary of the information that has been registered (OGT). You will receive the OGT by e-mail.

Check

The information in the OGT must be checked by the school's competent authority. If the information is correct, the OGT must be kept in the school records.

Corrections

If details on the OGT are incorrect, you must inform DUO no later than 2 weeks after the date on the OGT. The corrections should be made clearly in red pen on a copy of the OGT. You should also give

details of the contact person (name, e-mail address and telephone number), and state that this concerns a correction. The competent authority must sign the correction for approval. Scan the corrected copy and send it by e-mail to caribisch.nederland@duo.nl. Keep the corrected copy for your own records. If you do not reply within 2 weeks, DUO will assume that the information on the OGT is correct.

Amended OGT

If you have submitted corrections to the OGT, you will receive an amended OGT. This will be sent to you by e-mail. The funding for calendar year 2025 is calculated according to the number of pupils determined no later than 29 November 2024.

Checks

Your school's auditor will check your pupil count. After this check you need to send in the certified OGT, the count form, and associated assurance report before 1 July 2025. If there are changes to the pupil count, the school auditor has to indicate the details of these corrections on the OGT as well as on the copy of the count form.

The Inspectorate of Education may also check the school's pupil count and pupil administration. These checks will commence in the second quarter of 2025. The results of both checks will be reported to DUO. Funding may be amended if there are grounds for doing so after a check.

Timeline

The pupil count involves several steps. The table on the next page shows the deadlines and who is responsible for each step.

ACTION	DEADLINE	ACTION BY
Statutory count date	1 October 2024	-
Fill in and send count form	on or after 1 October 2024	School
Receive count form	15 October 2024	DUO
Send confirmation of receipt	21 October 2024	DUO
Send OGT	1 November 2024	DUO
Send in corrections to OGT*	2 weeks after OGT received	Competent authority
Send new OGT*	29 November 2024	DUO
Checks	30 June 2025	School's auditor
Send in certified OGT and assurance report	30 June 2025	Competent authority

* Only if the OGT contains errors.