How to Enrol a Student into a Support Class

As of Term 4, 2008 schools will no longer ‘register’ a student into a support class, the student will automatically appear as Registered (Offered) in the correct support class. From this point, schools will follow the standard Application to enrol in a NSW Government school process with parents / carers to progress a student’s admission to the school.

The process to ‘register’ a student has been undertaken by the Disability Programs Directorate in collaboration with regions who have provided advice from regional placement panels. During terms 1 and 2, 2009, student registration will progressively become the responsibility of regions.

The student support coordinator or nominee will be responsible for:

- managing and administering support class registrations
- transferring a student into a different scholastic year, eg if a student has been placed in the incorrect scholastic year

What this means is that students arrive with a Registered (Offered) status at the school. Schools will simply validate and accept the application to enrol for each student registered at the school following advice from the principal.

The following steps must be followed to accept a student into a support class at your school:

1. You will be notified by email, fax or phone call of an incoming student registration in a support class at your school

When the regional placement panel identifies a student for proposed placement at your school, you will be notified by email, fax or phone call. If your school has been setup to receive correspondence through email, then an automated email will be sent to your school’s email address informing you of the details of the student who will be arriving at your school. These details include:

1) Student Name  e.g Libby Taylor
2) Student SRN  e.g 12345678
3) Registration Enrolment Type  e.g SCAS –Intellectual Disability IO/IS 2009
4) Scholastic Year  e.g Year 2
5) Intended Start Date  e.g 01/05/2009

If your school has not been setup to accept email, then the above details will be communicated to you either by fax or phone call.
2. **Locate the student who has been registered at your school**

You can view the registration details of a student by using the Student Enquiry Function. By simply entering in the student details, ERN will bring up their registration record.

To learn more about locating a student at your school please read the Quick Reference Guide - *QRG - How to locate a student at your school*

Once you have selected the student, ERN will display their registration details.
Helpful Hint: A student who is registered at your school can also be found in Place Management with the status of Registered (Offered)

3. Complete the Application to Enrol Process

After a student has been identified for proposed placement at your school, the parent/carers will be asked to contact the principal and complete an Application to enrol in a NSW Government school. This process is the same for any student to be enrolled in the school, whether in a mainstream or a support class.

The school provides the parent/carer with a blank enrolment form or the school can print a ghosted enrolment version with any existing details captured in ERN already pre-populated using a Ghosted Enrolment Report. For more information on printing a Ghosted Enrolment Form please refer to: QRG - How to print ghosted enrolments?

Once the parent/carer has returned the completed enrolment form, you enter and update the student record and the principal completes a risk assessment. For more information on completing a student registration and progressing it through to enrolment, please refer to the following guides:

- QRG - How to maintain and existing student record
- QRG - How to update from Enrol (Incomplete) to Enrol (Risk Assessed)
- QRG - How to complete the principals declaration
If the student is currently attending a non-government school and is undertaking part time enrolment at your school, you will be required to set the “non-gov” indicator to “Yes”. This flag is located in the student details section of the enrolment details.

Once you have completed the principal’s declaration you will be able to enrol the student or alternatively you can go to Place Management and change the registration status from Applied to Enrol (Risk Assessed) to Enrolled (In Attendance). Note that in accordance with school policy, a student should not be set to Enrolled (In Attendance) until their first school attendance event.

You can confirm that the student is enrolled by identifying the student registration through Place Management.

**IMPORTANT:** If the student is transferring from another NSW DET school, you may be required to contact their current school of enrolment and ask them to ‘leave’ the student. You will not be allowed to progress the student to Enrolled (In Attendance) until the student has been set to Left from their current census enrolment.

### 3. Add the student to class groups

Using the student group functions, you can add the student to his/her respective roll class, house group and other activity types. You can add a student to class groups at any stage, regardless of the current registration status.

For more information about adding a student to class groups, please refer to Quick Reference Guide: QRG – How to Add Remove Staff and Student

In summary the only functions that a school does not have in relation to students in a support class placement are:

- registration of a student into the support class
- changing the grades of a student.

These are the only functions the regional placement panel performs. Every other function is undertaken by the school. This includes changing or correcting information on the enrolment form, progressing the enrolment to Enrolled (In Attendance) and changing the status to Leaving or Left.