



Dienst Uitvoering Onderwijs
Ministerie van Onderwijs, Cultuur en
Wetenschap

Pupil count 1 February 2024 for funding purposes

Primary education Caribbean Netherlands

DUO organizes the funding of primary 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 counting date is 1 February 2024. Funding will be based on the number of pupils entered on the form.

Data required

The number of pupils by age category, discerned by gender.

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 February 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 for calendar year 2025.

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 two 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 two 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 28 March 2024.

Checks

Your school's auditor will check the pupil count. After this check you need to send in the certified OGT and associated assurance report before 1 July 2025.

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 result 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 below shows the deadlines and who is responsible for each step.

| ACTION | DEADLINE | ACTION BY |
|--|-----------------------------|---------------------|
| Statutory count date | 1 February 2024 | - |
| Fill in and send count form | on or after 1 February 2024 | School |
| Receive count form | 15 February 2024 | DUO |
| Send confirmation of receipt | 21 February 2024 | DUO |
| Send OGT | 1 March 2024 | DUO |
| Send in corrections to OGT* | 2 weeks after OGT received | Competent authority |
| Send new OGT* | 28 March 2024 | DUO |
| Checks | 28 June 2025 | School's auditor |
| Send in certified OGT and assurance report | 28 June 2025 | Competent authority |

* Only if the OGT contains errors.