How to Withdraw Students

Students need to be ‘withdrawn’ if they have commenced the process of enrolment, i.e. they have an enrolment status of ‘Registered’ or ‘Applied to Enrol’ but have not reached the status of ‘Enrolled (In Attendance)’, and the parent or school decide that the student will NOT proceed with the enrolment.

Two examples:
- A Kindergarten student might be withdrawn by a parent if they apply for enrolment at one school but then the parent decides to apply for enrolment at another school.
- A Year 6 student may be withdrawn by a high school during the Year 6-7 placement process when the high school declines the student’s request for placement as a non-local student in Year 7 the following year.

Please note that in using the ERN tracking sheet in the Year 6-7 enrolment procedures, it is mandatory at the end of each placement round for Year 6 students applying for placement in a non-local high school to have their status changed to either Withdrawn (by School) if they have been declined placement, or Registered (Offered) – or a status even more advanced towards enrolment than Registered (Offered) – if they are going to be offered a place. Only by doing this will you release the student from your school so they can be considered for placement at the next school in the next placement round.

Go to Place Management → Registration Offers and locate the students in the registration offering

Click the alongside this offering.
Tick the check box alongside the name(s) of the student(s) whose status needs to be changed. (Multiple selections are permitted)

When multiple students are ticked, please make sure the students ONLY have ‘Registered’ or ‘Applied to Enrol’ status.

Click the Change Status button.

Please select the appropriate ‘New registration status’, in this case select from the following:

- Withdrawn (by Parent)
- Withdrawn (by School)

Click the Save and Exit button to save the change and return to the Registration Maintenance window.

For more information on Registration Status please go to QRG - Registration Statuses
The available ‘**New registration status**’ options are:

- **Registered (Offered):** You can set this to identify the families who have registered an interest in enrolment and to whom you have sent an ‘enrolment pack’.
- **Registered (Standby):** You can set this to rank applications in order to discern who to offer the next place to. **★★
- **Applied to Enrol (Incomplete):** The school has received the application form back from the parent/carer but not all mandatory evidence has been supplied.
- **Withdrawn (by Parent):** Used when the parent informs the school that they are no longer interested in enrolling their child.
- **Withdrawn (by School):** Used by the school if it decides not to take this student (e.g. out of area).
- **Withdrawn (Lapsed):** If a student’s registration exceeds the time frame set by the school, the system will auto-withdraw them. This cannot happen to an ‘Enrolled’ student.

★★ Please note that schools must **NOT** use **Registered (Standby)** during the Year 6-7 enrolment process. A waiting list must be drawn up by hand.