Please note that it is essential that schools keep to the agreed timeline!
Please also refer to the information in Section 5 ‘Additional detailed notes’ as required.
We apologise for the amount of detail in this checklist but it has been designed to assist school staff who are doing this process for the first time.
Please note that the detailed ERN instructions are provided in a teal (blue/green) colour. As a result we strongly recommend printing this checklist in full colour so that the ERN instructions can be easily identified.

Please note that for schools who do not wish to use the combined primary/secondary checklist below, there is a **Primary Schools Only’ checklist** and a **Secondary Schools Only’ checklist** also available. Please click on the links above or go to: [http://www.curriculumsupport.education.nsw.gov.au/middleyears/index.htm](http://www.curriculumsupport.education.nsw.gov.au/middleyears/index.htm)

**Due date** | **Action by** | **Action to be taken** |
---|---|---|
No later than 13 February 2015 | Secondary Principals | □ Confirm the appointment of one or more key people in the school to:
  - coordinate your Year 5 and Year 6 primary-secondary transition program with local primary schools (if not already done)
  - handle enquiries about the Year 6-7 enrolment process during the year (if not already done).
  
  □ Review your school’s published criteria for acceptance/placement of non-local students and ensure that this information is readily available on the school’s website or otherwise widely accessible to all parents/carers interested in enrolling their child in your school.
  
  □ Contact partner primary schools to confirm your Year 5-6 primary-secondary transition program for the year. Also confirm your secondary school information sessions, visits, school promotion activities etc. for students and parents/carers during Term 1, prior to primary schools handing out the Moving into Year 7 in a NSW government school booklets at the start of Week 7. Commence Term 1 transition activities with partner primary schools (if not already begun).

No later than 23 February 2015 | Secondary Principals | □ It is anticipated that the 2015 Year 6-7 Reference Guide will be published in SchoolBiz by Friday 20 February. Please provide all teaching staff and school administrative and support staff involved in the Year 6-7 enrolment process with a full copy of this reference guide, both as a pdf file (so that the hyperlinks in the document can be accessed) and as a full-colour hard copy (so that the ERN tasks shown in a teal colour can be easily identified).
  
  □ For staff new to the process you may wish to take them through the diagram on page 53 (Appendix 1) which provides a brief overview of the whole Year 6-7 placement process.

No later than 6 March 2015 |  | □ Primary schools will be working with secondary schools to provide information to Year 6 students, parents and carers about their public secondary school options and the Year 6-7 placement/enrolment process.
  
  □ Primary schools will be preparing to issue the Moving into Year 7 in a NSW government school booklet at the start of week 7.

No later than 9 March 2015 | Primary Principals | □ Where necessary, contact local non-government primary schools with a...
<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>No later than 20 March 2015</td>
<td>All parents/carers have completed and returned their EOIs to their primary school.</td>
</tr>
<tr>
<td>From 23 March onwards</td>
<td>Consider convening a meeting in early March of relevant teaching and school administrative and support staff from local schools to explain and review the upcoming placement/enrolment process so that everyone has met everyone else and has an understanding of this process.</td>
</tr>
<tr>
<td>No later than 23 April 2015</td>
<td>Secondary Principals</td>
</tr>
<tr>
<td></td>
<td><strong>Please note that with the exception of ‘quick registrations’ for non-government students, secondary schools must not commence any Year 6-7 work in ERN before the start of Round 1.</strong></td>
</tr>
<tr>
<td></td>
<td>- Allow school staff the necessary time to read this reference guide and the ERN training guides and familiarise themselves with the ERN tracking sheet process (see page 65 for links to the ERN training guides).</td>
</tr>
<tr>
<td></td>
<td>- ERN: Secondary school staff who are going to access ERN will need student administration rights in ERN. Please see your Principal for this. If necessary, your Principal may wish to refer to the ERN Quick Reference Guide: <em>Giving staff access to the ERN tracking sheet</em></td>
</tr>
<tr>
<td></td>
<td>- ERN: Secondary school staff who are not familiar with ERN will need to read the ERN Quick Reference Guide: <em>How to log into ERN.</em></td>
</tr>
<tr>
<td></td>
<td>- ERN: For all non-government students (both local and non-local) who submit an EOI for placement at your school, it is important that a ‘Quick Registration’ be done in ERN, preferably before Round 1 commences.*</td>
</tr>
<tr>
<td></td>
<td>* Please note that students with ‘Quick Registrations’ will appear in the ‘Walk Ups’ (Walk up Registrations) column of your tracking sheet.</td>
</tr>
<tr>
<td></td>
<td>For advice on how to complete a ‘Quick Registration’ please read the ERN Quick Reference Guide: <em>How to enter a Quick Registration</em>. Please also take care to mark this student as a non-government student in their ‘Student Details’.</td>
</tr>
<tr>
<td></td>
<td>- ERN: Please note that secondary schools must not do any ‘Quick Registrations’ on Year 6 government students before the end of Round 1, because this locks primary schools out of their tracking sheets.</td>
</tr>
<tr>
<td></td>
<td>If you are a specialist high school with specific requirements for auditioning or assessment of students prior to acceptance, then you will need to maintain a separate spreadsheet of successful applicants until Round 1 concludes.</td>
</tr>
<tr>
<td></td>
<td>Only after Round 1 has finished are secondary schools allowed to do ‘Quick registrations’ in ERN for special curriculum classes etc.</td>
</tr>
<tr>
<td></td>
<td>- ERN: Secondary schools can view their online tracking sheet in ERN prior to the commencement of Round 1.</td>
</tr>
<tr>
<td></td>
<td>- <strong>ERN Essential reading!</strong> To gain a better understanding of how the high school tracking sheet works it is really important that you read the ERN Quick Reference Guide: <em>Understanding the high school tracking sheet</em></td>
</tr>
<tr>
<td></td>
<td>- ERN: For a summary of the changes that occur in ERN as a Year 6 student progresses through the processes of placement and enrolment in Year 7, please see the diagram on page 54 (Appendix 2).</td>
</tr>
<tr>
<td>Date</td>
<td>Role</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>27 April 2015</td>
<td>Secondary Principals</td>
</tr>
<tr>
<td>No later than 22 May 2015</td>
<td>Secondary Principals</td>
</tr>
</tbody>
</table>
the system. If necessary, see the ERN Quick Reference Guide: How to enter a Quick Registration.*

* Please note that students with ‘Quick Registrations’ will appear in the ‘Walk Ups’ (Walk up Registrations) column of your tracking sheet.

* You may also need to identify any of these students who may be seeking support class placement, or placement in regular classes with integration funding support.

- Notify parents/carers of all local students seeking local placement. Send out EITHER Sample Letter 1A (if you are going to use the ERN ‘ghosted’ application to enrol – see page 59) OR Sample Letter 1B (if you are going to use a blank application to enrol – see page 60), plus the appropriate Application to Enrol in a NSW Government School (see pages 47 and 49 for links to translations of these three documents).

Please note that all local students seeking local placement should be included in this mailout. This includes students with selective high school applications currently in the pipeline.

ERN: If you need help in how to print out several ghosted enrolment forms at one time please click [here](https://example.com).

ERN: As soon as you have sent the letter and Application to Enrol, it is essential to change each student’s status in ERN from “Registered (interested)” to “Registered (offered)”. For students in the ‘Designated HS’ column use the individual ‘Change Status’ icons or ‘Bulk Change Status’ button on the tracking sheet. For students in the ‘Walk Ups’ column you will need to use the ‘change status’ button in the ‘Registration Offers’ tab – please see the ERN Quick Reference Guide: How to change a student’s status to Registered (offered).

- Complete Table 1 in Student Information Request No.1 (page 55) for each government primary school. Fax or email these out to primary principals, seeking urgent notification of any learning and support needs (including health conditions), or ‘special circumstances’ or ‘student history relevant to risk assessment’ (as outlined in the current Application to Enrol in a NSW Government School).

Please note that it is essential that all of the actions identified above be completed by the due date! The actions identified below can then be completed over the following months.

**Subsequent action following receipt of local Applications to Enrol**

- ERN: As each Application to Enrol is received back by the school, enter any changes or missing details into ERN.*

  * Please note: When entering changes to existing data, if there is a change of parent/carer or a change to parent/carer information, contact details or emergency contact numbers indicated in the Application to Enrol, it is essential that you contact the primary school and advise them of this fact, as they may not have been told this information by the family.

- Identify all students who are non-Australian citizens. Please see page 12 for the special requirements relating to these students as they enrol in secondary school.

- Review information provided by parents/carers on the Application to Enrol, plus any other available information including Student Information Request No.1. Make contact with primary principals for students where learning and support needs (including health conditions), special circumstances or a student’s previous history has been identified. Obtain all necessary information. Commence risk assessments and the development of learning and support plans (including health care plans) as required. Liaise with your director about any students of concern.
ERN: By entering the risk assessment details for each student in the ERN 'Application to Enrol - Office Use' screen, the system will automatically determine if a student is "Applied to enrol (incomplete)", i.e. some information is still missing on the Application to Enrol, or "Applied to enrol (validated)", i.e. all information has been received but the principal is still to do the risk assessment, or "Applied to enrol (risk assessed)", i.e. the principal has completed the risk assessment and has approved enrolment.

As each student becomes "Applied to enrol (risk assessed)" the system will automatically place them on the enrolment register for next year and send them to OASIS as a pre-enrolment. They will also show up in green text on your tracking sheet. Please do not move students to "Risk Assessed" in ERN without having your Principal actually sign off on the risk assessment!

For all those students now identified as "Applied to enrol (risk assessed)", start sending out Sample Letter 2 (see page 61 – and for translations see page 49).

For students who are not going to be accepted immediately, you may wish to send out Sample Letter 4 (see page 63 – and for translations see page 49).

Commence the development of all necessary learning and support plans (including individual health care plans) and behaviour management plans, strategies and safeguards aimed, where possible, at allowing the finalisation of enrolment and attendance at school of those local students identified as having a history of violence or other special needs. If risk assessment or learning and support assessment identifies continuing concerns, liaise closely with your director.

Round 1: Non-local students

Please note that it is essential that all of the actions identified below be completed by the due date!

These actions apply to all secondary schools, and to central schools and K-12 schools that receive enrolments into Year 7 from other schools.

ERN: Identify all Year 6 non-local students from NSW government schools seeking placement at your school in Round 1. They will be those students on your tracking sheet who have your school in bold black text as 'School 1'. When you put your cursor over the name of your school these students will show up as having an enrolment status of "Registered (interested)."

* Please note that if any of these students have [SC] next to their name on the tracking sheet they are students who are currently in a primary school support class. If you do have support classes in your school, you will need to contact the primary school to determine whether the student also has an Access Request submitted for placement in your support classes, or whether they are intending to enrol in regular classes, in which case they may also need an Access Request if they are successful in gaining placement. If you don’t have support classes, then if they are successful in gaining placement, the student may need an Access Request to provide integration support in your regular classes.

* Please note that if a non-local student has [VA] next to their name on the tracking sheet (i.e. 'Verbal advice only – no EOI form available') you should NOT process this student as a non-local applicant. This is because the school placement panel requires the information provided in Section C of the EOI to rate the student against the school’s non-local enrolment criteria and make its decision as to whether or not the student will be offered a place. For more information on the [VA] symbol please see the [VA] instructions given to primary schools in Section 5, Steps 6.4 and 6.13.

By now you should also have a full and complete copy of each student’s EOI from the primary school, including Section C where the
parents/carers have indicated their reasons for requesting placement at your school. These EOIs will be needed by the school placement panel so that it can make its placement decisions. If any EOIs are missing please contact the primary school(s) concerned and ask that they are sent to you as a matter of urgency.

☐ ERN: Now identify all Year 6 non-local students from non-government and interstate schools seeking placement at your school in Round 1. Usually you will have received their EOI directly from their parents/carers. If not already done, you will need to do a ‘Quick Registration’ in ERN to enter them on the system. If necessary, see the ERN Quick Reference Guide: How to enter a Quick Registration.

* Please note that students with ‘Quick Registrations’ will appear in the ‘Walk Ups’ column of your tracking sheet.

☐ You will also need the EOIs of these non-government and interstate students for the school placement panel to consider the Section C information.

☐ Convene your school placement panel. Consider Round 1 non-local students on the basis of the school’s published placement criteria. (For more information on school placement panels please see pages 6–7.)

1. Successful students

☐ Notify parents/carers of successful non-local students. Send out EITHER Sample Letter 1A (if you are going to use the ERN ‘ghosted’ application to enrol – see page 59) OR Sample Letter 1B (if you are going to use a blank application to enrol – see page 60) plus the appropriate Application to Enrol in a NSW Government School (for translations of all three documents see pages 47 and 49).

Please note that all successful non-local students identified by the school placement panel should be included in this mailout. This includes students with selective high school applications currently in the pipeline, despite the results of these applications not yet being known.

ERN: If you need help in how to print out several ghosted enrolment forms at one time please click here.

☐ ERN: As soon as you have sent the letter and Application to Enrol, it is essential to change each student’s status in ERN from “Registered (interested)” to “Registered (offered)”.

For students in the ‘School 1’ column use the individual ‘Change Status’ icons or the ‘Bulk Change Status’ button on the tracking sheet. For students in the ‘Walk Ups’ column you will need to use the ‘Change Status’ button in the ‘Registration Offers’ tab – please see the ERN Quick Reference Guide: How to change a student’s status to Registered (offered).

2. Unsuccessful students

☐ Notify parents/carers of unsuccessful non-local students using Sample Letter 3 (see page 62 – and for translations see page 49). This may also involve notification of placement on a waiting list, if applicable.

☐ Where unsuccessful students have sought placement at more than one non-local school, as a matter of urgency send a copy of their EOI to their ‘Choice 2’ school so that they can be considered by the Round 2 school with all other Round 2 non-local applicants, as per their legal entitlement.

☐ ERN: As this process occurs for each unsuccessful student, it is essential to change their status in ERN from “Registered (interested)” to “Withdrawn (by school)”; i.e. placement has been declined by the school.

For students in the ‘School 1’ column use the individual ‘Change Status’ icons or the ‘Bulk Change Status’ button on the tracking sheet. For students in the ‘Walk Ups’ column use the ‘Change Status’ button in the ‘Registration Offers’ tab – please see the ERN Quick Reference Guide: How to change a student’s status to Registered (offered).
If you find that you need to enrol these students later on, simply do a ‘Quick Registration’ to get them back on your tracking sheet.

3. Successful appeals against non-placement
☐ In the event that an appeal is upheld in relation to a student being declined placement at a school, this should be treated as if the student had been placed on the school’s waiting list but has now been offered a place. Please see Section 5, Step 12, page 51 for details about how to offer places on waiting lists.

4. Waiting lists
☐ Please note that if you have decided to place any students on a waiting list at the end of Round 1, you will need to create your own spreadsheet or otherwise manually draw up this waiting list. You cannot use the ERN “Registered (standby)” category with the ERN Year 6-7 tracking sheet.

☐ In addition, you must comply with the ‘Unsuccessful students’ requirements detailed above, i.e. you must change their status in ERN from “Registered (interested)” to “Withdrawn (by school)” and also send on their EOI to the Round 2 school by the due date, even if you have placed them on your waiting list. This will allow them to be considered by the Round 2 school with all other Round 2 non-local applicants, as per their legal entitlement.

☐ This requirement also applies to non-local applicants who have selective high school applications under consideration. You must either accept or decline these students and then enter this decision in ERN and immediately send a copy of their EOI to the Round 2 school so that they can be considered by the Round 2 school with all other Round 2 non-local applicants, as per their legal entitlement.

☐ Please see Step 12, page 51 for details about offering of places to students on waiting lists.

*Please note that it is essential that all of the actions identified above be completed by the due date! The actions identified below can then be completed over the following months.*

**Subsequent action following receipt of Round 1 non-local Applications to Enrol**

☐ ERN: As each non-local Application to Enrol is received back by the school, enter any changes or missing details into ERN. Please advise primary schools if there is a change to parent/carer information.

☐ Identify all non-local applicants who are non-Australian citizens. Please see page 12 for the special requirements relating to these students as they enrol in secondary school.

☐ Finalisation of enrolment of non-local students should not occur until all relevant information (including any information from the primary principal) has been received and if necessary, a risk assessment or the development of a learning and support plan (including a health care plan if relevant) has occurred. In the procedures suggested in this booklet, the information about non-local students usually would not be received from the primary principal until they reply to Student Information Request No.2 in August. As a result you may wish to negotiate with your partner primary schools to obtain this non-local student information earlier than August, or alternatively, as a matter of courtesy, send out Sample Letter 4 (see page 63 – and for translations see page 49) to parents/carers to advise receipt of each non-local student’s Application to Enrol and to indicate to them that the process is moving forward.

☐ If receipt of all relevant information occurs earlier than August, then you may wish to follow the procedures listed on page 23 under the heading “Subsequent action following receipt of local Applications to Enrol”, so
that each non-local student eventually becomes “Applied to enrol (risk assessed)” and parents/carers are sent Sample Letter 2 (see page 61 – and for translations see page 49).

<table>
<thead>
<tr>
<th>Date</th>
<th>Role</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 May 2015</td>
<td>Secondary Principals</td>
<td>Round 1 concludes for non-local students.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Parents/carers of all local students currently seeking local placement have been sent an Application to Enrol.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- All Round 1 non-local placement decisions have been finalised by this date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Parents/carers of all successful non-local students have been sent an Application to Enrol.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Parents/carers of all unsuccessful non-local students have been advised by letter.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Student Information Request No.1 has been sent to primary principals.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Copies of EOIs for all unsuccessful non-local applicants in Round 1 have been forwarded onto Round 2 schools (if relevant) as a matter of urgency.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- ERN: The current enrolment status of all students on the tracking sheet has been updated in ERN by this date.</td>
</tr>
<tr>
<td>1 June 2015</td>
<td>Secondary Principals</td>
<td>Round 2 begins for students seeking placement in Choice 2 non-local schools.</td>
</tr>
</tbody>
</table>
| No later than 15 June 2015 | Secondary Principals | Round 2: Non-local students  
*Please note that it is essential that all of the actions identified below be completed by the due date!*

These actions apply to all secondary schools, and to central schools and K-12 schools that receive enrolments into Year 7 from other schools.

- ERN: Identify all Year 6 non-local students from NSW government schools seeking placement at your school in Round 2. They will be those students on your tracking sheet who have your school in bold as School 2. They will also have an ERN status of “Registered (interested)”.
  
  *Don’t forget that you should not process any non-local student who has [VA] next to their name on the tracking sheet, because they have not handed in an EOI and have therefore not provided the necessary information required in Section C of the EOI.

- By now you should also have a copy of each student’s EOI from the Choice 1 secondary school, which the school placement panel will need.

- Check that all non-government and interstate students seeking Round 2 placement at your school have also been identified and included in your documentation for the school placement panel.

- Convene school placement panel. Consider Round 2 non-local students on the basis of the school’s published placement criteria.

- Notify parents/carers of successful non-local students. Send out either Sample Letter 1A or Sample Letter 1B plus the appropriate Application to Enrol in a NSW Government School (translations available on the DEC internet).

- ERN: As soon as you have sent the letter and Application to Enrol, it is essential to change each student’s status in ERN from “Registered (interested)” to “Registered (offered)”.

- Notify parents/carers of unsuccessful non-local students using Sample Letter 3 (translations available on the DEC internet). This may also involve notification of placement on a waiting list, if applicable.

- Where unsuccessful students have sought placement at more than two non-local schools, as a matter of urgency forward a copy of their EOI.
onto their ‘Choice 3’ school so that they can be considered by the Round 3 school with all other Round 3 non-local applicants, as per their legal entitlement.

- **ERN:** As this process occurs for each unsuccessful student, it is essential to change their status in ERN from “Registered (interested)” to “Withdrawn (by school)”, i.e. placement declined by the school. If you find that you need to enrol these students later on, simply do a ‘Quick Registration’ to get them back on your tracking sheet.

- If you have decided to place any students on a waiting list you will need to manually draw this up. In addition, you **must** comply with the ‘Unsuccessful students’ requirements detailed above, i.e. you must change their status in ERN from “Registered (interested)” to “Withdrawn (by school)” and also send on their EOI to the Round 3 school by the due date.

Please note that this requirement also applies to non-local applicants who have selective or specialist high school applications under consideration. You must either accept or decline these students and enter your decision in ERN, so that unsuccessful applicants can be considered by the Round 3 school.

Please see Step 12, page 51 for details about subsequent offering of places on waiting lists, or offering of places to students who have successfully appealed against a non-placement decision.

Please note that it is essential that all of the actions identified above be completed by the due date!

### Subsequent action following receipt of Round 2 non-local Applications to Enrol

- **ERN:** As each non-local Application to Enrol is received back by the school, enter any changes or missing details into ERN. It is essential to advise primary schools if there is a change to parent/carer information.

- Identify all non-local applicants who are non-Australian citizens. Please see page 12 for the special requirements relating to these students as they enrol in secondary school.

- Acceptance of non-local students should not occur until all relevant information (including any information from the primary principal) has been received and if necessary, a risk assessment and/or the development of a learning and support plan (including a health care plan if relevant) has occurred. In the procedures suggested in this booklet, the information from the primary principal would not usually be received until the primary principal replies to Student Information Request No.2 in August. As a result you may wish to send out Sample Letter 4 (translations available on the DEC internet) to advise receipt of each non-local student’s Application to Enrol and to indicate to parents/carers that the process is moving forward.

- If receipt of all relevant information occurs earlier than August, then you may wish to follow the procedures listed on page 23 under the heading “Subsequent action following receipt of local Applications to Enrol”, so that each non-local student eventually becomes “Applied to enrol (risk assessed)” and parents/carers are sent Sample Letter 2 (translations available on the DEC internet).

### Subsequent action for local students who missed out on non-local placement in Round 1, but who did not apply for a non-local school in Round 2

- Identify all local students from both government and non-government primary schools who are now in this category and seeking local placement.

- Send out either Sample Letter 1A or Sample Letter 1B plus the
**Appropriate Application to Enrol in a NSW Government School** (translations available on DEC internet).

- ERN: As this process occurs for each student, it is essential to change their status in ERN from “Registered (interested)” to “Registered (offered)”.
- As Applications to Enrol are received back from parents/carers, start examining them in case further information or investigation is required. This might include incomplete applications to enrol, non-Australian citizens (see page 12), students with learning and support needs (including health conditions), students with special circumstances and students with a previous history of violence.
- ERN: As applications are received, start moving students through the ERN enrolment process.
- Start sending out Sample Letter 2 to parents/carers.

### Round 2 concludes for non-local students.

- All Round 2 non-local placement decisions have been finalised by this date.
- Copies of EOIs for all unsuccessful non-local applicants in Round 2 have been forwarded onto Round 3 schools (if relevant) as a matter of urgency.
- ERN: The current enrolment status of all students on the tracking sheet has been updated in ERN by this date.

### No later than 12 June 2015

- Secondary Principals

<table>
<thead>
<tr>
<th>Date</th>
<th>Secondary Principals</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 June 2015</td>
<td></td>
<td>Round 2 concludes for non-local students.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Round 2 non-local placement decisions have been finalised by this date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Copies of EOIs for all unsuccessful non-local applicants in Round 2 have been forwarded onto Round 3 schools (if relevant) as a matter of urgency.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ERN: The current enrolment status of all students on the tracking sheet has been updated in ERN by this date.</td>
</tr>
</tbody>
</table>

### No later than 19 June 2015

- Primary schools will be sending original EOIs to secondary schools, based on the results of Round 2.

### 13 July 2015

- Secondary Principals

**Round 3 begins for students seeking placement in Choice 3 non-local schools.**

### No later than 17 July 2015

- Secondary Principals

**Round 3: Non-local students**

*Please note that it is essential that all of the actions identified below be completed by the due date!*

*These actions apply to all secondary schools, and to central schools and K-12 schools that receive enrolments into Year 7 from other schools.*

- ERN: Identify all Year 6 non-local students from NSW government schools seeking placement at your school in Round 3. They will be those students on your tracking sheet who have your school in bold as ‘School 3’. They will also have an ERN status of “Registered (interested)”.
  * Don’t forget that you should not process any non-local student who has [VA] next to their name on the tracking sheet, because they have not handed in an EOI and have therefore not provided the necessary information required in Section C of the EOI.
- By now you should also have a copy of each student’s EOI from the Choice 2 high school.
- Check that all non-government and interstate students seeking Round 3 placement at your school have also been identified and included in your documentation for consideration by your school placement panel.
- Convene school placement panel. Consider Round 3 non-local students on the basis of the school’s published placement criteria.
- Notify parents/carers of all successful students. Send out either Sample Letter 1A or Sample Letter 1B plus the appropriate Application to Enrol in a NSW Government School (translations available on DEC internet).
- ERN: As soon as you have sent the letter and Application to Enrol, it is essential to change each student’s status in ERN from “Registered (interested)” to “Registered (offered)”. 

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*Don’t forget that you should not process any non-local student who has [VA] next to their name on the tracking sheet, because they have not handed in an EOI and have therefore not provided the necessary information required in Section C of the EOI.*

---

*By now you should also have a copy of each student’s EOI from the Choice 2 high school.*

---

*Check that all non-government and interstate students seeking Round 3 placement at your school have also been identified and included in your documentation for consideration by your school placement panel.*

---

*Convene school placement panel. Consider Round 3 non-local students on the basis of the school’s published placement criteria.*

---

*Notify parents/carers of all successful students. Send out either Sample Letter 1A or Sample Letter 1B plus the appropriate Application to Enrol in a NSW Government School (translations available on DEC internet).*

---

*ERN: As soon as you have sent the letter and Application to Enrol, it is essential to change each student’s status in ERN from “Registered (interested)” to “Registered (offered)”.*

---
Notify parents/carers of unsuccessful students using Sample Letter 3 (translations available on the DEC internet). This may also involve notification of placement on a waiting list, if applicable.

ERN: As this process occurs for each unsuccessful student, it is essential to change their status in ERN from “Registered (interested)” to “Withdrawn (by school)”, i.e. placement declined by the school. If you find that you need to enrol these students later on, simply do a ‘Quick Registration’ to get them back on your tracking sheet.

If you have decided to place any students on a waiting list you will need to manually draw up this list. In addition, you must change their status in ERN from “Registered (interested)” to “Withdrawn (by school)”. Please see Step 12, page 51 for details about subsequent offering of places on waiting lists, or offering of places to students who have successfully appealed against a non-placement decision.

Please note that it is essential that all of the actions identified above be completed by the due date!

Subsequent action following receipt of Round 3 non-local Applications to Enrol

As Applications to Enrol are received back from Round 3 non-local parents/carers, start examining them in case further information or investigation is required. This might include incomplete applications to enrol, non-Australian citizens (see page 12), students with learning and support needs (including health conditions), students with special circumstances and students with a previous history of violence.

ERN: As applications are received, start moving students through the ERN enrolment process.

Start sending out Sample Letter 2 to parents/carers.

Subsequent action for local students who missed out on non-local placement in Rounds 1 and 2, but who did not apply for a non-local school in Round 3

Identify all local students from both government and non-government primary schools who are now in this category and seeking local placement.

Send out either Sample Letter 1A or Sample Letter 1B plus the appropriate Application to Enrol in a NSW Government School (translations available on DEC internet).

ERN: As soon as you have sent the letter and Application to Enrol, it is essential to change each student’s status in ERN from “Registered (interested)” to “Registered (offered)”. As Applications to Enrol are received back from parents/carers, start examining them in case further information or investigation is required. This might include incomplete applications to enrol, non-Australian citizens (see page 12), students with learning and support needs (including health conditions), students with special circumstances and students with a previous history of violence.

ERN: As applications are received, start moving students through the ERN enrolment process.

Start sending out Sample Letter 2 to parents/carers.

17 July 2015

Secondary Principals

Round 3 concludes for non-local students.

All Round 3 non-local placement decisions have been finalised by this date.

ERN: The current enrolment status of all students on the tracking sheet.
<table>
<thead>
<tr>
<th>No later than 24 July 2015</th>
<th>Primary schools will be sending original EOIs to secondary schools, based on the results of Round 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Principals</td>
<td>☐ Contact partner primary schools to plan a range of transition activities and events for Year 5 students during the second half of the year, prior to their move into Year 6 next year (if these activities are not already planned or in operation).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No later than 7 August 2015</th>
<th>Secondary Principals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Compile a list of all Year 6 students who have been identified for placement at your school (local, non-local, government, non-government, interstate).</td>
</tr>
<tr>
<td></td>
<td>☐ Identify all those students for whom you have not yet sent out an Application to Enrol. As a matter of urgency, send out either Sample Letter 1A or Sample Letter 1B plus the appropriate Application to Enrol to all these parents/carers (translations available on the DEC internet).</td>
</tr>
<tr>
<td></td>
<td>☐ ERN: As soon as you have sent the letter and Application to Enrol, it is essential to change each student’s status in ERN from “Registered (interested)” to “Registered (offered)”.</td>
</tr>
<tr>
<td></td>
<td>☐ Identify all those Year 6 government students for whom you do not have advice from primary principals about any learning and support needs (including health conditions), or ‘special circumstances’ or ‘student history relevant to risk assessment’ (as outlined in the current Application to Enrol in a NSW Government School). This would normally include all non-local students from Rounds 1, 2 and 3, plus local students not successful in gaining placement at any non-local school, plus other late enrolments.</td>
</tr>
<tr>
<td></td>
<td>☐ Send out Student Information Request No.2 (page 57) to each government primary principal.</td>
</tr>
<tr>
<td></td>
<td>1. In Table 1 enter all those students for whom you have not yet received any indication of learning and support needs (including health conditions), ‘special circumstances’ or ‘student history relevant to risk assessment’</td>
</tr>
<tr>
<td></td>
<td>2. In Table 2 list all the students for whom you have previously received advice, together with the primary principal’s previous response. (Alternatively, to reduce paperwork, you could send back a copy of their response to Request No.1 and simply re-label it as ‘Table 2’ or ask them to re-confirm their first response).</td>
</tr>
<tr>
<td></td>
<td>☐ Contact non-government primary principals regarding distribution of Student Information Request No.2 (page 57) to them as well.</td>
</tr>
</tbody>
</table>

**Subsequent action following receipt of remaining applications to enrol and Student Information Request forms**

|                             | ☐ ERN: As each Application to Enrol is received back by the school, enter any changes or missing details into ERN. Please advise primary schools if there is a change to parent/carer information. |
|                             | ☐ For students who are non-Australian citizens, see page 12 for the specific requirements for enrolment. |
|                             | ☐ Review the information provided by parents/carers on the Application to Enrol, plus any other available information including information provided by the primary principal in Table 1 of Request No.2. Make contact with primary principals for particular students where learning and support needs (including health conditions), special circumstances or a relevant previous history of violence are identified. Obtain all necessary information. Commence risk assessments and the development of learning and support plans (including health care plans) as required. Liaise with your director about any students of concern. |
|                             | ☐ ERN: By entering the risk assessment details for each student in the
ERN ‘Application to Enrol - Office Use’ screen the system will now automatically determine if a student is “Applied to enrol (incomplete)”, “Applied to enrol (validated)” or “Applied to enrol (risk assessed)”.

- For all those students now identified as “Applied to enrol (risk assessed)”, they will receive their notification of acceptance through the mail-out of Sample Letter 5 in early September.
- For those students who are not going to be immediately accepted, you may wish to send out Sample Letter 4 (translations also available on the DEC internet).
- For all those students in Table 2, i.e. local students for whom you have already received advice about learning and support needs, special circumstances and relevant previous history in June, check that the primary principal has not altered their response for any student. You may need to conduct a new risk assessment or develop a revised learning and support plan or health care plan if appropriate.
- Commence the development of all necessary learning and support plans (including individual health care plans) and behaviour management plans, strategies and safeguards aimed, where possible, at allowing the finalisation of enrolment and attendance at school of those students identified as having a history of violence or other special needs. If risk assessment or learning and support assessment identifies continuing concerns, liaise closely with your director.

Primary schools will be completing and returning all Student Information Requests to secondary schools.

**28 August 2015**  
Secondary Principals

- ERN: The current enrolment status of all students (both local and non-local) has been updated in ERN by this date.
- ERN: Identify all students who are now “Applied to enrol (risk assessed)”.  
- **Send out Sample Letter 5 to parents/carers of all students now accepted for enrolment** (translations available on DEC internet). This letter provides them with details of the December orientation day and first day requirements for next year.
- Continue to work towards the finalisation of enrolment of all other remaining students. As this occurs, send out Sample Letter 5 to parents/carers and enter details in ERN.

**No later than 11 Sept 2015**  
Secondary Principals

- ERN: Please make sure that the current enrolment status of every student has been fully updated in ERN by this date. Primary schools will need this information first thing next week.

**No later than 18 Sept 2015**  
Primary schools will be checking that all students with learning and support needs, including health conditions, have been notified to the relevant secondary school.

**No later than 13 October 2015**  
Secondary Principals

- Check that all referrals and information received from primary principals about individual students’ learning and support needs, including health conditions, has been referred to the learning and support team.
- Commence implementation of transition activities for Year 5 students during Term 4, prior to their move into Year 6 the following year (if not already in operation).

**Thursday 3 December 2015**  
Primary Principals  
Secondary Principals

**Year 6 Orientation Day for all secondary schools.**

- An orientation day for all Year 6 students moving into Year 7 next year should be held in every secondary and central school across the state.

**No later than 11 December**  
Secondary

- Check that any advice about incoming Year 7 students from primary principals in relation to (a) newly diagnosed learning and support needs
<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>Principals or health conditions, or (b) changes to existing learning and support needs or health conditions, have been notified to learning and support team.</td>
</tr>
<tr>
<td><strong>February 2016</strong></td>
<td>Primary schools will send Year 6 student records to secondary schools by the end of week 1, term 1.</td>
</tr>
</tbody>
</table>