REFERENCE GUIDE

PROCEDURES FOR SECONDARY SCHOOL ENROLMENT

TRANSITION FROM YEAR 6, 2010 TO YEAR 7, 2011

INCLUDING A DETAILED STEP-BY-STEP GUIDE FOR USING THE ERN YEAR 6-7 TRACKING SHEET

NEW SOUTH WALES DEPARTMENT OF EDUCATION AND TRAINING

26 February 2010
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PROCEDURES FOR SECONDARY SCHOOL ENROLMENT
TRANSITION FROM YEAR 6, 2010 TO YEAR 7, 2011

This document provides policy and procedural information for principals, school staff and school education directors on the enrolment of Year 6 students into Year 7 at NSW government secondary schools the following year.

- The first section identifies the legislative policy context, general principles, processes and responsibilities which apply across the system.
- The second section provides guidance on a number of secondary enrolment circumstances where particular requirements may apply.
- The third section provides a one page summary of the enrolment process showing key dates.
- The fourth section provides a detailed action checklist for principals, teaching staff and school administrative and support staff.
- The fifth section contains detailed notes about the procedures and sequence of actions to be carried out.
- The sixth section provides sample letters and proformas to be used by schools in implementing these procedures.

Important note re: Privacy and Confidentiality

NSW Privacy and Health Privacy legislation places legal requirements on the collection, use and disclosure of information about individuals. This includes information collected about students.

It is important that information collected as part of the Year 6-7 expression of interest process and subsequent enrolment of students in Year 7 is treated confidentially and is only used for the educational and student welfare-related purposes for which it is collected. (There are some additional uses that are allowed for by the Department’s Privacy Code of Practice.)

If you need advice about a particular aspect of privacy within the school, please contact Legal Services in 02 9561 8538.
1. POLICY

LEGISLATIVE CONTEXT
Public Education in New South Wales exists to provide high quality education for all students. The Education Act (1990) outlines, among other things, the objects of education and the legal requirements for compulsory schooling. In brief, the legislation provides that every eligible child has the right to enrol in his or her local government school, and that every parent of a school-aged student has a duty to ensure that their child attends school (Education Act, Sections 34 and 34a).

At the same time, the Department has an obligation to ensure that the systems of work and the working environment of its employees are safe. It is also required to obtain and use, as appropriate, information to ensure both the health and safety of its employees at work and of others who come onto Departmental sites. In this context it is reasonable that principals should have available to them, prior to enrolment procedures being completed, information that is relevant to a risk assessment of a prospective student (Occupational Health and Safety Act, Sections 8 and 20).

In addition, attention is drawn to the Commonwealth Disability Discrimination Act (1992) and the consequent Standards for Education (2005) in order to ensure that enrolment policies and practices are transparent and non-discriminatory and students with disabilities are treated on the same basis as their peers without disabilities.

GENERAL PRINCIPLES GOVERNING ENROLMENT
- Parents/carers are entitled to seek enrolment of their child at the local secondary school that is designated for the intake area within which the child’s home is situated and which the child is eligible to attend.
- In addition to seeking enrolment at their local secondary school, parents/carers are entitled to apply for placement of their children in up to three non-local secondary schools.
- Parents/carers may seek to enrol their child in the secondary school of their choice but they should recognise that they have priority only in their designated local secondary school.
- Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- Schools are required to have a written policy which states the criteria upon which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- Students seeking to enrol should have an Application to Enrol in a NSW Government School completed on their behalf for consideration by the school principal.

IMPLEMENTATION OF POLICY

Development of a school enrolment policy
Each principal, in consultation with their school education director and school community, will develop a written enrolment policy for their school which states the criteria upon which non-local enrolments will be accepted.

Designated intake areas
The Education Act 1990 (Section 34) refers to designated intake areas for schools. Children are entitled to seek to be enrolled at the local secondary school that is designated for the intake area within which the child’s home is situated and which the child is eligible to attend. These designated
intake areas are determined by the Department through a process involving consultation between Asset Management, school education directors and principals. The establishment of designated intake areas for local secondary schools leads to the concept of designated local secondary schools.

Not all secondary schools, however, have a static designated intake area, e.g. selective high schools and specialist high schools with separate selection procedures. In addition, there are eight single-sex high schools in Northern Sydney Region which have a limit on the number of enrolments they can accept and as a result, successful placement in these schools depends on a set of criteria determined by each school, with residential proximity being a key factor. Please note that in these schools the actual size of the intake area will vary each year depending on the number of applicants seeking placement and where these applicants actually live.

Enrolment ceilings

Each school will establish an enrolment ceiling based on available permanent accommodation. Demountables are not usually counted towards the enrolment ceiling unless replacement accommodation is under construction. No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments that result from acceptance of non-local students.

Enrolment buffers

Within the enrolment ceiling, an enrolment buffer will be determined to accommodate local students arriving throughout the year. This buffer should be determined in consultation with the school education director, where appropriate. The size of the buffer will be based on historical data, e.g. past enrolment trends and enrolment fluctuations, and on current knowledge of changes in the local area, e.g. the number of families moving into or out of the area, establishment of a new subdivision, changes in local employment opportunities. Places in the buffer are not to be offered to non-local students.

Placement panels

In the case of secondary schools, the number of students exiting Intensive English Centres and the Intensive English High School should also be taken into account, where appropriate. It is also advisable to contact local Intensive English Centres and the Intensive English High School to discuss future potential enrolments.

In schools where demand for non-local places exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The composition of the panel is to be determined locally but must include at least one staff member (other than the principal) and one school community member nominated by the school’s P&C Association. The panel will be chaired by the principal who will have a casting vote.

The principal, in determining the placement criteria to be applied to non-local students, should consult with the school community. The placement criteria must be consistent with the general principles governing enrolment stated on the previous page and should be readily available to any interested parent/carer.

The application of the placement criteria to individual students is the responsibility of the placement panel. The recommendations made by the panel must be made within the context of the agreed enrolment ceiling and the enrolment buffer kept for local students arriving later in the year.

In applying the placement criteria to individual students, the panel will consider only that information provided with the expression of interest form and will not consider oral submissions. However the panel may seek further information when required. The placement panel should also record all decisions and minutes of meetings are to be available to the school education director on request.

Please note that should the principal be intending to take leave during the period in which the three placement panels may need to be convened then he/she should ensure that the relieving principal is in a position to take over the placement panel(s) so that the deadlines required in this Year 6-7 process for Rounds 1, 2 and 3 are not affected.
Placement criteria for non-local students

The criteria to be applied in determining the selection of non-local students must be documented and made available, in advance, to parents/carers who are interested in enrolling their children.

In addition to the availability of appropriate staff and permanent classroom accommodation, the placement criteria could include factors such as proximity or access to the school, siblings already enrolled at the school, access to single-sex education or to co-education, disability or medical-related reasons, safety and supervision of the student before and after school, availability of subjects or combinations of subjects, special interests and abilities, compassionate circumstances or the structure and organisation of the school.

Please note that these suggested criteria are not listed in any priority order.

The principal will ensure that the agreed placement criteria for the school are applied equitably to all non-local students. Parents/carers are to be provided with an explanation of the decisions of the placement panel in writing. The agreed placement criteria must be forwarded to the school education director prior to the placement panel meeting to make non-local offers.

Waiting lists

Waiting lists may be established for non-local students. Parents/carers should be advised in writing if their child is to be placed on a waiting list and of his or her position on it. The size of the waiting list should reflect realistic expectations of potential vacancies. Waiting lists are current for one year.

Please note that the ERN Year 6-7 software does not include a ‘waiting list’ capability and as a result, any school placing students on a waiting list during Rounds 1, 2 or 3 should:

- create their own spreadsheet or manually draw up their own waiting list for this purpose
- comply with the ‘unsuccessful students’ requirements detailed for Rounds 1, 2 and 3 in the Section 4 checklist, pages 23, 25 and 27.

For detailed information on the process of making offers from waiting lists, please see Section 5, Step 12, page 46.

Appeals

Where a parent/carer wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the principal. The principal should seek to resolve the matter. If the matter is not resolved at the local level the school education director will consider the appeal and make a determination. The school education director will consult with the relevant principals and school communities as necessary. The purpose of the appeal is to determine whether the stated criteria in the school policy have been applied fairly.

In the event that an appeal is upheld in relation to a student being declined placement at a school, this should be treated in ERN as if the student had been placed on the school’s waiting list but has now been accepted. Please refer to the detailed ERN information about making placement offers as described in Section 5, Step 12, page 46.

Responsibilities of the Principal

With regard to enrolment, the school principal is responsible for:

- developing a school enrolment policy for non-local students
- informing present and prospective members of the school community about the educational provision offered at the school
- managing the school’s enrolments within the resources provided to the school
- advising the school education director of enrolment and curriculum trends in the school
- maintaining accurate and complete enrolment data
- establishing an enrolment ceiling based on available permanent accommodation
- determining an enrolment buffer to cater for anticipated local demand during the year
- establishing a placement panel for consideration of non-local expressions of interest
- documenting and promulgating to parents and the school community the criteria for placement of
non-local students

- making decisions on non-local enrolments at the school level wherever possible
- implementing the Department’s policies on enhanced enrolment procedures, in the interest of improved risk management in schools.

Responsibilities of the School Education Director

With regard to enrolment, the school education director is responsible for:

- monitoring enrolment policies, procedures, numbers and ceilings at all schools within the school education group
- assisting principals in the implementation of the Department’s policies on enhanced enrolment procedures, in the interest of improved risk management in schools
- making determinations for out of area placements, in consultation with schools, which cannot be resolved at the school level
- monitoring schools’ designated intake areas in collaboration with principals, school education directors of adjacent school groups (where appropriate) and Asset Management.

Role of regional office staff

The role of regional office staff in managing Year 6-7 enrolment enquiries and assisting parents/carers with Year 6-7 documentation is explained in some detail on page 33.
2. PROCEDURES FOR ENROLMENT IN PARTICULAR CIRCUMSTANCES

In addition to the general principles and policy requirements for student enrolment stated in Section 1, particular circumstances apply to some NSW government secondary schools and for some students. These special situations are outlined below.

PLACEMENT IN DESIGNATED LOCAL SECONDARY SCHOOLS

All government secondary schools in NSW have a designated intake area. In most instances these intake areas have a pre-defined boundary and do not overlap or encroach upon the intake areas of other secondary schools. Students residing within a particular intake area are entitled to seek to be enrolled at the secondary school that is designated for this area, provided that they are otherwise eligible to attend this school.

Primary and secondary principals should assist parents and carers in determining whether a student resides in the designated intake area for a particular secondary school.

PLACEMENT IN NON-LOCAL SECONDARY SCHOOLS

Parents are entitled to apply for placement of their children in up to three non-local government secondary schools. Year 6 students seeking non-local placement should indicate their preferences using Section C of the Expression of interest for placement in Year 7 at a NSW Government secondary school.

PLACEMENT IN SINGLE-SEX SECONDARY SCHOOLS

Many government single-sex secondary schools have a designated intake area, and this intake area usually does not overlap or encroach upon the intake area of any other secondary school. In these single-sex schools, students residing within the designated intake area would usually be able to enrol at that school, particularly if enrolling at the commencement of the school year. Students residing outside the designated intake area may be able to be placed at that school if accommodation is available and the placement is consistent with the school’s enrolment policy and stated placement criteria.

Please note that there are nine single-sex high schools in metropolitan Sydney (Cheltenham Girls High School, Epping Boys High School, Northern Beaches Secondary College Mackellar Girls Campus, Northern Beaches Secondary College Balgowlah Boys Campus, Asquith Girls High School, Asquith Boys High School, Riverside Girls High School and Willoughby Girls High School in Northern Sydney Region, and Beverley Hills Girls High School in South Western Sydney Region) where their intake area actually lays over the top of the intake areas of local coeducational high schools located nearby.

In the case of the eight single-sex schools in Northern Sydney Region, what this means for students residing within the intake areas of these schools is that they have two ‘designated local secondary schools’ to consider – one single-sex and the other coeducational. However, due to a limit on the number of students that can be enrolled in each of these single-sex schools, eventual successful placement depends on a set of criteria determined by each school, with proximity being a key factor. Each of these secondary schools has clearly specified processes for managing the placement process. Please contact the principal of the school for further details. Please also see additional information on these schools in the section on designated intake areas, page 6.

In the case of Beverley Hills Girls High School, part of its designated intake area overlaps with the designated intake area of Kingsgrove North High School. As a result, students living in this common overlap area will have both schools as their ‘designated local secondary school’.

In addition, as a number of single-sex secondary schools are also academically selective or specialist high schools, other policies and procedures may also relate to selection and placement at some of these schools. Parents and carers should seek advice from the principal of the particular school in
which they are interested.

PLACEMENT IN SPECIALIST SECONDARY SCHOOLS, INCLUDING MULTI-CAMPUS COLLEGES

Some secondary schools have a specialist emphasis, either in curriculum or in the nature of the students enrolled there.

Non-local placement at technology, languages, sports, creative arts, visual arts and performing arts high schools will depend on specific placement criteria determined and administered by each school. In some of these schools, e.g. in sports and performing arts high schools, the criteria for placement may include performance or audition.

Ideally specialist high schools with specific specialist placement criteria and performance or audition requirements should seek to complete their performance or audition processes before the start of Round 1 so that students can then complete their Expressions of Interest knowing in which priority to put their choice of schools. This will also allow the smooth processing of students on the ERN 6-7 tracking sheet by the specialist high school staff.

Placement procedures for multi-campus colleges have been developed to meet particular local circumstances. Consequently, students seeking a place in a multi-campus college should approach the college concerned to obtain a copy of its enrolment policy and procedures.

PLACEMENT IN ACADEMICALLY SELECTIVE SECONDARY SCHOOLS

Parents/carers may apply for students to be placed in Year 7 at one of a number of fully selective, partially selective or selective agricultural secondary schools. Application forms are usually completed and returned during Term 4 when the student is in Year 5. Parents/carers of students in NSW government primary schools can obtain an application package from their local primary school. Parents/carers of non-government students can obtain an application package from the Selective High School and Opportunity Class Placement Unit or their local school education group office.

Applicants are required to sit for the Selective High Schools Placement Test which is held in March each year and administered by the Selective High School and Opportunity Class Placement Unit. A small number of vacancies may occur in Years 8-12 at selective secondary schools. These vacancies are filled according to procedures developed at each of the selective secondary schools.

Only citizens of Australia and New Zealand and permanent residents of Australia may seek entry to selective secondary schools and the Conservatorium High School.

Details of placement procedures for selective secondary schools are available from the Selective High School and Opportunity Class Placement Unit, Educational Measurement and School Accountability Directorate (http://www.schools.nsw.edu.au/shsplacement), phone 9707 6262, fax 9707 6265 or email ssu@det.nsw.edu.au).

Please note that students who accept a place at a selective secondary school will be issued with an Authority to Attend by the Selective High School and Opportunity Class Placement Unit. This is usually issued during late January, immediately prior to the commencement of Term 1 Year 7.

PLACEMENT OF STUDENTS WITH CONFIRMED DISABILITIES

The transition from primary to secondary settings of students with a confirmed disability requires a consultative planning process with parents/carers which leads to negotiated actions in the following five areas:

- curriculum
- access
- personal care needs
- on-going health care needs
- safety issues.

The learning support team in the primary school should consider options for secondary schooling in
conjunction with parents/carers and regional personnel. Review and re-appraisal meetings must focus on the needs of the student in the secondary school environment and must take place by the end of semester two in Year 5.

In some circumstances, however, the length and nature of the planning time may need to begin earlier, depending on the accommodations and/or learning adjustments required to meet the learning needs of the student. It is the responsibility of the primary school principal to ensure that planning occurs as required.

The issues to be addressed by the primary principal and the school’s learning support team include:
- the expressed desires of parents/carers
- the support needs of the student
- development of appropriate learning adjustments and accommodations to access mandatory curriculum requirements
- professional learning needs of staff in the secondary school
- identification of a coordinator for the transition process.

Options for a secondary school setting may include placement in a regular class, in a support class in a regular school, or in a special school. The Regional Disability Programs Consultant is available to provide advice on placement procedures, eligibility criteria and locations of support classes and special schools and their vacancies.

For placement in a regular class, the primary school principal will advise the secondary school principal of students with special educational needs as soon as possible after the Year 6 review meeting in semester one. Representatives of the secondary school learning support team must be invited to participate in the transition planning process and to assist in requests for additional funding or support from regional support personnel (where appropriate).

Transition of students to a support class in a secondary school or to a special school is the responsibility of the Regional Placement Panel. The placement of these students is considered by the Regional Placement Panel, and parents/carers and receiving schools are advised of the placement panel’s recommendation by the panel convenor or nominee. Successful enrolment in a support class is subject to the completion of an Application to Enrol in a NSW Government School and acceptance of this application by the school principal.

Students with disabilities should fully participate in all Year 6-7 orientation activities. Depending on the needs of individual students, additional programs may also be required, e.g. orientation and mobility for students with visual impairment. It is important to negotiate with parents and carers about these transition activities.

When planning for the transition of students with disabilities, all staff at the receiving school need to have an understanding of the strengths and support needs of each individual student.

ENROLMENT OF NON-AUSTRALIAN CITIZENS

Non-Australian citizens entering Australia must hold appropriate current residency documentation and are subject to specific travel, entry and residency conditions set by the Department of Immigration and Citizenship. Permanent and temporary residents must hold a current valid visa, New Zealand citizens must hold a current New Zealand passport and Norfolk Islanders must hold appropriate current travel documentation verifying residential status.

In relation to temporary visa holders seeking placement in Year 7 (i.e. not permanent residents, New Zealand citizens or Norfolk Island residents), it is the responsibility of the primary principal to supply a copy of each Year 6 student’s current residency documentation (certified by the principal or delegated person within the school) and a copy of the most recent Temporary Residents Program Authority to Enrol. This documentation should be attached to each student’s EOI before the EOI (original or copy) is sent to the secondary school prior to Round 1.

In relation to temporary visa holders, students with a visitor visa (visa subclass 651 to 695 and visa subclass 943 to 977) are enrolled in a secondary school at the principal’s discretion. All other temporary visa holders have exactly the same rights as any other local student in gaining placement in Year 7 at a NSW Government secondary school.
International student visa holders (visa subclass 571P) are full fee paying students and are not eligible to enrol directly into a NSW government school without an Authority to Enrol issued by the International Students Centre, DET International. International full fee paying school students admitted to primary schools should be referred to the International Students Centre at the start of Term 4 of Year 6 to arrange their high school placement. Please phone (+61 2) 9217 4801 or 1300 302 456 (Australia only), fax (+61 2) 9212 6721 or email isc@det.nsw.edu.au

It is the responsibility of the secondary principal to identify all non-Australian citizens and note current residency documents when they are reviewing EOIs and subsequently considering Applications to Enrol. Principals will need to sight original or certified copies of current residency documents for retention with student records. If a temporary resident student (i.e. not a permanent resident, New Zealand citizen or Norfolk Island resident) is going to be accepted for enrolment, the secondary school must notify the Temporary Residents Program, International Students Centre in writing so that a Temporary Residents Program Authority to Enrol document can be issued to the school.

If there are any concerns or issues, secondary principals should contact the Temporary Residents Program, International Students Centre, DET International (phone 1300 300 229, fax 4224 9074 or email tempvisa@det.nsw.edu.au) before admission is finalised and an offer of place is issued to the parent/carer.


Information about the International School Students Program and Temporary Residents Program is available on the Department internet at www.internationalschool.edu.au

ENROLMENT IN INTENSIVE ENGLISH CENTRES OR THE INTENSIVE ENGLISH HIGH SCHOOL

Intensive English Centres and the Intensive English High School provide intensive English as a Second Language (ESL) tuition to newly arrived, high school aged students whose first language is not English.

The Intensive English Centres and Intensive English High School provide English language, orientation, settlement and welfare programs to prepare students for study in a NSW high school.

To be eligible for placement in an Intensive English Centre or the Intensive English High School, a student must meet the following requirements. Students must:

- speak a language other than English as their first language and require intensive ESL instruction to enable them to participate in secondary education
- be newly arrived in Australia and applying for Intensive English Centre or Intensive English High School placement within 6 months of arrival
- be an Australian citizen, a permanent resident, an approved provisional visa holder or an approved temporary visa holder
- have the intention to continue their education in a government high school after completion of their Intensive English course.

In certain cases Year 6 students may transfer from a primary school to an Intensive English Centre or the Intensive English High School to prepare for entry to high school the following year. Schools seeking to arrange a possible transfer from Year 6 to an Intensive English Centre or the Intensive English High School should contact their regional multicultural/ESL consultant.

Newly arrived ESL students seeking to enrol at a primary school in Year 6 may be referred to an Intensive English Centre or the Intensive English High School for language assessment and possible enrolment. Students who complete their course at an Intensive English Centre or the Intensive English High School then exit to a regular secondary school.


Please also refer to English as a Second Language: Guidelines for Schools for further information on Intensive English Centres and the Intensive English High School.
### 3. SUMMARY OF TIMELINE AND KEY ACTIONS FOR 2010

#### Important dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Week</th>
<th>Date</th>
<th>Year 6-7 enrolment activity</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>4</td>
<td></td>
<td><strong>Summary only</strong> – please refer to Section 4 and Section 5 for detailed information. For your convenience key selective high school placement dates have been included in blue.</td>
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<td>1</td>
<td>1 - 4</td>
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<td>5</td>
<td>5</td>
<td>26&lt;sup&gt;th&lt;/sup&gt; Feb</td>
<td>All primary and secondary schools have appointed a Year 6-7 co-ordinator. All secondary schools have arranged Year 6-7 transition and school promotion activities with local partner primary schools (if not already being implemented). All secondary schools have reviewed their school’s published criteria for placement of non-local students and made this information available to interested parents/carers.</td>
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<td>6</td>
<td>6</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; Mar</td>
<td>All schools have provided all relevant teaching and school administrative and support staff with copies of the Year 6-7 Reference Guide and related enrolment materials.</td>
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<td>1</td>
<td>7</td>
<td>12&lt;sup&gt;th&lt;/sup&gt; Mar</td>
<td>All primary schools have confirmed each Year 6 student’s permanent residential address and designated local high school. All primary schools have issued to parents/carers the Expression of Interest (EOI) for placement in secondary school, plus the three parent information sheets. All secondary schools have contacted local non-government primary schools to provide them with a supply of EOIs and related enrolment information, if required.</td>
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<td>8</td>
<td>8</td>
<td>18&lt;sup&gt;th&lt;/sup&gt; Mar</td>
<td>Selective High School Placement Test</td>
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<td></td>
<td>19&lt;sup&gt;th&lt;/sup&gt; Mar</td>
<td>All parents/carers have completed and returned EOIs to primary schools.</td>
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<td>9-10</td>
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<td>2</td>
<td>2</td>
<td>30&lt;sup&gt;th&lt;/sup&gt; April</td>
<td>All primary schools have entered all Year 6 government student EOI information into ERN and have sent the original (or copy) of each EOI to the relevant secondary school. All secondary schools have completed “Quick registrations” in ERN for all Year 6 non-government students seeking placement in Year 7.</td>
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<td>3</td>
<td>3</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; May</td>
<td>Round 1 begins for non-local students.</td>
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<td>4-5</td>
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<td>6</td>
<td>6</td>
<td>28&lt;sup&gt;th&lt;/sup&gt; May</td>
<td>Round 1 concludes for non-local students. All secondary schools have finalised Round 1 decisions and entered results in ERN. All secondary schools have sent out the first ‘student information request’ and have commenced enrolment of both local students and Round 1 non-local students.</td>
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<td>7</td>
<td>7</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Jun</td>
<td>Primary schools have responded to the results of Round 1 placement decisions.</td>
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<tr>
<td>8</td>
<td>8</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; Jun</td>
<td>Round 2 begins for non-local students.</td>
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<td>9</td>
<td>9</td>
<td>18&lt;sup&gt;th&lt;/sup&gt; Jun</td>
<td>Round 2 concludes for non-local students. All secondary schools have finalised Round 2 decisions and entered results in ERN.</td>
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<tr>
<td>10</td>
<td>10</td>
<td>25&lt;sup&gt;th&lt;/sup&gt; Jun</td>
<td>Primary schools have responded to the results of Round 2 placement decisions.</td>
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<tr>
<td>11</td>
<td>11</td>
<td>28&lt;sup&gt;th&lt;/sup&gt; June</td>
<td>First round offers for Selective High Schools. Parents have 14 days to respond. Offers to selective high schools continue to be made as parents decline offers and a student's position on the reserve list is reached. This can result in subsequent offers. Round 3 begins on 28 June and then concludes on 2 July for non-local students. All secondary schools have finalised Round 3 decisions and entered results in ERN.</td>
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<td>28&lt;sup&gt;th&lt;/sup&gt; Jun</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; July</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>23&lt;sup&gt;rd&lt;/sup&gt; July</td>
<td>Primary schools have responded to the results of Round 3 placement decisions.</td>
</tr>
<tr>
<td></td>
<td>2 - 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>13&lt;sup&gt;th&lt;/sup&gt; Aug</td>
<td>All secondary schools have sent out the second ‘student information request’ and are completing all remaining risk assessments and enrolments.</td>
</tr>
<tr>
<td>5 - 6</td>
<td>5</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Sep</td>
<td>All secondary schools send out “confirmation of enrolment” letters.</td>
</tr>
<tr>
<td>7</td>
<td>7</td>
<td>17&lt;sup&gt;th&lt;/sup&gt; Sep</td>
<td>Selective High School placement appeals panels meet weekly for 4 weeks.</td>
</tr>
<tr>
<td>8</td>
<td>8</td>
<td>24&lt;sup&gt;th&lt;/sup&gt; Sep</td>
<td>All primary schools have confirmed that all Year 6 students are accounted for.</td>
</tr>
<tr>
<td>9</td>
<td>9</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; Dec</td>
<td>Year 6 orientation day for secondary schools.</td>
</tr>
<tr>
<td>10</td>
<td>10</td>
<td>17&lt;sup&gt;th&lt;/sup&gt; Dec</td>
<td>All primary schools are ready to send record cards, etc to secondary schools.</td>
</tr>
</tbody>
</table>

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Procedures for Secondary School Enrolment – Transition from Year 6 2010 to Year 7 2011 Page 14
### 4. Detailed School Checklist for the Enrolment of Year 6, 2010 into Year 7, 2011 – Including ERN Checklist

- Please note that with the inclusion of ERN it is essential that schools keep to the agreed timeline!
- Please also refer to the information in Section 5 ‘Additional detailed notes’ if necessary.
- We apologise for the amount of detail in this checklist but it has been designed to assist people who are doing this process for the first time.
- Please note that the detailed ERN instructions are provided in a teal (blue/green) colour.

<table>
<thead>
<tr>
<th>Due date</th>
<th>Action by</th>
<th>Action to be taken</th>
</tr>
</thead>
</table>
| No later than the end of February 2010 | 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 the school’s published criteria for acceptance/placement of non-local students and ensure that this information is 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 primary-secondary transition program for the year and also confirm your secondary school information sessions, visits, school promotion activities etc for students and parents/carers during Term 1, prior to the handing out of Expression of Interest (EOI) forms by primary principals in Week 7. Commence Term 1 transition activities with partner primary schools. |
| No later than 12 March 2010      | Primary 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 high schools (if not already done)  
  - handle enquiries about the Year 6-7 enrolment process during the year (if not already done).  
  - Ensure that a consultative planning process is already in operation for the placement of Year 6 students with confirmed disabilities (see page 11 for details).  
  - Work 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, prior to the issuing of Expression of Interest (EOI) forms.  
  - 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 Word file (so that the hyperlinks in the document can be accessed) and as a full-colour printed copy so that the ERN tasks can be easily identified.  
  - Check the status of all Year 6 non-Australian citizens (see page 12 for full details). For temporary visa holders you will need to prepare a certified copy of their current residency documentation and a copy of their most recent Temporary Residents Program Authority to Enrol for attachment to the EOIs that you send to secondary schools later in the term. For Year 6 international full fee-paying students please also see page 12.  
  - Confirm the permanent residential address of all Year 6 students and identify each student’s designated local secondary school on the basis of this address.  
  (Please note that with only nine exceptions in the Sydney metropolitan area there should be only one designated local high school, as |
determined by local high school enrolment boundary maps. Please see the bottom half of page 10 for more information about these nine exceptions.)

- Write in each student’s name, student registration number (SRN) and designated local secondary school on the EOI.

- **Issue the EOI, plus the three parent/carer information sheets** (if not handed out previously at parent information sessions etc), to all parents/carers of Year 6 students.

  Please note that this should also include parents/carers of Year 6 students in central schools and K-12 schools (in case a parent/carer wishes to express interest in placement at another secondary school), but excludes Year 6 international full fee-paying students.

  Please also note that all eight pages of the pre-printed EOI should be given to parents so that they have all the necessary information to fill out the form!

- Provide translations of the EOI and parent information sheets to parents/carers where necessary (see pages 32-33 for hyperlinks to these translations on the DET internet).

<table>
<thead>
<tr>
<th>Secondary Principals</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Provide all school administrative and support staff and teaching staff involved in the Year 6-7 enrolment process with a full copy of this reference guide, both as a Word file (so that the hyperlinks in the document can be accessed) and as a full-colour printed copy so that the ERN tasks can be easily identified.</td>
</tr>
<tr>
<td>- Where necessary, contact local non-government primary schools with a view to determining numbers of non-government students intending to enrol in your school. Arrange for the supply of EOIs and parent/carer information sheets to these schools, if appropriate. (Non-government parents will need to return their EOIs to the secondary school of their choice no later than the end of Term 1.)</td>
</tr>
<tr>
<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 everyone is on the same page during this process.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No later than 19 March 2010</th>
<th>Parents/carers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents/carers complete and return their EOIs to their primary school.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No later than 30 April 2010</th>
<th>Primary Principals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please note that it is essential that all of the actions identified below in (a) Entering student EOI information and (b) Forwarding EOIs to secondary schools be completed before the start of Round 1!</strong></td>
<td></td>
</tr>
</tbody>
</table>

(a) Entering student EOI information

- Allow relevant staff the necessary time to read this reference guide and the ERN training guides, view the ERN training videos if necessary and familiarise themselves with the ERN tracking sheet process (see page 59 for links to the ERN training guides and videos).

- Check the information provided by parents/carers on each EOI, including the residential address of the student. Compare this address with school records to once again confirm the designated local secondary school.

- Please also locate a copy of the Selective High School Unit Test Centre Advice (emailed at the start of March) so that you can indicate a selective high school application if the parent has forgotten to include this information in Section D of their EOI.

- ERN: Primary school staff who are going to enter Year 6 EOI information into ERN will need ‘student administration’ rights in ERN. Please see your Principal for this. If necessary, your Principal may wish to go to the
ERN Quick Reference Guide: Giving staff access to the ERN tracking sheet

☐ ERN: Primary school staff who are not familiar with how to log into ERN should read the ERN Quick Reference Guide: How to log into ERN. There is also a training video on this topic.

☐ ERN: Once you are in ERN, the first thing you need to do is check that you have one or more schools already set up as designated local high schools. This should have been done last year.

The best way to check is for you to commence entering student EOI information into ERN. When the first student EOI window comes up, there should be one or more high schools listed in the designated high school drop down menu.

If you don’t have any designated local high school(s) set up in ERN, it is very important you do this before starting to enter student EOI information. Please go to the ERN Quick Reference Guide: How to set up multiple designated high schools.

☐ ERN: Now start entering the information from each Year 6 student’s fully completed EOI. Please note that you can enter this information by one of three methods:

- one student at a time – where you enter one students’ information and then click ‘save and exit’ to return to the main list of students.
- several students using ‘save and next’ – where you enter one student’s information and then click ‘save and next’ to automatically proceed to the next student (alphabetically) on the list. If this is not the next student you want, you can use the drop-down menu in the top right corner to select the next student.
- bulk entry – where one group of students all have exactly the same information and you can therefore enter all this information in one go for all these students.

For help with these three methods please read the ERN Quick Reference Guide: How to enter a student’s EOI into ERN (2010 revised version). Please note that there is also a training video on this topic.

Please do not enter any incomplete EOIs as this means you will simply have to go back in later and clear all previous information, save the cleared data entry window, and then go back in and enter all the same information again!

Please note that for central schools and K-12 schools only the EOIs of Year 6 students seeking placement at other non-local secondary school need to be entered in ERN. The remainder of the Year 6 cohort will automatically roll over into Year 7 the following year without the need for any of the Year 6-7 documentation or work normally associated with students moving from primary school to secondary school.

☐ ERN: As each Year 6 student’s EOI is entered into ERN, ERN will automatically prepare your online tracking sheet for you. This can also be printed out as an Excel spreadsheet and saved if necessary as an Excel file.

Important point: To understand how the online tracking sheet works (and how to save and print it as an Excel file) please make sure you read the ERN Quick Reference Guide: Understanding the primary school tracking sheet. Please note that there is also a training video on this topic.

It is essential that the data entered in ERN is accurate in every possible detail. Please double-check your ERN tracking sheet data against each of the original EOIs when you have finished entering everything. Perhaps the best way of doing this is to save the tracking sheet as an Excel file and then to print this Excel file out and compare it with your EOIs.

☐ ERN: If you make any corrections or changes to your online tracking sheet after the start of Round 1 it is essential that you notify all relevant secondary schools of this fact so that they can then take into account this revised information.
ERN: As Rounds 1, 2 and 3 occur during Term 2, you will be able to go back to your tracking sheet and find out which students have been offered or declined a place by each secondary school.

To do this, open up the tracking sheet and locate the student in whom you are interested. Now place your cursor over the name of the school that shows up in **bold black text** next to their name and see what enrolment status shows up. A student who has not yet had a decision made about their placement at that school will come up as “Registered (interested)”. A student who has been offered a place at that school will come up as “Registered (offered)”. A student who has accepted the offer of a place and is currently being enrolled at that school will come up as “Applied to Enrol”. A student who has been declined a place at that school will come up as “Withdrawn (by school)’.

Start identifying those Year 6 students about whom you may need to indicate special circumstances or a relevant previous history of violence. Start identifying information that would be relevant to the risk assessment that might need to be conducted by the secondary principal.

(b) Forwarding EOIs to secondary schools

1. Students who have only applied for their designated local high school
   - For all temporary visa holders, please attach to the back of their EOI a certified copy of their current residency documentation and a copy of their most recent **Temporary Residents Program Authority to Enrol** (see page 12 for full details).
   - Send the original of each student’s EOI to their designated local secondary school (including temporary visa information where appropriate).

2. Students who have applied for one or more non-local high schools
   - If appropriate, add comments in Section C of the EOI for students seeking non-local placement. Please be aware that these comments may be accessed by the applicant.
   - Fax or send a copy of each EOI to the secondary school identified as ‘Choice 1’ on each form (including temporary visa information where appropriate). Please note that every single page of the EOI that has parent/carer writing on it, plus any additional pages provided by the parent carer, should be copied and sent to the Choice 1 school, as per legal requirements. Retain originals of EOIs until the results of placement are known.

3. Students who have applied for selective high schools or specialist high schools with separate selection procedures
   - For students who have indicated in Section B of the EOI that they will attend a selective or specialist high school, send a copy of the EOI (with temporary visa information if appropriate) to the local secondary school for their information. Retain the original of the EOI until the result of their selective or specialist high school application is known.
   - For students who have also applied for other non-local secondary schools in Section C of the EOI, complete Section C comments (as appropriate) and then send a full and complete copy of their EOI (with temporary visa information and additional pages from parents/carers if appropriate) to their ‘Choice 1’ school. Retain the original of the EOI until the result of their selective or specialist high school application is known.
   - For students who have indicated in Section E of the EOI that they will not enrol in a public high school should they not be successful in their
application for a selective or specialist high school, retain the original of the EOI until the result of their selective/specialist application is known.

4. Students with placement not required in a public high school

☐ For students who have indicated in Section E of the EOI that they will not require placement in Year 7 at a NSW government secondary school, file the original of the EOI in the student’s school records.

*** Please note that it is essential that all the actions outlined above, i.e. both Entering of EOI information and Forwarding EOIs to secondary schools, be completed before the start of Round 1

(c) What to do in other situations that may arise

Please see Section 5, Step 6 (pages 36-41) for specific information about what to do in relation to:

• Students in central schools and K-12 schools
• Students in SSPs or support classes
• Parents/carers who do not return a completed EOI despite repeated requests
• Parents/carers who submit an EOI with a mix of NSW government and non-government (or interstate) secondary schools on their list
• Students who change schools before the start of Round 1
• Students who change schools after the start of Round 1
• Parents/carers who wish to change their choice of schools before the start of Round 1
• Parents/carers who wish to change their choice of schools after the start of Round 1
• Parents/carers who hand in the EOI after the requested deadline but before the start of Round 1
• Parents/carers who hand in the EOI after the start of Round 1
• Parents/carers who advise the primary school that their child will now attend a non-government school.
• Parents/carers who advise the primary school that their child has failed to gain a place at a non-government school and they now want to enrol at a public high school
• Students who are on a waiting list at Secondary School A, who now accept an offer of placement at that school, but who are already being processed for enrolment at Secondary School B, which was a lower preference school.

Secondary Principals

*** 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.

☐ Allow relevant staff the necessary time to read this reference guide and the ERN training guides, view the ERN training videos if necessary and familiarise themselves with the ERN tracking sheet process (see page 59 for links to the ERN training guides and videos).

☐ 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 go to the ERN Quick Reference Guide: Giving staff access to the ERN tracking sheet

☐ ERN: Secondary school staff who are not familiar with ERN will need to read the ERN Quick Reference Guide: How to log into ERN. There is also a training video on this topic.
<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 May 2010</td>
<td>Secondary Principals</td>
<td>Round 1 begins for non-local students.</td>
</tr>
<tr>
<td>No later than 28 May 2010</td>
<td>Secondary Principals</td>
<td>Finalise your school enrolment ceiling and buffers with your School Education Director.</td>
</tr>
</tbody>
</table>

**Local students – Round 1**

*Please note that it is essential that all of the actions identified below in Local students – Round 1 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 local students from government schools seeking local placement at your school by looking at the ERN online tracking sheet. They will be those students who have your school in bold as the ‘Designated HS’ and no other high schools entered on the tracking sheet. When you put your cursor over the name of your school they will also show up as having an ERN status of “Registered (interested)”.  

- **ERN:** Now identify all Year 6 local students from government schools who intend to enrol in a non-government, interstate or overseas school. They will be those students who, despite having your school in bold as the ‘Designated HS’, will also have ‘NO’ to the left of their name.  

  *Delete these students from your list of local enrolments by going into ERN and changing their student status to “Withdrawn (by school)”.* If you do not withdraw them, they will remain on your tracking sheet (and show...*
up on regional and state office monitoring reports) as not yet having been processed by you. If necessary, please see the ERN Quick Reference Guide: *How to withdraw students*

- **ERN:** Now identify all Year 6 local students from non-government schools seeking placement at your school. 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 non-government students will not appear in the ERN online tracking sheet because it shows NSW government students only, but provided you have done a ‘Quick Registration’ for each of these students, they will show up on any enquiry in ERN in relation to 2011 registrations and enrolments.

- **ERN:** Send out EITHER Sample Letter No.1A (if you are going to use the ERN ‘ghosted’ application to enrol) OR Sample Letter No.1B (if you are going to use a blank application to enrol), plus the appropriate Application to Enrol in a NSW Government School, to parents/carers of all local students seeking local placement (see pages 41-43 for hyperlinks to translations of these documents on the DET internet).

  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)”. If necessary, please see the ERN Quick Reference Guide: *How to change a student’s status to Registered (offered)*

- **ERN:** Complete Table 1 in Student Information Request No.1 (page 48) for each primary school. Fax or email these out to primary principals, seeking urgent notification of special circumstances or any relevant previous history of violence, illegal drugs, weapons, threats, intimidation etc.

  **Please note that it is essential that all of the actions identified above in Local students – Round 1 be completed by the due date!**

### 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 indicated in the Application to Enrol, please contact the primary school and advise them of this fact, as they may not have been told this information by the family.)

- **ERN:** 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.

- **ERN:** 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 special circumstances or a relevant previous history of violence is identified. Obtain all necessary information. Commence risk assessments as required. Liaise with your SED about any students of concern.

  **ERN:** By entering the risk assessment details for each student in the ‘Office Use’ screen, the system will now 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.

- For all those students now identified as “Applied to enrol (risk assessed)”, start sending out Sample Letter No.2 (translations available on the DET internet – see page 43).
- For students who are not going to be immediately accepted, you may wish to send out Sample Letter No.4 (translations also available on the DET internet – see page 43).
- Commence the development of all necessary 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 identifies continuing concerns, liaise closely with your SED.

Non-local students – Round 1

** Please note that it is essential that all of the actions identified below in Non-local students – Round 1 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: Examine the online tracking sheet for your school and identify all Year 6 non-local students from NSW government schools seeking placement at your school in Round 1. They will be those students who have your school in bold as ‘School 1’. When you put your cursor over the name of your school these students will show up as having an ERN status of "Registered (interested)".

- 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 placement at your school, which the placement panel will need prior to making its placement decisions.

- 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 these students will not appear in the ERN online tracking sheet because this shows NSW government students only, but they will show up on any enquiry in ERN in relation to 2011 registrations and enrolments.

- You will also need these non-government and interstate students’ EOIs for the placement panel to consider.

- Convene placement panel. Consider Round 1 non-local students on the basis of the school’s published placement criteria.

1. Successful students

- Send out EITHER Sample Letter No.1A (if you are going to use the ERN ‘ghosted’ application to enrol) OR Sample Letter No.1B (if you are going to use a blank application to enrol) plus the appropriate Application to Enrol in a NSW Government School to parents/carers of all successful non-local students (translations available on the DET internet – see pages 41-43).

  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
2. Unsuccessful students

- Notify parents/carers of unsuccessful non-local students using Sample Letter No.3 (translations available on the DET internet – see page 43). 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.
- 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. If necessary, please see the ERN Quick Reference Guide: How to withdraw students.
- 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 accepted. Please see Section 5, Step 12, page 46 for details about offering of places on waiting lists.

3. 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 requirement also applies to non-local applicants who have selective high school applications or specialist high school applications under consideration. You must either accept or decline these students and enter this decision in ERN, so that unsuccessful applicants can be considered by the Round 2 school.
- Please see Step 12, page 46 for details about subsequent offering of places on waiting lists.

** Please note that it is essential that all of the actions identified above in Non-local students – Round 1 be completed by the due date!

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. 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 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 negotiate with your partner primary schools to obtain this information earlier than August, or alternatively, send out Sample Letter No.4 (translations available on the DET internet – see page 43) to advise...
<table>
<thead>
<tr>
<th>Date</th>
<th>Role</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 May 2010</td>
<td>Secondary Principals</td>
<td>Round 1 concludes for non-local students.</td>
</tr>
<tr>
<td>28 May 2010</td>
<td>Primary Principals</td>
<td>If receipt of all relevant information occurs earlier than August, then you may wish to follow the procedures listed on page 21 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 No.2 (translations available on the DET internet – see page 43).</td>
</tr>
<tr>
<td>No later than 4 June 2010</td>
<td>Primary Principals</td>
<td>As a matter of urgency, complete and return all Student Information Request No.1 forms to secondary schools, providing a response for every student on the list as to ‘special circumstances’ (as described on page 10 of the current Application to Enrol) or any relevant previous history of violence, illegal drugs, weapons, threats, intimidation etc.</td>
</tr>
<tr>
<td>7 June 2010</td>
<td>Secondary Principals</td>
<td>Round 2 begins for non-local students.</td>
</tr>
</tbody>
</table>
| No later than 18 June 2010 | Secondary Principals | Non-local students – Round 2

**Please note that it is essential that all of the actions identified below in Non-local students – Round 2 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: Examine the online tracking sheet for your school and identify all Year 6 non-local students from NSW government schools seeking placement at your school in Round 2. They will be those students who have your school in bold as School 2. They will also have an ERN status of “Registered (interested)”. By now you should also have a copy of each student’s EOI from the Choice 1 secondary school, which the 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 placement panel.
Convene placement panel. Consider Round 2 non-local students on the basis of the school’s published placement criteria.

Send out either *Sample Letter No.1A* or *Sample Letter No.1B* plus the appropriate *Application to Enrol in a NSW Government School* to parents/carers of all non-local students who are being offered a place (translations available on the DET 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 No.3* (translations available on the DET 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.

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 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. This requirement also applies to non-local applicants who have selective high school applications 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 46 for details about subsequent offering of places on waiting lists.**

Please note that it is essential that all of the actions identified above in Non-local students – Round 2 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. 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 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 No.4* (translations available on the DET 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 21 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 No.2* (translations available on the DET internet).
<table>
<thead>
<tr>
<th>Date</th>
<th>Role</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>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</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Identify all local students from both government and non-government primary schools who are now in this category and seeking local placement.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Send out either Sample Letter No.1A or Sample Letter No.1B plus the appropriate Application to Enrol in a NSW Government School (translations available on DET internet).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ ERN: As this process occurs for each student, it is essential to change their status in ERN from “Registered (interested)” to “Registered (offered)”.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ 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 special circumstances and students with a previous history of violence.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ ERN: As applications are received, start moving students through the ERN enrolment process.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Start sending out Sample Letter No.2 to parents/carers.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>18 June 2010</strong></td>
<td>Secondary Principals</td>
<td>Round 2 concludes for non-local students.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ ERN: Make sure that all decisions about offering of a place or withdrawal of students in Round 2, plus the current status of all student enrolment applications, are fully entered in ERN by this date.</td>
</tr>
<tr>
<td><strong>No later than 25 June 2010</strong></td>
<td>Primary Principals</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ ERN: Check the ERN tracking sheet and note the outcomes for Round 2 non-local applicants, i.e. locate each student on the tracking sheet and then place your cursor over the name of the school in <strong>bold black text</strong> next to their name to see their current enrolment status. (Please see top of page 18, or page 24, for an explanation of each enrolment status.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Where students have been successful in gaining non-local placement, send the original of their EOI to the secondary school involved.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Where students have been unsuccessful, i.e. their enrolment status at the end of Round 2 is now “Withdrawn (by school)”, they will automatically move onto Round 3 if they have applied for a third non-local school. If only two non-local schools were requested, write “No non-local places available” on the original of their EOI and send it to their designated local secondary school.</td>
</tr>
<tr>
<td><strong>28 June 2010</strong></td>
<td>Secondary Principals</td>
<td>Round 3 begins for non-local students.</td>
</tr>
<tr>
<td><strong>No later than 2 July 2010</strong></td>
<td>Secondary Principals</td>
<td>Non-local students – Round 3 ** Please note that it is essential that all of the actions identified below in Non-local students – Round 3 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ ERN: Examine the online tracking sheet for your school and identify all Year 6 non-local students from NSW government schools seeking placement at your school in Round 3. They will be those students who have your school in bold as ‘School 3’. They will also have an ERN status of “Registered (interested)”.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ By now you should also have a copy of each student’s EOI from the Choice 2 high school.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Check that all non-government and interstate students seeking Round 3...</td>
</tr>
</tbody>
</table>
placement at your school have also been identified and included in your documentation for consideration by the placement panel.

- Convene placement panel. Consider Round 3 non-local students on the basis of the school’s published placement criteria.
- Send out either Sample Letter No. 1A or Sample Letter No. 1B plus the appropriate Application to Enrol in a NSW Government School to parents/carers of all successful non-local students (translations available on DET 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 No. 3 (translations available on the DET 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 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 46 for details about subsequent offering of places on waiting lists.

** Please note that it is essential that all of the actions identified above in Non-local students – Round 3 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 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 No. 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 No. 1A or Sample Letter No. 1B plus the appropriate Application to Enrol in a NSW Government School (translations available on DET 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 special circumstances and students with a previous history of violence.
- ERN: As applications are received, start moving students through the ERN enrolment process.
<table>
<thead>
<tr>
<th>Date</th>
<th>Role</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 July 2010</td>
<td>Secondary Principals</td>
<td>Start sending out Sample Letter No.2 to parents/carers.</td>
</tr>
</tbody>
</table>
| No later than 23 July 2010 | Primary Principals              | **Round 3 concludes for non-local students.**  
|                   |                                    | - ERN: Make sure that all decisions about offering of a place or withdrawal of students in Round 3, plus the current status of all student enrolment applications, are fully entered in ERN by this date.  
|                   |                                    | - Where students have been successful in gaining non-local placement, send the original of their EOI to the secondary school involved.  
|                   |                                    | - Where a student has not been successful in gaining placement at any non-local school during this process write “No non-local places available” on the original of their EOI and send it to their designated local secondary school.  
|                   |                                    | - In relation to the placement of students with disabilities into regular classes, confirm that all necessary transition processes are in place between the primary and secondary school.  
| No later than 13 August 2010 | Secondary Principals              | - 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).  
|                   |                                    | - Compile a list of all Year 6 students who have been identified for placement at your school (local, non-local, government, non-government, interstate).  
|                   |                                    | - 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 No.1A or Sample Letter No.1B plus the appropriate Application to Enrol to all these parents/carers (translations available on the DET 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)”.  
|                   |                                    | - Identify all those government primary school students for whom you do not have advice about ‘special circumstances’ or a relevant previous history of violence, e.g. this would 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.  
|                   |                                    | - Send out Student Information Request No.2 (page 50) to each primary principal.  
|                   |                                    |   1. In Table 1 enter all those students for whom you have not yet received any indication of special circumstances etc.  
|                   |                                    |   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).  
|                   |                                    | **Subsequent action following receipt of all remaining applications to enrol and the Student Information Request form No.2**  
|                   |                                    | - ERN: As each Application to Enrol is received back by the school, enter any changes or missing details into ERN. 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 special circumstances or a relevant previous history of violence is identified. Obtain all necessary information. Commence risk assessments as required. Liaise with your SED about any students of concern.

ERN: By entering the risk assessment details for each student in the ‘Office Use’ screen the system will now automatically determine if a student is “Applied to enrol (incomplete)”, or “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 No.5 in early September.

For all those students who are not going to be immediately accepted, you may wish to send out Sample Letter No.4 (translations also available on the DET internet).

For all those students in Table 2, i.e. local students for whom you have already received advice about special circumstances and relevant previous history in May, check that the primary principal has not altered their response for any student. You may need to conduct a new risk assessment, if appropriate.

Commence the development of all necessary 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 identifies continuing concerns, liaise closely with your SED.

Primary Principals

- As a matter of urgency, complete and return all Student Information Requests to secondary schools.
  1. In Table 1 write in your response for each of the students on this list, because you have not commented on these students before. (For a definition of ‘special circumstances’ please see page 10 of the current Application to Enrol in a NSW Government School.)
  2. In Table 2 check that the response you previously provided in May for each of the students on this list has not changed since then. Please clearly indicate any changes you decide to make to this list.

Friday 3 September 2010

Secondary Principals

- ERN: Make sure that all decisions about offering of a place or withdrawal of students up until now, plus the current status of all student enrolment applications, are fully updated in ERN by this date.
- ERN: Identify all students who are now “Applied to enrol (risk assessed)”. Send out Sample Letter No.5 to parents/carers of all students now accepted for enrolment (translations available on DET internet). This letter provides them with details of the December orientation day and first day requirements in February.
- Continue to work towards the finalisation of enrolment of all other remaining students. As this occurs, send out Sample Letter No.5 to parents/carers and enter details in ERN.

Friday 17 September 2010

Secondary Principals

- ERN: Make sure that the current status of all student enrolment applications are fully updated in ERN by this date. Primary principals will need this information next week.

Friday 24 September

Primary Principals

- ERN: Confirm that all Year 6 students from your school are accounted for in the Year 6-7 enrolment process. Your ERN tracking sheet will show
you the enrolment status of all students wishing to go to government secondary schools. (Please see page 18 or page 24 for an explanation of each enrolment status. If a school is in green text then a student has reached the stage of ‘Applied to Enrol (risk assessed)’ at that school.)

| No later than 15 October 2010 | Primary Principals | □ Identify all full fee paying international students in Year 6. Refer these students to the International Students Centre, DET International (see page 12 for further details).
□ 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).
| Secondary Principals | □ 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).

| Tuesday 7 December 2010 | Primary and Secondary Principals | Orientation Day for Year 6 students.  
□ 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 17 December 2010 | Primary Principals | □ Finalise all information on Year 6 student record cards. Package up all Year 6 student record cards so they are ready to be sent to respective secondary schools during Week 1, Term 1 next year at the latest. Do not post through Australia Post over the Christmas holiday period.
5. ADDITIONAL DETAILED NOTES ON PROCEDURES FOR THE ENROLMENT OF YEAR 6 INTO YEAR 7

SOME KEY POINTS BEFORE YOU START

- This section should be read in conjunction with Section 4. It provides important additional information about the procedures to be used for the enrolment of Year 6 students into Year 7.

- Please note that there are only slight differences between the procedures used last year and the procedures to be used this year, following a review of the ERN Year 6-7 tracking sheet module in late 2009.

- Because of the introduction of ERN, it is imperative that all schools strictly adhere to the agreed timeline so that the Year 6-7 enrolment operation runs smoothly and no student is disadvantaged.

- It is strongly recommended that schools use the checklist in Section 4. This checklist will help make sure that each step in the enrolment process is implemented in such a way that the legal requirements and responsibilities associated with the enrolment of students in NSW public schools are taken into account.

STEP 1: SOME BACKGROUND PRE-REQUISITES

1.1 Primary-secondary transition coordinators

Primary schools and secondary schools have worked together collaboratively for many years to ensure the effective transition of Year 6 students into Year 7.

A key element in this process has been the early identification of key people in each school who will coordinate primary-secondary transition and manage the Year 6-7 enrolment process.

Of particular importance in the Year 6-7 enrolment process is the role of coordinators in handling enquiries about the Year 6-7 enrolment process during the year and in organising or facilitating secondary school information sessions, school visits, school promotion activities and other across-school activities prior to the issuing of the Expression of Interest (EOI) to parents and carers in Week 7 Term 1.

1.2 The NSW Government’s Transition to Year 7 initiative

A major initiative of the NSW Government at the present time is the provision of funding to schools for improved primary-secondary transition through the appointment of transition coordinators in all schools, establishment of orientation and induction programs in every secondary and central school, introduction of taster lessons in science and technology and applied studies, improved data and information transfer across schools and improved pastoral care, including the use of home rooms in Year 7 where appropriate. In 2011 all secondary and central schools will be provided with funding to focus on these key objectives. This funding is for use across the secondary or central school and its partner primary schools, as agreed by the principals concerned.

1.3 Support for primary-secondary transition

It is increasingly common practice in NSW public schools for primary-secondary transition programs to commence in Year 5, if not earlier. For help with primary-secondary transition you may wish to visit the DET primary-secondary transition website. In addition, Student Engagement and Program Evaluation offers primary-secondary transition workshops for groups of schools interested in improving their primary-secondary transition program. For further information please contact Dianne Hennessy, Principal Liaison Officer, Student Engagement and Program Evaluation on phone: (02) 9244 5568 or email: dianne.hennessy@det.nsw.edu.au.

1.4 Review of each secondary school’s enrolment/placement policy

Pages 6-9 of this booklet provide detailed information about the policy guidelines within which schools
should develop their own school-based enrolment policy.

One key purpose of this school enrolment policy is to provide students and parents/carers with clear information about the criteria that will be used in the selection of non-local students for placement at the school.

In early Term 1 each secondary principal should review the current school enrolment policy with a view to updating and confirming the selection criteria that will be used by the school’s Year 6-7 placement panel. When confirmed, this school enrolment policy should be forwarded to the school education director for future reference.

The school’s enrolment policy and selection criteria should be made accessible to all parents/carers interested in enrolling their child at your school. They will obviously need to address these criteria when submitting a request for placement as a non-local student.

STEP 2: PREPARATION AND ISSUING OF INFORMATION TO PARENTS/CARERS

2.1 Parent/carer information sheets

A set of three information sheets for parents/carers of Year 6 students has been forwarded to all primary and central schools as part of the mail-out of Year 6-7 materials. These three information sheets are:

- Why choose a public high school?
- What are your public high school options?
- How to enrol your child in Year 7 at a public high school.

Primary school principals should issue these information sheets to parents/carers when appropriate, e.g. with the EOI, or during parent information sessions prior to the issuing of the EOI.

Additional copies of these sheets have been sent to local secondary schools and regional offices for access by parents/carers of students who are not currently attending government primary schools but who seek placement in Year 7 at public secondary schools. Should schools urgently seek additional copies of these information sheets, they are available on the DET intranet at https://detwww.det.nsw.edu.au/lists/directoratesaz/strategicinit/yr6_7/enrolprocedure.htm

For Year 6 students whose parents/carers are from non-English speaking backgrounds, these three information sheets have also been translated and are available through the same URL shown above, or on the Department’s website at https://www.det.nsw.edu.au/languagesupport/documents/index_s.htm

It may also be appropriate to provide some parents/carers with a copy of some fact sheets about transition to secondary school. These fact sheets are also available in both English and in the appropriate community language at the same website address shown above. The two fact sheets are:

- Understanding your child’s schoolwork
- How parents can help.

2.2 Expression of interest forms (EOIs)

Parents indicate their preference(s) for placement of their child in Year 7 by completing an Expression of interest for placement in Year 7 at a NSW Government secondary school. This form identifies a student’s designated local high school and also allows parents to indicate a preference for placement at three other non-local secondary schools if they wish to do this. After the expression of interest process is completed and parents know which secondary school their child will be attending, they will need to complete an Application to Enrol in a NSW Government School for the principal’s consideration and assessment.

Printed copies of the EOI have been supplied to all primary schools, central schools and K-12 schools for distribution to all Year 6 students in these schools. The primary principal should enter the student’s name, student registration number (SRN) and designated local secondary school at the top of the form. In doing this the principal must check that the residential address of each student is correct and then refer to secondary school local boundary maps to ensure that students are accurately matched with their designated local secondary schools.

Please note that parents/carers of all Year 6 students attending NSW government primary schools,
central schools and K-12 schools should be given a copy of the EOI for completion and return to the school. Please hand out all eight pages of the pre-printed EOI form to parents. Should additional copies of the current EOI form that was dispatched to schools be urgently required, please go to: http://www.schools.nsw.edu.au/media/downloads/schoolsweb/gotoschool/highschool/yr2010/EOIyr7placement.pdf

For Year 6 students whose parents/carers are from non-English speaking backgrounds, it may also be appropriate to provide a translation of the EOI. For these translations, including an English version of the translation text, please go to: https://www.det.nsw.edu.au/languagesupport/documents/start_ss/EOI.htm

STEP 3: PROVISION OF INFORMATION TO NON-GOVERNMENT STUDENTS

3.1 Individual applicants from non-government primary schools

Parents/carers of non-government students should obtain an EOI form from their local regional office, local primary school or local secondary school.

Expression of interest forms from Year 6 non-government students should be processed in the first instance by the ‘first choice’ government secondary school in which these students are seeking placement. This ‘first choice’ school could be their designated local secondary school or it could be a non-local secondary school.

Parents/carers collecting an EOI form should be asked to return their EOI to their ‘first choice’ government secondary school who will do a ‘Quick Registration’ in ERN to get them onto the system.

3.2 Groups of students from non-government ‘feeder’ schools

In areas where non-government primary schools consistently send groups of Year 6 students to the local government secondary school, secondary principals should seek anticipated Year 7 enrolment numbers from those schools.

Secondary principals should then request the number of parent/carer information sheets and EOI forms they need from their regional office and then distribute this material to each non-government primary school. They should also ensure that each non-government primary principal is aware of the Year 6-7 enrolment process, timelines and proposed Year 6-7 transition program.

3.3 Role of regional office staff

Parents/carers who collect an EOI from a regional office should have the designated local government secondary school entered on the form by regional office staff. In order to do this, regional office staff must check the address supplied by parents/carers for authenticity against two reference points such as a driver’s licence, telephone account, electricity account, rate notice, rental lease or similar document.

In a situation where parents are separated and the child is living with one of the parents, these reference points will only establish the address of the parent, not the child. As a result, it is strongly recommended that in these circumstances a statutory declaration be obtained to confirm that the child lives with person X, in addition to the reference points to prove the address of person X.

Where relevant, regional office staff should also sight originals or certified copies of residency documentation (current passport, visa or other travel documents) to establish a student’s conditions of enrolment. (Please refer to ‘Enrolment of non-Australian citizens’ on page 12.)

If required, regional office staff should contact the Telephone Interpreter Service on 131 450 for assistance.

For further information and assistance with Year 6 international full fee paying students (visa sub class 571P) please contact the International Students Centre on (phone) 1300 302 456. For further information and assistance with all other temporary residents please contact the Temporary Visa Holders Unit on (phone) 1300 300 229.
STEP 4: COMPLETION OF EOI FORMS BY PARENTS/CARERS

Parents/carers should be asked to return their EOI to their primary school by the date shown on the form.

**Section A** should be completed by all parents/carers.

Please note that it is the responsibility of the primary school to confirm the accuracy of the address parents/carers have entered on the form. If the family is known to the school and the address is consistent with primary school records, this will suffice. If a new or unfamiliar address is listed, the school should check the address supplied for authenticity against two reference points such as a driver’s licence, telephone account, electricity account, rate notice, rental lease or similar document.

In a situation where parents are separated and the child is living with one of the parents, these reference points will only establish the address of the parent, not the child. As a result, it is strongly recommended that in these circumstances a statutory declaration be obtained to confirm that the child lives with person X, in addition to the reference points to prove the address of person X.

**Section B** should be completed if designated local secondary school placement is requested.

**Section C** should be completed if placement in non-local secondary schools is requested. Parents/carers can list up to three (3) non-local schools in priority order in the space provided. Parents/carers should also provide reasons on the form for requesting each of these non-local schools, and in particular, they should make sure they address the specific enrolment criteria of each of the non-local schools in question. Examples of some possible reasons for requesting non-local placement are provided to parents/carers in the information they receive with their EOI form. Please also see *Placement criteria for non-local students* (page 8 of this booklet).

Please note that in relation to Section C:
- Secondary schools will use the information provided by parents/carers on the EOI to determine whether students meet the school’s published selection criteria
- Once accepted by a non-local school, a student will not be offered placement in a lower preference non-local school
- Section C of the EOI indicates that if parents/carers are not successful in their application to non-local schools, the student will be placed in their designated local secondary school, subject to the acceptance of their Application to Enrol by that school.

**Section D** should be completed if an application for placement has been made to a selective secondary school, or to a specialist secondary school conducting separate selection procedures, e.g. a performing arts high school or a sports high school. If parents/carers complete Section D, they should also complete Section B, Section C or Section E of the EOI, just in case their child is unsuccessful in gaining a place at the selective or specialist schools for which they have applied.

**Section E** is to be completed if placement is not sought in a NSW government secondary school, e.g. the parent/carer intends to enrol their child at a NSW non-government school or an interstate school.

STEP 5: SUBSEQUENT PROCESSING OF EOIs BY PRIMARY SCHOOLS

**5.1 Important note re: privacy and confidentiality of student information**

NSW Privacy and Health Privacy legislation places legal requirements on the collection, use and disclosure of information about individuals. This includes information collected about students.

It is important that information collected as part of the Year 6-7 Expression of Interest process and the subsequent enrolment of students in Year 7 is treated confidentially and is only used for the educational and student welfare-related purposes for which it is collected.
School staff should take reasonable steps to avoid classroom situations or other situations where individual students’ EOI information is made publicly available to other students or other parents/carers.

If you need advice about a particular aspect of privacy within the school, please contact Legal Services in 02 9561 8538.

**5.2 Checking and entering of EOIs into ERN**

Upon receipt of EOIs from parents/carers, primary principals should check the information provided on the form, including the student’s address. In the event that clarification of any information is required, in the first instance the primary principal should contact the parents/carers to obtain that information.

Once the EOI information has been checked, it should then be entered into ERN. Please see detailed advice on this process in Section 4 (pages 16-18) plus the ERN Quick Reference Guide: How to enter a student’s EOI into ERN.

Please note that for central schools and K-12 schools, only the EOIs of Year 6 students seeking enrolment in a non-local secondary school should be entered into ERN. The remainder of the Year 6 cohort will roll-over automatically into Year 7 at their current school.

If a student is a temporary visa holder, the primary principal should make a copy of the current residency documentation and the current Temporary Residents Program Authority to Enrol and attach these to the original of the student’s EOI. In this way, when the original (or copy) of the EOI is forwarded to the secondary principal, the necessary documentation is available for review as is required by DET enrolment policy.

Primary principals are especially requested to allow their staff the necessary time to read through the various guides and booklets, view the ERN training videos and familiarise themselves with the ERN tracking sheet process.

The critical thing is that every primary school with access to ERN has entered the EOI information for its Year 6 students before the start of Round 1 in secondary schools.

**5.3 Local secondary school placement**

Where parents/carers have requested local secondary school placement only, i.e. they have only completed Sections A and B of the EOI, the primary principal should ensure that each student’s EOI information is entered into ERN and then send the original of each EOI (plus a copy of current temporary residency documentation, if applicable) to the relevant local secondary school, no later than the date shown in Section 4. Please use hand delivery or the DET courier service if very close to the holidays.

If necessary, secondary principals should also seek verification of students’ residential addresses shown on these EOIs, once they have received this documentation from primary schools.

**5.4 Non-local secondary school placement**

Where parents/carers have requested non-local placement, i.e. they have completed Section C of the EOI, the primary principal may wish to add comments in Section C to assist secondary schools make placement decisions. Such comments should be relevant to the selection criteria and the reasons given by parents and carers for their child’s proposed placement at the school. Please note that where comments provided by primary principals are likely to impact on the placement decision in a manner adverse to the applicant, the applicant must be given a reasonable opportunity to respond to those comments, prior to the final placement decision being made.

By the date shown in Section 4 the primary principal should then:

- ensure that each student’s EOI information is entered into ERN
- retain the original of each EOI and any other student documentation supplied by the parents/carers for when final placement of each student is known, and
- send a copy of the EOI (i.e. all three pages of the EOI) and any additional student information supplied by parents/carers (e.g. school reports), plus a copy of current temporary residency documentation if applicable, to the Choice 1 non-local secondary school only. (Please use hand delivery or the DET courier service if very close to the holidays.)
5.5 Selective and specialist secondary schools with separate selection procedures

If parents/carers have completed Section D of the form, they should have also completed either Section B, C or E just in case their child is unsuccessful in gaining a place at the selective or specialist schools of their choice.

If parents/carers have completed Sections B and D, the primary principal should: (a) ensure that the student’s EOI information is entered into ERN; (b) send a copy of the EOI (plus a copy of current temporary residency documentation, if applicable) to the local high school; and (c) retain the original of the EOI until the results of their selective/specialist application are known.

If parents/carers have completed Sections C and D, i.e. they have also sought non-local enrolment in addition to selective/specialist enrolment, the procedures listed above in 5.4 for non-local secondary school placement should be followed.

If parents/carers have completed Sections E and D, i.e. they do not intend to enrol their child in a public secondary school if they cannot get into a selective or specialist school, the primary principal should ensure that the student’s EOI information is entered into ERN and then retain the original of the EOI until the results of their selective/specialist application are known. If the student is subsequently not successful in their application, the primary principal should record this on the student’s EOI and file it in the student’s school records.

The Selective High School and Opportunity Class Placement Unit will notify primary schools and local secondary schools of the outcome of selective secondary school applications. Primary principals will then be able to forward the originals of the EOIs onto the appropriate schools.

Primary principals are asked to notify the local secondary school or non-local secondary school (where appropriate) if a student accepts a late offer of selective secondary school placement, or if parents/carers make a late decision to send their child to a non-government school. If for any other reason there are changes to a student’s original placement, please notify the appropriate secondary school.

5.6 Placement not required

If parents/carers have completed Section E of the EOI, the primary principal should ensure that the student’s EOI information is entered into ERN and then file the EOI (original) in the student’s school records.

Please note that in the notes accompanying the EOI form handed out to parents/carers, they are advised that the completion of Section E has the effect of completing all action by government schools relating to the placement of their child in a secondary school.

5.7 Students with special circumstances or a relevant previous history of violence etc

It would be appropriate at this time for primary principals to start considering which students may need to be identified as having special circumstances requiring support, or a relevant previous history of violence etc, for later in the process when secondary principals send out their student information requests.

It would also be appropriate for primary principals to start considering what information they might provide that would be relevant to any risk assessment that might need to be conducted by the secondary principal in the near future.

STEP 6: SPECIAL SITUATIONS THAT MAY ARISE FOR PRIMARY SCHOOLS DURING THE ERN TRACKING SHEET PROCESS

6.1 Students in central schools and K-12 schools

ERN has been set up so that Year 6 students currently enrolled in central schools and K-12 schools will automatically roll-over into Year 7 at that same school without any paperwork or other processing required, i.e. they already have a Year 7 registration status of ‘Enrolled (in attendance)’ for next year. As a result, ERN will not allow EOIs to be entered for Year 6 students progressing into Year 7 at the same central school or K-12 school.
However, there will be situations where Year 6 students from other nearby schools may seek enrolment in Year 7 at the central school or K-12 school, and situations where Year 6 students currently enrolled in a central school or K-12 school will seek enrolment at another secondary school.

As a very broad summary, central schools and K-12 schools should take the following action in relation to the Year 6-7 enrolment process:

- Issue the EOI to every student currently enrolled in Year 6 (just in case there are some parents/carers intending to seek placement in Year 7 at another school that you don’t know about) OR issue the EOI to parents/carers who indicate they would like a copy
- Only enter into ERN the EOIs of currently enrolled Year 6 students seeking placement at other government schools, and then send copies of their EOIs (including all Section C information) as per Section 5.4
- Complete ‘Quick Registrations’ for any non-government Year 6 students who are seeking placement in your school
- Follow the secondary school procedures identified in Section 4 for Rounds 1, 2 and 3 for (a) local students currently enrolled in Year 6 at other schools now seeking placement at your school, and (b) non-local students seeking placement at your school
- Follow the primary school procedures identified in Section 4 at the end of Rounds 1, 2 and 3
- Follow all relevant procedures listed in Section 4 after the end of Round 3 so that all incoming new students are progressively enrolled in preparation for Day 1 Year 7
- Issue ‘confirmation of enrolment’ letters to all current Year 6 students, including a request for parents to update any student/family enrolment details as appropriate.

6.2 Students in SSPs or support classes

Students currently enrolled in SSPs or support classes usually will not need to complete an EOI because they will be remaining in the SSP or proceeding to a support class in a secondary school via the special education regional placement panel.

Please consult with parents/carers, school counsellor and regional special education personnel if necessary to determine the likelihood that any particular student might be intending to enrol in regular classes at the secondary school. If this is what is intended, the parents/carers would need to complete an EOI and the secondary school would need to be alerted to the fact that although the student shows up with an ‘SC’ to the left of their name on the ERN tracking sheet (‘SC’ indicates ‘current support class placement’), they are actually seeking enrolment in regular classes for next year.

6.3 Parents/carers who do not return a completed EOI despite repeated requests

If primary schools have handed out an EOI to every parent/carer, made every effort to get these forms back and have entered every form that has been returned to the school then you can do no more. It is obviously important to continue to try to get back any missing EOIs but if this fails then you have done your best.

Please do not enter any EOI information unless you have a signed document back from the parent/carer, the parent/carer has personally spoken with you or you are absolutely certain what the intention of the parent/carer is concerning placement of their child in Year 7, e.g. a student on the NSW border who intends to enrol at an interstate high school. In the case of a phone call or other conversation, we suggest you make a note of this showing the information, date and time and keep it in your records.

If you have students who have verbally confirmed that they will be attending their local secondary school next year but you have no documentation or direct advice from the parent/carer, then you could greatly assist the secondary school by advising it of this situation and suggesting it pencil in these students as ‘probable enrolments’.

In addition, could you please suggest to the secondary school that it might like to consider mailing out the normal enrolment letter and Application to Enrol form, in the hope that even if the parents/carers do not return the EOI to you, they might return the Application to Enrol to the secondary school?
6.4 Parents/carers who submit an EOI with a mix of NSW government and non-government (or interstate) secondary schools on their list

As the ERN 6-7 tracking sheet is only designed for use by NSW government schools and can only be accessed by them, any entering of parent/carer choices for NSW non-government schools or interstate schools (even if they are interstate government schools) is not possible and not relevant.

As a result, when an EOI with this type of information is being processed, you need to do two things:

- Notify the parent/carer that the EOI is only used for placement in NSW government schools, and any application to a NSW non-government school or interstate school would need to be done separately to this process by the parent/carer.
- When entering the student’s choices into ERN, please skip over any non-government schools or interstate schools listed in Section C and simply record the NSW government schools in the order they appear on the EOI. For example, an EOI with a NSW government school as Choice 1, NSW non-government school as Choice 2 and NSW government school as Choice 3 would only show two NSW government schools in ERN as ‘Choice 1’ and then ‘Choice 2’. It is the responsibility of the parent/carer to apply to the non-government or interstate school separately from the process provided in ERN.

6.5 Students who change schools before the start of Round 1

If a student enrols in Year 6 from another school before the start of the Round 1, the first thing to do is to check if he/she has already had their EOI information entered into ERN at their previous school. If not, then you should immediately give the parent/carer an EOI form to fill in, and when it is returned, enter the EOI information into ERN and send the original of the EOI (or a copy of it – if applying for a non-local school) to the relevant secondary school.

If the student has already had their EOI information entered in ERN, this may still be correct or alternatively it may need to be changed so that the correct designated local high school and any non-local secondary school preferences are now shown on it. To change an existing set of EOI preferences and enter new ones into ERN before the start of Round 1 please refer to the ERN Quick Reference Guide How to enter a student’s EOI into ERN. Don’t forget to also forward the original (or copy) of the EOI, plus any accompanying paperwork, to the relevant secondary school.

6.6 Students who change schools after the start of Round 1

If a student enrols in Year 6 from another school after Round 1 has commenced, the first thing to do is to check if he/she has already had their EOI entered into ERN at their previous school. If not, then please see the section ‘Students WITHOUT an EOI entered into ERN’ below. If so, then please see the section ‘Students WITH an EOI entered in ERN’ on the next page.

Students WITHOUT an EOI entered into ERN

If a student does not have an EOI already entered into ERN (e.g. an interstate student), then it depends on whether he/she wants to go to their local secondary school or a non-local secondary school, and how far into the Round 1-2-3 process you are.

(a) If a student only wants to go to their local designated high school, you could get the parent/carer to fill in an EOI and then you could enter the EOI information into ERN, contact this secondary school to advise them of the additional local enrolment that will appear on their tracking sheet and send this school the original of the EOI.

(b) If a student wants to go to a non-local secondary school and it is very early in Round 1, then there still might be a chance that the ‘Choice 1’ non-local secondary school has not yet made all its placement decisions and there are some non-local places still available. If this is so, then you could enter the EOI information into ERN, contact this secondary school to advise them of the additional non-local applicant that will appear on their tracking sheet and send this school a copy of the EOI for consideration by the placement panel.

(c) If a student wants to go to a non-local secondary school and it is so late in Round 1 that this non-local secondary school has already made its placement decisions and there are no more places available, then you need to get the parent/carer to fill out an EOI but leave the ‘Choice 1’ school blank, with the ‘Choice 2’ school now being the first ‘preferred non-local school’ for placement. At this point...
DO NOT enter the student’s EOI into ERN because a manual process will now have to be followed. As a result, it is essential that you contact the ‘Choice 2’ school, advise them that you have a late entry from your primary school that needs to be considered in Round 2 for placement and send them a copy of the EOI for consideration by the placement panel in the next round.

(d) If a student wants to go to a non-local secondary school and it is sufficiently early in Round 2 that the ‘Choice 2’ school still has some non-local places available, then the actions identified in (c) should be followed.

(e) If a student wants to go to a non-local secondary school and it is too late for inclusion in Round 2, then the process outlined in (c) should be followed for the Round 3 non-local school, with the first preferred non-local school being written in the ‘Choice 3’ space.

(f) If a student wants to go to a non-local secondary school and it is too late to be considered by any non-local secondary school (i.e. Round 3 has finished), then the only option for you is to carry out the actions identified in (a), support the parent/carer with careful advice and support during this stressful time and suggest to the parent/carer that they may wish to personally approach individual non-local secondary schools to seek possible placement for their child.

Students WITH an EOI entered into ERN

If a student **does** have an EOI already entered into ERN (e.g. a student from another NSW government school), then it depends on whether the existing EOI information is correct or incorrect, whether he/she wants to go to their local secondary school or a non-local secondary school, and how far into the Round 1-2-3 process you are.

(a) If the designated local high school and non-local school choices on the existing EOI are correct then you need do no more.

(b) If the school choices on the existing EOI are incorrect, then you need to check if any of the secondary schools named in that EOI have already changed the student’s enrolment status in ERN from ‘Registered (interested)’ to some other status, e.g. to ‘Registered (offered)’ or ‘Withdrawn (by school)’.

(c) If no school has changed the enrolment status of the student, you still have time to go into ERN, open up the student’s EOI and change the schools listed there. To change an existing set of EOI preferences and enter new ones into ERN please refer to the ERN Quick Reference Guide *How to enter a student’s EOI into ERN*. Don’t forget to also forward the original (or the copy) of the EOI to the relevant secondary school once you have changed the student’s preferences.

(d) If the student’s enrolment status has already been changed by any secondary school then you **cannot do anything to change the existing EOI in ERN.** In this situation you will need to:

- Contact the schools listed in the existing EOI and advise them that this student has been withdrawn from the placement process for those specific secondary schools. A suggested sequence would be to contact the ‘Choice 1’ school and get them to withdraw the student, then contact the ‘Choice 2’ school and get them to withdraw the student, then the ‘Choice 3’ school and get them to withdraw the student, then the designated local high school.
- Contact the parent/carer and get them to fill in another EOI. Please note that when completing this EOI you will need to advise the parent/carer of where schools are in relation to the Round 1-2-3 timeline. For example, if it is already the end of Round 2, then it is not appropriate to get the parent/carer to write in a school in the ‘Choice 1’ or ‘Choice 2’ space.
- **Do not** attempt to enter the second set of EOI preferences into ERN.

(e) If you **cannot change the existing EOI in ERN** (see point d) and the student only wants to go to their local designated high school, you should contact this school direct to advise them of the additional local enrolment and send this school the original of the EOI.

(f) If you **cannot change the existing EOI in ERN** (see point d) and the student wishes to go to a non-local secondary school:

- If it is very early in Round 1, then there still might be a chance that the ‘Choice 1’ non-local secondary school has not yet made all its placement decisions and there are some non-local places still available. If this is so, contact this school direct to advise them of the additional non-local applicant and send this school a copy of the EOI for consideration by the placement panel.
• If it is so late in Round 1 that the ‘Choice 1’ non-local secondary school has already made its placement decisions and there are no more places available, then you need to get the parent/carer to fill out the EOI but leave the ‘Choice 1’ school blank, with the ‘Choice 2’ school now being the first ‘preferred school’ for placement. You should contact the ‘Choice 2’ school, advise them that you have a late entry from your primary school that needs to be considered in Round 2 for placement and send them a copy of the EOI for consideration by the placement panel in the next round.

• If it is sufficiently early in Round 2 that the ‘Choice 2’ school still has some non-local places available, then the actions identified in the previous dot point should be followed.

• If it is too late for inclusion in Round 2, then the process outlined in previous two dot points should be followed for the Round 3 non-local school, with the first preferred non-local school being written in the ‘Choice 3’ space.

• If it is too late to be considered by any non-local secondary school (i.e. Round 3 has finished), then the only option for you is to carry out the actions identified in (e) above and suggest to the parent/carer that they may wish to personally approach individual non-local secondary schools to seek possible placement for their child.

6.7 Parents/carers who wish to change their choice of schools before the start of Round 1

To change an existing set of EOI preferences and enter new ones into ERN before the start of Round 1 please refer to the ERN Quick Reference Guide How to enter a student’s EOI into ERN.

6.8 Parents/carers who wish to change their choice of schools after the start of Round 1

Please refer to the process outlined in ‘6.6 Students who change schools after the start of Round 1 – Students WITH an EOI entered in ERN’, starting from paragraph (b) onwards (see page 39). You should basically follow this sequence of procedures, but modify it according to the choice of schools for which the parent/carer now wishes to apply.

6.9 Parents/carers who hand in the EOI after the requested deadline but before the start of Round 1

In this situation you should enter the student’s EOI information into ERN as normal, and send the original or copy of the EOI to the relevant school. (Please see ‘Entering student EOI information’ and ‘Forwarding EOIs to secondary schools’ on pages 16-19.)

6.10 Parents/carers who hand in the EOI after the start of Round 1

Please refer to the process outlined in ‘6.6 Students who change schools after the start of Round 1 – Students WITHOUT an EOI entered in ERN’ (page 38).

6.11 Parents/carers who advise the primary school that their child will now attend a NSW non-government school, interstate school or overseas school

If the student’s EOI has already been entered in ERN, please notify all government secondary schools listed on the ERN tracking sheet so they can withdraw the student.

If the parent/carer has not returned (or does not intend to return) a completed EOI because of this reason, please make a record of the date and time of the parent/carer phone call or conversation and then enter the student’s details to show (a) the designated local high school, and (b) a tick in the box next to ‘EOI Section E: Placement not required in a NSW government secondary school next year’.

6.12 Parents/carers who advise the primary school that their child has failed to gain a place at a non-government school and they now want to enrol in a public high school

What action should be taken will depend on whether Round 1 has commenced or not. If Round 1 has not commenced, please refer to ‘6.5 Students who change schools before the start of Round 1’ (page 38). If Round 1 has commenced, please refer to ‘6.5 Students who change schools after the start of Round 1 – Students WITH an EOI entered in ERN’ (page 39).
6.13 Students who are on a waiting list at Secondary School A who now accept an offer of placement at that school, but who are already being processed for enrolment at Secondary School B, which was a lower preference school

This is a matter for Secondary School A to manage. It also depends on what stage of the placement process it is.

(a) If the decision to offer a place is made well before the end of the year, School A will need to contact School B and advise them that School A is now going to offer this student a place. As a result of this advice, School B would withdraw this student from their enrolment process, i.e. change the student’s status to “Withdrawn (by school)”. School A will also need to contact any other school further down the line as well, including the designated high school, and advise them that this student is now being offered a place at School A. After contact with each school has been made, School A will need to register the student, at which point the student’s enrolment status at School A will become “Applied to enrol (incomplete)”.

(b) If it is at the start of the next school year, provided the student has not presented themselves at School B and commenced attending that school, School A will need to contact School B and advise them that School A will now be enrolling this student. As a result of this advice, School B would withdraw this student from their enrolment process, i.e. change the student’s status to “Withdrawn (by school)”. School A will then need to register the student, at which point the student’s enrolment status at School A will become “Applied to enrol (incomplete)”.

(c) If it is the start of the next school year and the student has started attending School B, School B will need to process the student as a ‘leaver’.

STEP 7: PROCESSING OF LOCAL AND ROUND 1 (NON-LOCAL) STUDENTS

The Department has obligations under the Occupational Health and Safety Act 2000 to ensure the safety of all students and staff. In line with Memorandum DN/06/00168, principals need to be aware of these obligations when considering the enrolment of all students, both local and non-local.

With this in mind, the Year 6-7 procedures incorporate the requirements of this memorandum into the enrolment process. Local students are referred back to their primary school principal for comment on any special circumstances or relevant previous history in May, while non-local students are referred back for comment in July/August.

Please also note that secondary principals are especially requested to allow their staff the necessary time to read through the various guides and booklets, view the ERN training videos and familiarise themselves with the new ERN tracking sheet process.

7.1 Enrolment ceilings and buffers

Prior to any consideration of expressions of interest for Year 7 placement at a secondary school, secondary principals need to have established their school’s 2011 Year 7 enrolment ceiling and buffer for local students arriving during the 2011 school year. This should be done in consultation with the school education director. For more information on this, please see page 7.

Upon entry of Year 6 student EOI information into ERN by primary schools and receipt of the originals of EOIs (local students) and copies of EOIs (non-local students), secondary principals will be in a position to compile detailed lists of all local and non-local students seeking placement in Round 1.

Please note that secondary schools must not begin processing EOIs before the start of Round 1. This will ensure that no student is disadvantaged in the placement process.

7.2 Use of the Application to Enrol in a NSW Government School

This form must be used for all students seeking enrolment in Year 7 in government schools. There are two options available here – printing out an ERN ‘ghosted’ enrolment form for each student (this facility is available for any student currently enrolled in a government school), or use of a blank form which then needs to be thoroughly checked against the current student information held in ERN. Two different letters have been provided in the ‘sample letters’ at the end of this booklet, depending on which option you choose.

If you need other translations of the Application to Enrol please go to https://www.det.nsw.edu.au/languagesupport/documents/enrol/application.htm

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

In addition to updating current enrolment information and gathering missing information on the prospective student and his/her family, this enrolment form is extremely important because it requires parents/carers to provide information about any special circumstances (e.g. medical conditions, court orders etc) and any relevant previous history of violence and then sign the declaration on page 11. Schools must not use any previous form or any school devised form to enrol a student. For more information, please see Memorandum to Principals DN/06/00168 Enhanced enrolment procedures.

7.3 Use of the Student Information Request forms

Two forms are used within the Year 6-7 enrolment process to gather information from NSW primary school principals about Year 6 students seeking enrolment in government secondary schools. These forms are designed to assist secondary principals in making a decision as to whether additional information needs to be obtained about particular students, prior to deciding on whether or not to conduct a full risk assessment on any student.

Each form asks primary principals to indicate whether any Year 6 students who are listed on the form have ‘special circumstances’ or a relevant previous history of violence. ‘Special circumstances’ are described on page 10 of the current Application to Enrol – and should not be confused with students with special needs, as described on page 9 of the current Application to Enrol.

If the primary principal does indicate either ‘special circumstances’ or a relevant previous history of violence, the secondary principal should contact the primary principal as soon as possible to discuss the student. Alternatively, given the nature or importance of any student’s situation, the primary principal may wish to contact the secondary principal direct.

Student Information Request No.1 (see page 48)

This form should be used in the middle of Term 2 after secondary schools have compiled a list of their local Year 6 students seeking local enrolment. The secondary school should complete the first three columns of Table 1 and then fax or email the cover letter and table to the primary school. The primary principal should clearly indicate either ‘yes’ or ‘no’ for special circumstances and relevant previous history for each student and return the form as a matter of urgency.

Student Information Request No.2 (see page 50)

This form should be used in early Term 3 after secondary schools have completed Round 3 of the non-local student selection process. The primary principal should return this form to the secondary school as a matter of urgency, once the information in Table 1 and Table 2 has been provided.

- **Table 1** is for all students for whom no advice has been received about special circumstances or relevant previous history. Typically this will include all non-local students accepted for placement at your school during Rounds 1, 2 and 3, plus local students who were not successful in gaining non-local placement at other schools, plus other late enrolments, plus any other students for whom advice has not been received. The secondary school should enter each student’s name, date of birth and sex, and the primary principal should complete the remainder of the columns.

- **Table 2** is a follow-up for all local students for whom an indication of special circumstances and relevant previous history has already been provided earlier in the year. Secondary schools should complete all columns in this table, based on the primary principal’s earlier response to Student Information Request No.1. Alternatively, to save time, they may choose to re-fax the primary principal’s earlier response, now labeled as ‘Table 2’. Upon receipt of this information, the primary principal should check that nothing has changed since the last time they responded. If a student’s situation has changed since Request No.1 was completed, primary principals should clearly mark this change on the form and, if necessary, contact the secondary school.
Please note that decisions on enrolment are not to be made solely on the basis of the information revealed through use of the Student Information Request procedure. Where information obtained through the Student Information Request provides reasonable grounds to suspect the student seeking enrolment has a history of violence that gives rise to a risk, a risk assessment must be undertaken in consultation with the student’s parents/carers. Similarly where information obtained from the request form reveals that the student has a confirmed disability which may require accommodations and/or learning adjustments, a consultative planning process must be undertaken with parents/carers.

7.4 Obtaining relevant information about non-government and interstate students

Principals may wish to contact their colleagues in non-government schools to request information about non-government students seeking enrolment in Year 7.

In addition, the NSW Government is a party to a national exchange of information regarding students seeking to enrol from interstate schools. For further information about the Interstate student data transfer note please see the MCEEDYA webpage (http://www.mceecdya.edu.au/mceecdya/isdsn_interstate_student_data_transfer_note,12095.html)

7.5 Use of sample letters

A set of six sample letters has been developed to assist schools in implementing these enrolment procedures. It is highly recommended that schools use these letters, rather than construct their own, as these letters were developed with the help of the Department’s Legal Services Unit.

- **Sample Letter 1A** (see page 52) advises parents/carers that their child has been identified for placement at the secondary school and invites them to check and if necessary amend or add any missing information on the ‘ghosted’ ERN version of the Application to Enrol before signing it and returning it to the school.

- **Sample Letter 1B** (see page 54) advises parents/carers that their child has been identified for placement at the secondary school and invites them to fill in and sign a blank copy of the Application to Enrol before returning it to the school.

- **Sample Letter 2** (see page 55) notifies local parents/carers that their Application to Enrol has been accepted.

- **Sample Letter 3** (see page 56) advises non-local parents/carers that their EOI for placement at a particular school has not been successful.

- **Sample Letter 4** (see page 57) advises non-local parents/carers that their Application to Enrol has been received.

- **Sample Letter 5** (see page 58) replaces the old ‘Authority to enrol’. It confirms placement at the secondary school and provides details of Year 6 orientation activities and first day requirements for Year 7.

For translations of these six letters please go to: https://www.det.nsw.edu.au/languagesupport/documents/index_s.htm

7.6 Processing of local students

The process for enrolling Year 7 local students contains several important steps:

- Send out **Sample Letter No.1A or 1B and an Application to Enrol in a NSW Government School** to obtain relevant background information from parents/carers. At the same time, go into ERN and change each student’s status from ‘Registered (interested)’ to ‘Registered (offered)’.

- Fax or email **Student Information Request No.1** to primary principals to obtain relevant information about special circumstances or relevant previous history of local students.

- Review the information provided by parents/carers on the Application to Enrol, plus any other available information including information provided by the primary principal, to determine whether a detailed risk assessment is required. Commence detailed risk assessments where
required. Enter details and update ERN as required

- Notify all local students accepted for enrolment through Sample Letter No.2
- Develop all necessary plans, strategies and safeguards to allow, where possible, the finalisation of enrolment and attendance of local students identified as having a relevant previous history of concern or other special needs. Maintain close liaison with your school education director on any concerns relating to the enrolment of local students.

7.7 Processing of Round 1 non-local students

The processing of non-local students in Round 1 involves the following steps:

- Convene the placement panel to consider EOIs from non-local students (For more information about placement panels please see pages 7-8.)
- Identify successful non-local students on the basis of the school’s published enrolment policy and published selection criteria
- For non-local students who are successful in gaining a place, secondary principals should send out Sample Letter No.1A or 1B and an Application to Enrol in a NSW Government School to obtain relevant background information from parents/carers. At the same time, go into ERN and change each student’s status from ‘Registered (interested)’ to ‘Registered (offered)’
- For non-local students who have not been successful in gaining a place, secondary principals should:
  (a) Notify parents/carers of their unsuccessful EOI through Sample Letter No.3. (This may also include notifying them of placement on a waiting list, if applicable.)
  (b) Go into ERN and change each student’s status from ‘Registered (interested)’ to ‘Withdrawn (by school)’.
  (c) Forward copies of all unsuccessful EOIs onto Choice 2 secondary schools (in those cases where parents/carers have sought placement at a second non-local school). This should occur even if the student has been placed on a waiting list for the Choice 1 school.
  (d) Please note that if a student is placed on a waiting list then this waiting list must be developed by the school, e.g. as an Excel spreadsheet or as a manually drawn up list of students. The ERN “Registered (standby)” enrolment category cannot be used with the ERN Year 6-7 tracking sheet.
- If time permits, secondary principals should send out Sample Letter 4 as a matter of courtesy and good public relations once each non-local student’s Application to Enrol has been received back by the school
- Once it has been received back, the Application to Enrol may provide information that requires further investigation in terms of risk assessment.

7.8 Action by the primary principal

- Primary principals should complete and return all Student Information Requests as soon as possible
- At the end of Round 1, primary principals will be able to view the ERN tracking sheet and determine which students have been successful or unsuccessful in their non-local applications for secondary school placement.
  (a) If a student has been successful in gaining placement in their Choice 1 non-local secondary school, the primary principal should send the original of the EOI to the secondary school
  (b) If parents/carers have not requested a Choice 2 non-local secondary school, the primary principal should send the original of the EOI to the designated local secondary school and write on it ‘No non-local places available’.
STEP 8: PROCESSING OF ROUND 2 NON-LOCAL STUDENTS

8.1 Action by the secondary principal during Round 2
Round 2 non-local students will go through the same process as that described under the heading Processing of Round 1 non-local students (see above).

8.2 Action by the primary principal at the end of Round 2
At the end of Round 2, primary principals will be able to view the ERN tracking sheet and determine which students have been successful or unsuccessful in their non-local applications for secondary school placement.
(a) If a student has been successful in gaining placement in their Choice 2 non-local secondary school, the primary principal should send the original of the EOI to the secondary school
(b) If parents/carers have not requested a Choice 3 non-local secondary school, the primary principal should send the original of the EOI to the designated local secondary school and write on it ‘No non-local places available’.

8.3 Local students who missed out on their Round 1 non-local application, but who did not apply for another non-local school in Round 2
At this stage in the process each secondary school will start to receive information back about local students who missed out on non-local placement in Round 1, but who did not apply for any other non-local schools. These students should start to be processed as a normal local enrolment, with the secondary school sending out Sample Letter 1A or 1B and an Application to Enrol.

STEP 9: PROCESSING OF ROUND 3 NON-LOCAL STUDENTS

9.1 Action by the secondary principal during Round 3
Round 3 non-local students will go through the same process as that described under the heading Processing of Round 1 non-local students (see above).

9.2 Action by the primary principal at the end of Round 3
At the end of Round 3, primary principals will be able to view the ERN tracking sheet and determine which students have been successful or unsuccessful in their non-local applications for secondary school placement.
(a) If a student has been successful in gaining placement in their Choice 3 non-local secondary school, the primary principal should send the original of the EOI to the secondary school
(b) If a student has been unsuccessful in Round 3, the primary principal should send the original of the EOI to the designated local secondary school and write on it ‘No non-local places available’.

STEP 10: REQUESTING BACKGROUND INFORMATION ON STUDENTS NOT YET PROCESSED
At the end of Round 1 secondary principals sent out Student Information Requests to primary principals, seeking feedback on local students coming to their local high school. Since then, however, there may have been quite a large number of additional students who have been identified for enrolment. These students would include:
• non-local students you identified for placement during Rounds 1, 2 and 3
• local students who were not successful in gaining non-local placement at other schools during Rounds 1, 2 and 3 – but who are now seeking placement at your school
• any other late enrolments or any other students for whom you do not have the necessary information.
As a result it is now time to send primary principals Student Information Request No.2 so that the Applications to enrol that have been returned by all these students can now be finalised.
Please refer to Section 4 where this process is outlined in detail on pages 28-29.

**STEP 11: CONFIRMATION OF ENROLMENT LETTERS**

By the end of August secondary schools should be in a position to commence the distribution of *Sample Letter No.5*. This letter confirms that students have a place at the school and provides details of the proposed Year 6 orientation day and requirements for Day 1 of Year 7.

As a matter of courtesy and good public relations this letter should be sent out to all students now identified for placement at your school, even if they have already been sent *Sample Letter No.2* previously.

As students are processed and accepted for enrolment during Term 4, this letter should then be sent out as an ongoing process prior to the end of the year.

**STEP 12: PLACEMENT OFFERS TO STUDENTS ON WAITING LISTS**

As enrolment vacancies occur secondary principals should contact students on their waiting list and invite them to complete an *Application to Enrol*.

The process detailed below should also be followed 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 accepted.

Please note that when a school decides to offer a place to a student on a waiting list, or as a result of a successful appeal, there are a number of actions that must be followed through by that school. These actions will depend on what stage of the placement process it is, because this student will be currently being processed for enrolment by another school that was a lower preference on this student’s choice of schools list.

**12.1 Students who accept the offer of a place well before the end of the year**

If a student accepts an offer of a place well before the end of the year, Secondary School A (the school making the offer) will need to contact Secondary School B (the school that is currently in black bold on the tracking sheet and which is in the process of either enrolling this student or considering them for enrolment) and advise them that School A is now going to offer this student a place. School A would also request that the original of the student’s EOI be forwarded to them (if this already has been received from the primary school).

As a result of this advice, School B would withdraw this student from their enrolment process by changing the student’s enrolment status in ERN to “Withdrawn (by school)”, and then send the original of the EOI to School A (if available).

School A will also need to contact any other school further down the line as well, including the designated local high school, and advise them that this student is now being offered a place at School A. After contact with each school has been made, School A will need to register the student, at which point the student’s enrolment status at School A will become “Applied to enrol (incomplete)”.

**12.2 Students who accept a late offer and turn up to enrol at the start of the next school year**

If a student is made an offer of a place towards the end of the year and turns up at the start of the next school year to enrol in School A (the school making the offer), then provided the student has not commenced attending School B (the school that was expecting them to attend on Day 1 of Year 7), School A will need to contact School B and advise them that School A will now be enrolling this student. As a result of this advice, School B would withdraw this student from their enrolment process, by changing the student’s enrolment status in ERN to “Withdrawn (by school)”. School A will then need to register the student, at which point the student’s enrolment status at School A will become “Applied to enrol (incomplete)”.

**12.3 Students who have commenced attendance at another school**

If it is the start of the next school year and the student has started attending School B, School B will need to process the student as a ‘leaver’ to allow School A to enrol this student.
STEP 13: FINALISATION OF TRACKING SHEETS
Towards the end of September all primary principals should review the ERN tracking sheet and confirm that all Year 6 students are now accounted for in terms of their proposed enrolment in Year 7 next year. Where any problem is identified, primary principals must follow this up to ensure that all student placements are eventually finalised.

STEP 14: YEAR 6-7 ORIENTATION DAY
An orientation day for all Year 6 students moving into Year 7 next year should be organised by every secondary and central school across the state. The agreed date for this orientation day is Tuesday 7th December 2010.

Please note that in some circumstances, e.g. where a group of schools have implemented an ongoing program of transition activities throughout the year or where a secondary school and its partner primary schools can run their orientation day on another day without adversely affecting other schools and other Year 6 students, then an alternative date is acceptable provided all the schools agree and no students are disadvantaged.

STEP 15: STUDENT RECORD CARDS
Primary principals should finalise the attendance information etc on all their Year 6 Student Record Cards by the end of the year and package them up so that they can be sent at the latest during Week 1 Term 1 of the following year to secondary schools.

Please do not use Australia Post immediately prior to the holidays as there is a risk that record cards may be left in a letter box on the school site for the whole of the holidays.

If a student fails to enrol the following year, the secondary principal should return the Student Record Card to the primary school. The home school liaison officer will follow up those non-enrolling students where no satisfactory explanation for non-enrolment has been received.
STUDENT INFORMATION REQUEST No. 1

CONFIDENTIAL

Year 6-7 Enrolment and Transition, 2010-2011
Request for Background Information on Students

From the Principal, ________________________________ Fax: _____________
To the Principal, ________________________________ Fax: _____________

Dear Colleague

The following Year 6 students from your school have sought placement in Year 7 at [name of secondary school] next year. These students are local students seeking local placement at our school.

In the interests of enhanced primary-secondary transition information and implementation of the student risk assessment procedures introduced in Memorandum DN/06/00168 Enhanced Enrolment Procedures and the Application to Enrol in a NSW Government School, please indicate whether there are any special circumstances (as defined on page 10 of the Application to Enrol, e.g. mature age, pregnancy, living apart from parental supervision, subject of a court order, State-arranged out of home care etc) or there is a relevant previous history which might pose a risk of any type to the student, other students or staff at this school (as defined on page 10 of the Application to Enrol, e.g. violent behaviour, suspension or expulsion, illegal drugs, weapons, threats, intimidation, medical history etc).

Please return this form to me as a matter of urgency.

Upon receipt of your reply, I will contact you as soon as possible to discuss any students who you have identified on this list. Alternatively, given the nature and importance of any student’s particular situation, please call me directly on [phone number].

Thank you very much for your help in this matter.

Yours sincerely

____________________
Principal

Date: _______________
STUDENT INFORMATION REQUEST No. 1 (continued)

Name of secondary school: ______________________________________________
Name of primary school: ________________________________________________
Date of reply by primary school: _________________________

Table 1
Local students for whom we do not have an indication of
special circumstances or relevant previous history

Please note:
1. For definitions of these terms please see page 10 of the Application to Enrol in a NSW Government
   School.
2. Secondary schools should complete details in columns 1-3. Primary schools should complete the
   remaining columns.

<table>
<thead>
<tr>
<th>Name of student</th>
<th>Date of birth</th>
<th>Sex (M/F)</th>
<th>Special circumstances</th>
<th>Relevant previous history of violence</th>
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CONFIDENTIALITY WARNING
The confidentiality of the information contained in this message is protected and is intended for the principal named
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message to any other person or organisation. Unauthorised disclosure or misuse of the confidential information obtained
as a result of mistaken transmission may incur a liability for criminal penalty. Please notify the sender if you have
received this message in error.

Please respond by return fax or email.
STUDENT INFORMATION REQUEST No. 2

CONFIDENTIAL

Year 6-7 Enrolment and Transition, 2010-2011
Request for Background Information on Students

From the Principal, ________________________________  Fax: _____________
To the Principal, ________________________________  Fax: _____________

STUDENT INFORMATION REQUEST No. 2

Dear Colleague

The following Year 6 students from your school have sought placement in Year 7 at [name of secondary school] next year.

For those students in Table 1, i.e. students for whom we do not have any information, please indicate whether there are any special circumstances (e.g. mature age, pregnancy, living apart from parental supervision, subject of a court order, State-arranged out of home care etc) or there is a relevant previous history which might pose a risk of any type to the student, other students or staff at this school (e.g. violent behaviour, suspension or expulsion, illegal drugs, weapons, threats, intimidation, medical history etc).

For those students in Table 2, i.e. students for whom you have previously provided information, please clearly indicate any student for whom there has now been a change in special circumstances or relevant previous history since completion of the previous form.

Please return this form to me as a matter of urgency. Upon receipt of your reply, I will contact you as soon as possible to discuss any students who you have identified on this list. Alternatively, given the nature and importance of any student’s particular situation, please call me directly on [phone number].

In addition, would you please contact me immediately should there be a change in any student’s situation between now and the end of the year?

Thank you very much for your help in this matter.

Yours sincerely

____________________
Principal

Date: _____________

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Please respond by return fax or email.
STUDENT INFORMATION REQUEST No. 2 (continued)

Name of secondary school: _____________________________________________
Name of primary school: _____________________________________________
Date of reply by primary school: ________________________________

Table 1

Students for whom we currently do not have an indication of
special circumstances or relevant previous history

Please note:
1. For definitions of these terms please see page 10 of the Application to Enrol in a NSW Government School.
2. Secondary schools should complete details in columns 1-3. Primary schools should complete the remaining columns.

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Table 2

Students for whom we already have an indication – please confirm current status
(Note: Secondary school to complete all details in this table or re-fax earlier response as 'Table 2', primary school to check and clearly indicate any changes to this information.)

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<th>Name of student</th>
<th>Date of birth</th>
<th>Sex (M/F)</th>
<th>Special circumstances</th>
<th>Relevant previous history of violence</th>
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Please respond by return fax or email.
SAMPLE LETTER No. 1A
FOR USE WITH THE ERN ‘GHOSTED’ APPLICATION TO ENROL

[School letterhead]

[Date]

[Name of parent or carer]
[Address]

PLACEMENT IN YEAR 7, 2011

Dear [name of parent or carer]

Thank you for your expression of interest for placement of your child, [name of child], in Year 7 at [name of school] in 2011.

In accordance with your expression of interest, we have identified your child for proposed placement on our enrolment list for next year. As you would be aware, until a completed application to enrol has been accepted by the school, your child’s enrolment at [name of school] cannot be finalised.

If you wish to proceed with a formal application to enrol, please complete the attached Application to Enrol in a NSW Government School and return this form to me by [DAY and DATE].

You will notice that this form already has many sections filled in for you. This is information we currently have in our computer system about your child. However, there are also some sections where we do not have all the information we need to enrol your child.
1. Please check all the printed information and make any corrections that are needed.
2. Please complete any missing information.
3. Please make sure you answer all questions on page 10 and sign the form on page 11.

Please note:
- It is compulsory for you to answer all questions on the application form except those about your occupation and education
- If we have not received your application to enrol by the date shown above we will assume that you are no longer interested and other students will be invited to apply
- If you submit this application but then change your mind, or your circumstances change and you no longer wish to proceed with enrolment, please contact the school as soon as possible so that we can contact other students on our waiting list.

Your application will be reviewed and processed as a matter of priority. If it is accepted, an official confirmation of enrolment will be sent to you. In some circumstances we may need to follow up with you on some aspect of the information you have provided in your application. If this is the case, we will contact you.

If you need help in completing this form please contact your local primary school, or make an appointment to talk with our staff at [name of high school] on telephone number [school phone number].

Thank you for your assistance.

Yours sincerely
[name of principal]
Principal
SAMPLE LETTER No. 1B
FOR USE WITH A BLANK APPLICATION TO ENROL

[School letterhead]

[Date]

[Name of parent or carer]
[Address]

PLACEMENT IN YEAR 7, 2011

Dear [name of parent or carer]

Thank you for your expression of interest for placement of your child, [name of child], in Year 7 at [name of school] in 2011.

In accordance with your expression of interest, we have identified your child for proposed placement on our enrolment list for next year. As you would be aware, until a completed application to enrol has been accepted by the school, your child’s enrolment at [name of school] cannot be finalised.

If you wish to proceed with a formal application to enrol, please complete the attached Application to Enrol in a NSW Government School and return this form to me by [DAY and DATE].

Please note:
• It is compulsory for you to answer all questions on the application form except those about your occupation and education.
• If we have not received your application to enrol by the date shown above we will assume that you are no longer interested and other students will be invited to apply.
• If you submit this application but then change your mind, or your circumstances change and you no longer wish to proceed with enrolment, please contact the school as soon as possible so that we can contact other students on our waiting list.

Your application will be reviewed and processed as a matter of priority. If it is accepted, an official confirmation of enrolment will be sent to you. In some circumstances we may need to follow up with you on some aspect of the information you have provided in your application. If this is the case, we will contact you.

If you need help in completing this form please contact your local primary school, or make an appointment to talk with our staff at [name of high school] on telephone number [school phone number].

Thank you for your assistance.

Yours sincerely

[name of principal]
Principal
SAMPLE LETTER No. 2

[School letterhead]

[Date]

[Name of parent or carer]
[Address]

NOTIFICATION OF ACCEPTANCE INTO YEAR 7, 2011

Dear [name of parent or carer]

Thank you for your application to enrol your child, [name of child], in Year 7 at [name of school] next year.

I am pleased to advise you that your application to enrol has been successful. May I offer you and your child my sincere congratulations. I look forward to a very successful association with you both over the coming years.

An orientation day for all incoming Year 7 students will be held at our school on [day and date]. We will send you more details about this orientation day during September/October.

Please contact the school immediately if your circumstances change and you no longer wish to proceed with this enrolment. We will then be able to offer this vacancy to another student on our waiting list.

If you have any questions or need any further information, please contact [name of school person who will deal with enquiries, telephone number].

Yours sincerely

[name of principal]
Principal
NOTIFICATION OF AN UNSUCCESSFUL NON-LOCAL PLACEMENT

Dear [name of parent or carer],

Thank you for your expression of interest for placement of your child, [name of child], in Year 7 at [name of school] next year.

I regret to advise you that your expression of interest has been unsuccessful. The reasons for this are … (insert reasons here for the unsuccessful EOI - but please note that if these reasons are likely to be contentious, the principal should seek further advice about the drafting of this letter from their school education director).

(Delete if not applicable) Please note, however, that your child has been placed on a waiting list, should a vacancy occur within the next few months. Your child is [position on list, e.g. sixth] on this list. Should such a vacancy occur, we will contact you immediately.

Yours sincerely

[name of principal]
Principal
SAMPLE LETTER No. 4

[School letterhead]

[Date]

[Name of parent or carer]
[Address]

NOTIFICATION OF RECEIPT OF APPLICATION TO ENROL

Dear [name of parent or carer]

Thank you for your application to enrol your child, [name of child], in Year 7 at [name of school] next year.

Your application will be reviewed and processed as a matter of priority. If it is accepted, an official confirmation of enrolment will be sent to you. In some circumstances we may need to follow up with you on some aspect of the information you have provided in your application. If this is the case, we will contact you.

Please contact the school immediately if your circumstances change and you no longer wish to proceed with this enrolment. We will then be able to offer this vacancy to another student on our waiting list.

If you have any questions or need any further information, please contact [name of school person who will deal with enquiries, telephone number].

Yours sincerely

[name of principal]
Principal
SAMPLE LETTER No. 5

[School letterhead]

[Date]

[Name of parent or carer]
[Address]

CONFIRMATION OF ENROLMENT IN YEAR 7, 2011

Dear [name of parent or carer]

Thank you for your application to enrol your child, [name of child] in Year 7 at [name of school] next year.

I am pleased to be able to confirm that a place has been reserved for your child at our school in 2010. May I extend my congratulations and a very warm welcome to you and your child.

An orientation day for incoming Year 7 students will be held ... (indicate day, date, location, start time, finishing time, other arrangements, what to bring, desirability of parent/carer attendance etc)

The first day of attendance for Year 7 students next year is [day and date]. On this day students will need to be at school ... (indicate start time, location, what to bring, other arrangements including parent/carer attendance, where to purchase school uniform etc)

Please contact the school immediately if your circumstances change and you no longer wish to proceed with this enrolment. We will then be able to offer this vacancy to another student on our waiting list.

If you have any questions or need any further information, please contact [name of school person who will deal with enquiries, telephone number].

I look forward to meeting you and your child at the Year 7 orientation day on [date].

Yours sincerely

[name of principal]
Principal
7. LINKS TO ERN YEAR 6-7 TRACKING SHEET TRAINING VIDEOS AND QUICK REFERENCE GUIDES (QRGs)

ERN TRAINING VIDEOS

Logging into ERN
Entering the EOI Sheet
Using the Tracking Sheet for Primary School
Using the Tracking Sheet for High School

ERN QUICK REFERENCE GUIDES

QRG – How to Give Staff Access to the ERN Tracking Sheet
QRG - How to Log into ERN
QRG - How to Set up Multiple Designated High Schools
QRG - How to Enter a Student’s EOI into ERN
QRG - How to Withdraw Students
QRG - How to Change a Student’s Status to Registered Offered
QRG - Understanding the High School Tracking Sheet
QRG - Understanding the Primary School Tracking Sheet

In ERNest