A regional guide to support class registrations

Introduction

All students must now apply to enrol at a NSW government school. The term registration is used to describe the process of initial student application through to them being accepted (or rejected) for enrolment at a school.

For students enrolling into a regular class in a regular school, the registration process is carried out by school personnel. Students enrolling in a support class in a regular or special school are identified as part of a regional placement panel and regional personnel register these students into the support classes. The student will automatically appear as ‘registered’ in the correct support class. From this point, schools 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 Support Class Administration System (SCAS), a component of ERN, contains information about:

- The number and type of support classes in schools
- The enrolment capacity for classes
- Status of enrolments for classes – e.g. registered offered, enrolled in attendance etc.
- Enrolments based upon factor of need
- Available places based on factor of need.

Managing registrations into Support Classes

For a student identified for placement into a support class, you will be required to search for the student using the registration function and create a new registration into the identified support class.

- Select the school at which the support class is offered and then enter in the student details.
• Click the manage registration button corresponding to the matched student.

• Enter in the registration details including sub enrolment type, scholastic year, intended start date, factor of need and registration status. Typically you would set the registration status to Registered Offered, meaning a place has been offered to the student with the intention of transitioning to an enrolment. Ticking the Email notification to School checkbox will result in a system generated email automatically sent to the school of registration.

• Click the Register This Student At My School button to create the registration.
A separate letter will need to be sent to the parent/carer advising them to contact the school and start the *Application to enrol in a NSW Government school* process.

**Internal Registrations**

- An internal registration is where a student has an existing registration in a mainstream class or a support class at a school and a new registration is required into an offering within the same school but of a different enrolment type.

For example if a school runs both a support class IO and a support class IM, and a student has an existing enrolment in the IO class, then the student can be placed into the IM class through the internal registration process.

- Click on the Registration menu link to bring up the registration screen.
- Select the school at which the support class is offered and then enter in the student details.
Identify the student you wish to register
Click Manage Registration

Alert will display informing you that the student is currently registered in an existing enrolment type i.e “IO”
Click “Create New Registration” to create an internal registration

Enter Registration Details
Click “Register This Student at my School” to register student.
Internal Transferring Students

You may be required to transfer a student into a different scholastic year. For example if a student has been placed in the incorrect scholastic year, you can transfer them to the correct scholastic year.

Note: An internal transfer will by-pass the risk assessment. This process should NOT be used to transfer students across enrolment types. An internal registration MUST be used if the student is required to go through the risk assessment process.

You can perform an internal transfer through the place management function using the following steps:

- Select a student using place management by selecting a cohort and then identifying the student(s) to transfer.
- Click the transfer button
- Select the target enrolment type
- Click “Get Offers” button and select the target offering.
- Select a factor of need value.
Modifying the Factor of Need

You may be required to change the factor of need value of a student registration – for example if it was incorrectly entered or it needs to be updated. Only change a factor of need following advice from the student support coordinator or nominee. You can modify / view the factor of need value on a registration through the Place Management Function using the following steps:

- Identify the student using place management
- Click the Factor of Need Button
- Select the Factor of Need value from the list of valid values in the pull down menu.
- Click Save and Exit

Sharing a student

You may be required to share students into another school for example if a student is being shared into a behaviour school. See Procedures for shared enrolment status of students accessing specialist educational settings

You can share a student using the following steps:

- Identify the student using place management
• Select the student and click the share button
• Select the school and enrolment type
• select the factor of need value
• select the intended start date
• select email notification to school
• select get offers
• Click the save and exit button

**Student Enquiry Screen**

This search function provides access to students in a particular school using a range of filters. For students in SCAS classes, *Factor of Need* is displayed.

Where the graphic  is displayed in any report, the data can be downloaded as a CSV file which will display the data as an Excel table.
Statewide Student Enquiry

The Statewide Student Enquiry tab is not available to schools (schools use a school registration search).

The registration process involves a state-wide search of students who match the identity of the student applying for enrolment; schools and regions have to be careful when completing the registration process so that if the student already exists their unique record is maintained under the same Student Registration Number (SRN); or if they do not exist a new SRN is created. Duplication of student records must be avoided. The SRN and the student’s details are stored in a common database accessible by all schools during the registration process.

If a student leaves the state school system their information is stored so that it is available again if the student re-registers at either the same or a different school. If a sibling of a current student wishes to register, specific information that is common to both students (e.g. family details) is made available to the new student’s record to simplify the registration process.

To Complete a Registration Search for a new student who has attended a DET school in NSW at either primary or secondary level:

- Access the State Wide Student Search screen from the Statewide Student Enquiry menu option
- Enter the family name, given name, gender and date of birth (this can be approximate)
- To commence the search, click the GO button
- If there are no matching records you can either refine the data (check names e.g. Bob may be Robert), and ensure the DOB is correct. Alternatively, click the Deep Search button to have a wider search against the student name
- If more than one record is matching, click the Filter Search button to input additional information to narrow down the records
- Click the View Registration button to view the student information
- If a student does have duplicate records, i.e. more than one SRN, check for and select the active record for the student
- If the student record does not have the View Registration button, it means the student is from a non government school and has not been registered into a DET school
- Click the button to view the Registration History.

Email Notifications

- ERN will automatically notify you via an email of the following events:
o A student has been offered a registration into a support class
o A student has been shared into a support class
o A student registered in a support class has been risk assessed
o A risk assessed student has been set to enrolled (in attendance) in a support class
o A student has been set to “left” from a support class

**SCAS Registration Enquiry**

The SCAS Registration Enquiry allows you to view summary regional enrolment numbers and drill down into schools and view enrolment data.

- There are two types of view (*Criteria* and *Map*).
- The criteria view allows you to select criteria from drop down lists and will display enrolment data corresponding to your selection.

- Click *Show Funding Count* to display the number of students receiving Integration, Funding Support (given that schools tend not to enter this data, this information is inaccurate).
- Once you have selected your criteria, press *Go* to display the enrolment numbers.
- You will only be able to view data from your region.
• You can drill down further by clicking on any summary line item.
- The map view will allow you to view data geographically.

- Clicking on the black triangle allows you to drill down into data.
Reports

ERN allows you to create reports using the reporting tool, which can be accessed by clicking the Reports menu link.

Reports are split into focus areas. You can access a particular focus area by clicking on a specific reporting tab. The two reporting focus areas that will be most relevant to you will be the Student Details Report and the Regional Report.

- **Student Details Report**
  The student details report allows you to display details relating to a cohort of students within a particular school, such as all the enrolled students in the support class at a particular High School who are non-census and in year 7.

- **Regional Report**
  The regional report allows you to display enrolment counts rolled up across a particular region such as the number of non-census students. The reporting tool allows you to build your reports based on the selection of reporting criteria. The reporting criteria act as a filter of data and are used to control what information is provided on your report. An example of reporting criteria is Scholastic Year. If you are required to display all the students from “year 9” then you select 9 - Year 9 from the Scholastic Year drop down menu.
By clicking on the checkbox, the data will be displayed as a column on the report. To display all the students and their respective scholastic years, you would check the Scholastic Year checkbox, while leaving the criteria set to ALL.

To run a report click Schedule Report and be sure to select the Report Format you require, i.e. PDF or CSV format.

Once a report is run, it can be opened from your My Reports page which is accessed in ERN by clicking on the My Reports menu link. Select your report and then click on the Download link.

The icon on the top right hand side of the screen is a shortcut to My Reports.
• **Factor of Need Report for individual schools**

You can display factor of need information through the manual selection of criteria on the *Student Details Report*. Alternatively you can also open a pre-loaded *Factor of Need Report Template*.

The following steps can be used to manually create a *Factor of Need Report* for a particular school:

- Click on the *Student Details Report*.
- Change the reporting Focus to *Registration Offer*.
- Select the school you wish to run the report for.
- Select the enrolment type to be SCAS (you can also select the sub-enrolment type if required e.g. IO/IS).
- Check the *Show Factor of Need* check box.
- You can select any of the other criteria to display on the report such as *Scholastic Year, Calendar Year, and Registration Status* etc.
- Press *Schedule Report*.
- Once a report is run, it can be opened from your *My Reports* page which is accessed in ERN by clicking on the *My Reports menu* link. Select your report and then click on the *Download* link.
- The icon on the top right hand side of the screen is a short cut to *My Reports*.

• **Opening the preloaded DET Factor of Need Report**

Click the *Load Criteria* Button.
Change the criteria to *DET Criteria*.

Select the *DET Factor of Need Report* by clicking on it.

The report criteria will be loaded. Click *Schedule Report* to run the report.

- **Factor of Need Report for the region**

The regional report allows you to display enrolment count data relating to your region.

There are two different regional reporting focuses. You can select a reporting focus from the *Reporting Focus* drop down menu.
Statistical
The statistical focus gives you the head enrolment count or by Factor of Need.

Detailed
The detailed focus gives you the list of students instead of the count with or without the Factor of Need.

There are two different breakdowns available for enrolment counts:

- **Registrations**
  This gives a count of students based on the registration selected.

- **Registrations and Scholastic Year**
  This gives a count of students based on the registration selected and then broken down by scholastic year.

For example, to run a regional report to display the number of students in the Region in support classes IO and that are enrolled but leaving, you would:

- Choose the reporting focus whether detailed, statistical etc.
- *Enrolment Type* is automatic.
- Change the *Sub Enrolment Type* to IO.
- Change the *Registration Status* to leaving (remove tick from enrolled).
- Change *Report Format* to CSV.
- Press *Schedule Report*.
- Once a report is run, it can be opened from your *My Reports* page which is accessed in ERN by clicking on the *My Reports* menu link. Select your report and then click on the *Download* link.

- The icon on the top right hand side of the screen is a shortcut to *My Reports*.