How to Change a Student’s Enrolment Status to ‘Registered Offered’

If a student has an enrolment status of ‘Registered (interested)’ and the school decides to offer that student a place and send them an Application to Enrol, you should change the student’s status in ERN to ‘Registered (offered)’ to indicate that you have offered that student a place and sent them an enrolment pack.

There are two ways of making a change in enrolment status from ‘Registered (interested)’ to ‘Registered (offered)’:

- By using the ‘EOI’ and ‘Bulk EOI’ buttons in the Registration Offers tab (see Section 1 below)
- By using the ‘Change status’ icons and ‘Bulk change status’ boxes and icon in the Year 6-7 Tracking Sheet tab (see Section 2, page 3).

** Please note that in using the ERN tracking sheet as part of 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round for Year 6 students applying for placement in a non-local high school to have their status changed to either Withdrawn (by school) if they have been declined placement, or Registered (offered) – or a status even more advanced towards enrolment than Registered (Offered) – if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.

1. Changing student enrolment status through the ‘Registration Offers’ tab

Go to Place Management → Registration Offers tab and identify the class group to which the student belongs.

Click the 🔄 for this class group.
Tick the box alongside the name(s) of the student(s) whose status needs to be changed and then click the **Change Status** button. (You can tick more than one student.)

![Registration Maintenance - St Leonards High School 2013 Mainstream Enrolment](image)

Please note: When several students are ticked, *they must all start with the same enrolment status*, e.g. Registered (interested), *and they will all end up with the same enrolment status at the end*, e.g. Registered (offered).

Select the appropriate **new registration status**, e.g. ‘Registered (offered)’, by clicking on the small arrow shown below, then click **Save and exit**.

![Registration Status Management - Year 7 2010 (Mainstream Enrolment)](image)

Your **new registration status** options are:

- **Registered (offered)**: Students to whom you have decided to offer a place and to whom you have sent an enrolment pack, including an *Application to Enrol*.
- **Applied to enrol (incomplete)**: You have received back from the parent/carer the *Application to Enrol* but not all mandatory information has been supplied.
- **Registered (standby)**: You can use this to rank applications in order to work out to whom the next available place should be offered (but *not to be used* during the Year 6-7 enrolment process!).
- **Withdrawn (by parent)**: The parent/carer has informed you that they are no longer interested in enrolling their child at your school.
• **Withdrawn (by school):** Used by the school if it decides not to accept this student for enrolment, e.g. a non-local student.

• **Withdrawn (lapsed):** If a student’s enrolment registration exceeds the time 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.

For more information on registration statuses please go to [QRG - Registration Statuses](#).

2. Changing student enrolment status through the ‘Year 6-7 Tracking Sheet’ tab

(The following information only applies to changing a student’s enrolment status during the Year 6-7 enrolment process, using the ERN Year 6-7 Tracking Sheet.)

You can change the enrolment status of a student in the ‘Designated HS’, ‘School 1’, ‘School 2’ and ‘School 3’ columns on your tracking sheet by using the **individual** ‘change status’ icons (ataires) or the **bulk change status** boxes and icon (capture + capture) – see tracking sheet examples next page.

Please note:

• The ‘change status’ icons (_addresses) and ‘bulk change status’ boxes (capture) only show up on your tracking sheet if a student is an ‘active registration’ for your school, i.e. your school currently has responsibility for dealing with this student.

• For each individual student, their personal ‘change status’ icon is located next to the name of your school. To use the ‘bulk change status’ function, you must tick the box to the left of their name.

• The icons and boxes can only be used in the first four columns in the tracking sheet, i.e. the ‘Designated high school’ and ‘School 1–2–3’ columns.

• The icons and boxes only allow you to change a student’s enrolment status from ‘Registered (interested)’ to ‘Registered (offered)’, ‘Applied to Enrol (incomplete)’, ‘Withdrawn (by school)’ or ‘Withdrawn (by parent)’.

• You will need to use the ‘Registration – Office Use’ screen if you want to change a student’s status to ‘Applied to Enrol (validated)’ or ‘Applied to Enrol (risk assessed)’.

• The icons and boxes don’t work in the ‘Walk Ups’ column. To change the status of a student in this column you must use the ‘Change Status’ button in the ‘Registration Offers’ tab (or the ‘Registration – Office Use’ screen if you want to change a student’s status to ‘Applied to Enrol (validated)’ or ‘Applied to Enrol (risk assessed)’).
Unwithdrawing students: Please note that if you withdraw a student on the tracking sheet you cannot ‘unwithdraw’ them. If you change your mind later, you will need to do a ‘quick registration’ and enrol them from there.

(a) To change the enrolment status of one student using the individual ‘change status’ icons ( ), simply find that student and click on the ‘change status’ icon next to the name of your school. This will bring up a list from which you can then select this student’s new enrolment status, then click Save and exit (see Figure 1 and Figure 2 below).

(b) To change the enrolment status of a group of students using the ‘bulk change status’ boxes ( ), simply tick each box found to the left of each student and then click on the ‘bulk change status’ icon ( ) located at the top of the column. This will bring up the names of all the students you have ticked, plus a list from which you can then select these students’ new status, then click “Save and exit”.

If you have lots of students to tick, you can tick the box on the left of the ‘bulk change status’ icon and this will then tick every box on the tracking sheet. If you don’t want every single student ticked, tick this box and then simply untick those that you don’t want.