Education
Public Schools

March 2017

Year 6-7 reference guide

Procedures for secondary school enrolment from Year 6 2017 to Year 7 2018

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Please note:

The School Finder has been introduced to facilitate the identification of school intake areas and provide parents and carers with other useful information about schools. School Finder replaces the School Intake Zone Enquiry tool (SIZE) and it can be accessed by staff via the 'My Applications' button on the DoE staff portal.

Translations

The expression of interest booklet Moving into Year 7 in a government school is available in translation in community languages on the Department's website. While the EOI form must be completed in English, schools may wish to print translated booklets to assist parents/carers in better understanding the process. Please use these translations where appropriate and reassure parents/carers that the information is current.

Responsibilities – health care

Primary principals:

- checking at the end of Term 3 that all information about individual students with learning and support needs, including health conditions, have been notified to the relevant secondary school
- checking during and at the end of Term 4 that any newly diagnosed learning and support needs or health conditions, or changes to existing learning and support needs or health conditions, have been notified to the relevant secondary school.

Secondary principals:

- checking that all referrals and information received from primary principals about individual students' learning and support needs, including health conditions, has been referred to the learning and support team
- checking that any advice about incoming Year 7 students from primary principals in relation to newly diagnosed learning and support needs or health conditions, or changes to existing learning and support needs or health conditions, have been notified to the learning and support team.

Procedures for secondary school enrolment – transition from Year 6 2017 to Year 7 2018

This document provides policy and procedural information for principals, school staff and Directors, Public Schools NSW on the enrolment of Year 6 students into Year 7 at NSW government secondary schools.

Important note regarding 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.)

The Department's collection notice and information about privacy are available for schools at http://www.dec.nsw.gov.au/about-us/plans-reports-and-statistics/privacy. If you need advice about a particular aspect of privacy within the school, please contact Legal Services on 02 9561 8538.

Section 1 Policy

Legislative and legal context

Public Education in New South Wales exists to provide high quality education for all students. The NSW Education Act (1990) 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 (NSW Education Act, Sections 34 and 34A).

At the same time the Department has an obligation to ensure, as far as is reasonably practicable, the health and safety of students and staff. What is reasonably practicable will be determined by what is reasonably able to be done including:

- the likelihood of the hazard or risk concerned occurring, and
- the degree of harm that might result from the hazard or risk, and
- the availability of suitable ways to eliminate or minimise the risk.

This includes consideration of whether the student's past behaviour, or a learning and support need, poses a current risk and also whether the student is at harm from, for example, a serious health condition such as asthma, diabetes, anaphylaxis or epilepsy.

In addition, attention is drawn to the t h e Commonwealth Disability Discrimination Act 1992 (at https://www.legislation.gov.au/Details/C2016C00763) and the Disability Standards for Education 2005 *(*at https://www.legislation.gov.au/Details/F2005L00767) made under that Act, in order to ensure that enrolment policies and practices are non-discriminatory and students with disability are treated on the same basis as their peers without disability, with specific obligations to provide reasonable adjustments for students with disability.

Information is available at:

- Legal Issues Bulletin No.43 Enrolment of students in government schools is a useful reference for principals.
- Legal Issues Bulletin No 51 School Counsellors, Confidentiality and the Law provides advice about disclosure of counsellor information.
- Legal Issues Bulletin No. 55 Transgender students in school – legal rights and responsibilities provides advice on issues relating to the enrolment of students who identify as transgender.

Principles and policy implementation governing Year 6-7 enrolment

Parents/carers are entitled to seek enrolment at any school under Section 34(1) of the Education Act. Generally children, as a general rule, are entitled to placement 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, Year 6 parents/carers are entitled to apply for placement of their children in up to three other secondary schools under the Department's current 'Year 6-7 enrolment procedures'.

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.

Designated intake areas

The NSW 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. The boundaries of these designated intake areas are determined by the Department through a process involving consultation between Asset Management, Directors Public Schools NSW and Principals. The establishment of designated intake areas for local secondary schools leads to the concept of designated local secondary schools.

The Department's School Finder is a tool that allows users to enter the parents/carers' home address to find their local school on a map. The audience for the School Finder includes parents and carers, business users, Department of Education staff as well as other government departments and the general public. Information displayed on the tool includes the school's intake area (catchment), school contact information, links to the school website and other information about the school that will be of interest to prospective parents such as whether a school offers out of hours

care and the transport routes to and from the school.

The School Finder replaces the School Intake Zone Enquiry tool (SIZE) and it can be accessed by staff via the 'My Applications' button on the DoE insight staff portal.

Some schools will not show an intake zone and catchment boundary. These schools include rural schools and schools in small towns, special schools and some selective and specialist secondary schools.

Enrolment ceilings

The principal monitors enrolment on an ongoing basis, within an enrolment ceiling, based on available permanent accommodation. This is the total number of students that are to be enrolled at the school.

Demountable classrooms 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 resulting from non-local placements. If schools have demountable buildings on site the Principal should discuss the non-local enrolment criteria with the Director Public Schools NSW prior to considering non-local enrolments.

The enrolment ceiling for selective schools is set by the Deputy Secretary in accordance with the Selective High School and Opportunity Class Placement Policy.

Enrolment buffers

Within this enrolment ceiling, schools are required to establish an enrolment buffer to accommodate local students arriving throughout the year. This buffer should be determined in consultation with the Director Public Schools NSW, where appropriate. The size of the buffer should be based on both historical data, for example past enrolment trends and enrolment fluctuations, and on current knowledge of changes in the local area, for example 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.

In 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.

Development of non-local enrolment criteria

Each principal, in consultation with their Director Public Schools NSW and school community, is required to develop a document which clearly states the criteria upon which non-local enrolments will be accepted into the school.

School placement panels

The school should establish a school placement panel to (a) consider all non-local applicants against the school's published placement criteria, and (b) develop an ordered list of non-local applicants who satisfy the criteria. This list would then provide a basis for decisions about offering of places, placement on the school's waiting list and declining non-local applications. The composition of the panel is determined locally and should be chaired by a member of the senior executive staff and consist of at least one teaching staff member and one school community member nominated by the school's parent organisation.

The enrolment panel considers non-local enrolment applications in a timely manner. In considering applications, the panel assesses only the information and supporting documentation presented on the non-local enrolment application form, available from the school.

The decision made by the panel considers the enrolment ceiling and the buffer retained for local students arriving later in the year. The panel records all decisions and keeps minutes of meetings which are to be available on request by the Director, Public Schools NSW. The chairperson ensures that the established criteria are applied equitably to all applicants. The chairperson will provide a written explanation to all parents of students applying for non-local enrolment to advise the decisions of the panel.

Please note that the timelines and deadlines required in this Year 6-7 process for Rounds 1, 2 and 3 must not be affected by panel members' leave.

Placement criteria for non-local students

Criteria for the enrolment of non-local students should be developed by the principal after consultation with the school

community and reflect the information contained in this policy. Criteria for non-local enrolment applications must be documented. The criteria should be made available to the school community and parents who are interested in enrolling their children. Criteria may include:

- proximity and access to the school
- siblings already enrolled at the school
- access to single-sex education
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- special interests and abilities
- compassionate circumstances
- structure and organisation of the school.

It should be made clear what weighting is given to each of the criteria. Schools ensure that information about entry requirements, the choice of courses or programs available is accessible to students with disabilities in a way that enables the student, or associates, to make informed choices.

Waiting lists

A waiting list may be created for non-local students, for a period of one year. Parents are advised in writing if their child is to be placed on a waiting list and his or her position on it. The length of the waiting list should reflect realistic expectations of potential vacancies.

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 5 list.

For detailed information on the process of making offers from waiting lists, please see Section 4, Step 12: Offering places to students on waiting lists, successful appeals against non-placement.

Appeals

Where a parent/carer wishes to appeal against the decision of the school placement panel, the appeal should be made in writing to the principal. The principal should seek to resolve the matter in a timely manner. If parents are not satisfied with the determination of the appeal, they should be referred to the Director Public Schools NSW to request a review of the non-local application decision making process. The purpose of the appeal and review processes is to determine whether the stated criteria in the school policy have been applied fairly.

Note: In the event that an appeal or request for review is upheld in relation to a student being declined placement at a school, this should be managed 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 4, Step 12.

Students seeking to enrol in a NSW public school must complete an 'Application to Enrol in a NSW Government school' for consideration by the secondary school principal. The 'Application to Enrol' form will be sent to the parent/carer by the secondary school principal who offers their child a place in their school.

Responsibilities of the Principal

With regard to enrolment, Principals

- accept or decline applications for enrolment
- ensure accurate enrolment data is recorded on the enrolment register
- oversee risk assessments and management plans for prospective students with safety or health concerns
- develop selection criteria for non-local enrolment applications that exceed the number of places available
- inform parents and community members about the local school procedures for enrolment
- advise the Director, Public Schools NSW of enrolment trends in the school
- have delegated authority to grant exemptions from enrolment for students who have completed Year 9 and been approved to undertake a full-time apprenticeship or traineeship, pursuant to Section 25 of the

NSW Education Act 1990. This applies to secondary and central school principals only
- establish a placement panel to consider non-local applications against the school's classroom availability within the enrolment ceiling
- manage appeals regarding non-local enrolments following determinations of the School Placement Panel
- have delegated authority to refuse enrolment where a student has a documented history of violence and there is no evidence that the student has learned appropriate skills to manage the violent behaviour, pursuant to Section 34(4)(b) of the NSW Education Act 1990. This is subject to compliance with the requirement to conduct a risk assessment pursuant to part 5A of the NSW Education Act 1990 and consultation with Director, Public Schools NSW.

Responsibilities of the Director, Public Schools NSW

With regard to enrolment, Directors, Public Schools NSW:

- manage reviews of enrolment procedures where parents are not satisfied with the outcome of an enrolment application or the decisions of the Principal in the management of an appeal of the decision of the School Placement Panel
- approve principals accepting or declining applications for enrolment in particular circumstances, such as adult enrolment to courses of study other than the Higher School Certificate
- consult with principals proposing to refuse enrolment under Section 34(4)(b) of the NSW Education Act 1990
- annually monitor enrolments across each school within the Network in consultation with Principals and the Asset Management Directorate.

Section 2- Special 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.

Placement in non-local secondary schools

Parents are entitled to apply for placement of their children in up to three other government secondary schools under the Department's established Year 6-7 enrolment procedures. Year 6 students seeking non-local placement should indicate their preferences using Section C of the 'Expression of interest for placement in Year 7 in a NSW government school (EOI)'.

Placement in single-sex secondary schools

Government single-sex secondary schools have a designated intake area which in most cases do not overlap or encroach upon the intake area of any adjacent coeducational secondary school.

Under normal circumstances what this means is:

- a student residing within the designated intake area of a particular single-sex school would usually be able to enrol at that school, particularly if enrolling at the commencement of the school year
- a student residing outside the designated intake area of a particular single-sex school would need to apply to that school as a non-local enrolment
- a student residing within the designated intake area of a particular single-sex school, but who wishes to attend a co-educational secondary school, would need to apply to that co-educational school as a non- local enrolment.

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, for example 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 families 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 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 due during Term 4 when the student is in Year 5. Parents/carers should apply online at Selective schools' application process.

Applicants are required to sit for the Selective High School Placement Test which is held in March each year and administered by the High Performing Students 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 enrol in selective secondary schools.

Details of placement procedures for selective secondary schools are available from the High Performing Students Unit Selective schools' application process, email ssu@det.nsw.edu.au, phone 1300 880 367 or fax 9266 8435.

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

Placement in the Conservatorium High School

Parents/carers who wish to apply for students to be placed in Year 7 at the Conservatorium High School must

complete an application form available from the high school. All applicants for Year 7 entry to the Conservatorium High School will be expected to take the Selective High School Placement Test and participate in auditions and a music workshop.

The Conservatorium High School usually enrols only citizens of Australia and New Zealand and permanent residents of Australia but may enrol some international students from time to time.

Students with disability who have additional learning and support needs

The learning and support needs of students with disability vary widely. Students with disability are enrolled in the full range of school types and they may seek enrolment in their local designated schools and any of the schools outlined above.

The Commonwealth Disability Discrimination Act 1992 (DDA) and the Disability Standards for Education 2005 give students with disability the right to enrol in a school on the same basis as prospective students without disability. The legislation also requires reasonable adjustment to be provided for students with disability where necessary to enable their access and equitable participation. It is unlawful under the DDA to exclude students on the basis of disability.

The Department provides a range of programs and services to support students with disability and additional learning and support needs.

Every regular school receives an allocation of Learning and Support resources in their RAM (Low Level Adjustment for Disability). This allocation comprises a Learning and Support Teacher allocation and annual flexible funding. Schools use these resources to support students with additional learning and support needs and their classroom teachers, where and when needed according to local needs and priorities. Students do not require a formal disability diagnosis or confirmation in order to access support through these resources.

Enrolment options for a student with confirmed disability may include enrolment in a regular class with additional support through the Integration Funding Support Program, or placement in a specialist support class in a regular school, or a special school. Learning and Wellbeing personnel are available through local Educational Services teams to provide advice on enrolment options, placement procedures and eligibility criteria.

Primary school principals need to be confident that they know what enrolment option parents are seeking for their child so that the relevant secondary school enrolment procedures are followed. This means that schools need to work closely with parents early in the school year to discuss enrolment options in relation to their child's secondary schooling.

Enrolment in a specialist support class in a regular or special school and access to targeted support

Parents seeking to enrol their child in a support class in a regular or special school need to work with the primary school to complete an 'Access Request'.

An 'Access Request' is also required when parents seek specialist targeted provisions like itinerant hearing or vision support and/or support through the Integration Funding Support program.

All requests for specialist support provision, including requests for a place in a specialist support class are determined by a panel. Parents/carers and receiving schools are advised of the panel's recommendation.

Successful enrolment in a specialist 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.

Transition Planning

A considered planning process is important for successful transition of students with disability who require additional support. The transition planning process includes the sharing of information about the specific identified learning and support needs of the student, close liaison between the primary school and secondary school, the student and their parents/carers and other agencies where necessary to plan how their identified needs will be met.

A planned transition process, informed by a summary of the student's 2017 review, will assist the secondary school to meet the obligations described in the Commonwealth disability legislation. Schools should consider the student's needs across the following five areas:

- curriculum
- access

- personal care needs
- ongoing health care needs
- safety issues.

The Personalised Learning and Support Signposting Tool (PLASST) assists teachers and learning and support teams to identify individual student learning needs. Use of this tool could provide a key component of transition planning for students with additional needs. The PLASST can be accessed via the intranet at https://detwww.det.nsw.edu.au/plasst

Using this planning process, relevant staff from the secondary school can plan the way that they will meet the learning and support needs of the student, including any planned Year 6 to Year 7 transition activities. It is expected that students with disability participate in Year 6-7 orientation activities.

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 Border Protection.

Permanent and temporary residents must hold a current, valid visa issued by the Department of Immigration and Border Protection. New Zealand citizens must hold a current New Zealand passport and Norfolk Islanders must hold appropriate current travel documentation verifying residential status.

Temporary residents seeking placement in Year 7

In relation to temporary residents (students who are not permanent residents or New Zealand citizens or Norfolk Island residents) seeking placement in Year 7, the following processes apply;

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' document. 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.

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 (not a permanent resident or New Zealand citizen or Norfolk Island resident) is going to be accepted for enrolment, the secondary school must notify the Temporary Residents Program in writing so that a 'Temporary Residents Program Authority to Enrol' document can be issued to the secondary school. The secondary school may use the Standard Transfer Form located on the Temporary Residents Program webpage.

The temporary resident student is not permitted to commence enrolment for any period of time unless an 'Authority to Enrol' document has been issued to the secondary school by the Temporary Residents Program.

If there are any concerns or issues, secondary principals should contact the Temporary Residents Program by phone on 1300 300 229 (then select option 1) or by email at tempvisa@det.nsw.edu.au before admission is finalised and an offer of place is issued to the parent/carer.

The proof of identity and enrolment of non-Australian citizen documents can be found at:

- Proof of Identity and Residency Status
- Enrolment of Non-Australian Citizens

Student visa holders

International student visa holders (visa subclass 500P or 571P) are international full fee paying students and are not eligible to enrol directly into a NSW Government school without an 'Authority to Enrol' issued by DE International. International full fee paying school students admitted to primary schools should be referred to DE International at the start of Term 2 of Year 6 to arrange their high school placement. International students enrolled in primary school require a new student visa and must apply through DE International.

If there are any concerns or issues, Principals should contact DE International by phone on 1300 300 229 (then select option 2) or fax 8293 6928 or email isc@det.nsw.edu.au

Information about the Temporary Residents Program and International Students Program is available on the Department's website 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 an Additional Language or Dialect (EAL/D) tuition to newly arrived, high school aged students whose first language is not English. Intensive English Centres and the Intensive English High School provide intensive English tuition, orientation, settlement and welfare programs to prepare students for transition into mainstream high schools in NSW.

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 EAL/D 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, a New Zealand citizen or a Norfolk Island permanent resident, an approved provisional visa holder or an approved temporary visa holder (including a student visa). 'An Authority to Enrol (ATE)' is required for all approved provisional visa holders and temporary visa holders
- have the intention to continue their education in a government high school after completion of their Intensive English course.

In certain cases eligible 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. These Year 6 students must be at least 11 years of age on 31 July in the current year.

Schools seeking to arrange a possible transfer for a Year 6 student should contact their local Intensive English Centre or Intensive English High School.

Newly arrived EAL/D 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 initial language assessment and possible enrolment. Year 6 students who complete their course at an Intensive English Centre or the Intensive English High School then exit to Year 7 in a regular secondary school.

Contact details for the fourteen Intensive English Centres and one Intensive English High School located in metropolitan Sydney and Wollongong are available at http://www.schools.nsw.edu.au/gotoschool/types/intensivecentre/index.php.

Please also refer to English as an Additional Language or Dialect for further information.

Section 3- summary of key actions during 2017

Action schedule for Year 6-7 enrolment during 2017

Summary only – please refer to the Year 6-7 Reference Guide to be issued in Term 1 2017 for full details of all steps

Table key: PS: Primary school action, HS: Secondary school action, PS and HS both action, SHS: Selective school action

Term 1

School type	Wk	Date	Actions
Both	4	17 Feb	All primary and secondary schools have appointed a Year 6-7 coordinator.
HS	5	22 Feb	All secondary schools have arranged Year 6-7 transition and school promotion activities with partner primary schools. 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.
Both	5	24 Feb	All schools have provided all relevant teaching staff and SASS with copies of the Year 6-7 Reference Guide (electronic copy plus full colour copy) and related enrolment materials.
PS	6	3 Mar	All primary schools have checked/confirmed each Year 6 student's permanent residential address and designated local high school in preparation for issue of the Moving into Year 7 in a government government school (EOI) booklets. Each student's name, SRN and designated local secondary school have been entered on page 9 of the booklet.
PS	7	8 Mar	All primary schools have issued to parents/carers the Moving into Year 7 in a government school (EOI) booklet for placement in secondary school.
HS	7	9 Mar	All secondary schools have contacted local non-government primary schools to provide them with a supply of Moving into Year 7 in a government school (EOI) booklets and related enrolment information (if required).
SHS	7	9 Mar	Selective High School Placement Test
PS	8	17 Mar	All parents/carers have completed and returned EOIs to primary schools.
PS	9	24 Mar	Entry of Year 6 EOI information into ERN has begun. Sending of EOI originals to designated local high schools (for local students only) and EOI copies to Choice 1 non-local schools (for students seeking non-local placement) has commenced as per Reference Guide.
PS	10	31 Mar	Last day for primary schools to copy and forward EOI copies to Choice 1 non-local schools.

Term 2

School type	Wk	Date	Actions
PS	1	28 Apr	All primary schools have completed entering all Year 6 EOI information into ERN. All necessary EOI originals and EOI copies have been sent to secondary schools.
HS	1	28 Apr	All secondary schools have completed “Quick registrations” in ERN for any Year 6 non-government students seeking placement in Year 7.
HS	2	2 May	Round 1 begins for students seeking placement in Choice 1 non-local schools.
HS	5	26 May	Round 1 non-local placement process concludes. All secondary schools have finalised Round 1 non-local decisions and entered results in ERN. Risk assessment, development of learning and support plans including health care plans (if required) and enrolment of local students and successful Round 1 non-local students has commenced.
HS	6	1 Jun	Round 1 unsuccessful EOIs have been forwarded to Choice 2 non-local schools (if relevant). All secondary schools have sent out the first ‘student information request’ to primary principals.
PS	6	2 Jun	Primary schools have checked the results of Round 1 placement decisions in ERN and sent originals of EOIs to schools that have offered students a place.
HS	7	6 Jun	Round 2 begins for students seeking placement in Choice 2 non-local schools.
HS	8	16 Jun	Round 2 non-local placement process concludes. All secondary schools have finalised Round 2 non-local decisions and entered results in ERN.
HS	9	21 Jun	Round 2 unsuccessful EOIs have been forwarded to Choice 3 non-local schools (if relevant).
PS	9	23 Jun	Primary schools have checked the results of Round 2 placement decisions in ERN and sent originals of EOIs to schools that have offered students a place.
SHS		Early July	First round offers for selective high schools. Parents have 21 days to respond. Offers 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.

Term 3

School type	Wk	Date	Actions
HS	1	17 Jul	Round 3 begins for students seeking placement in Choice 3 non-local schools.
HS	1	21 Jul	Round 3 non-local placement process concludes. All secondary schools have finalised Round 3 non-local decisions and entered results in ERN.
PS	2	28 Jul	Primary schools have checked the results of Round 3 placement decisions in ERN and sent originals of EOIs as indicated in Reference Guide.
HS	4	11 Aug	All secondary schools have sent out the second 'student information request'. Risk assessment, development of learning and support plans including health care plans (if required) and enrolment of local students and successful non-local applicants continues.
HS	7	31 Aug	All secondary schools have sent out 'confirmation of enrolment' letters.
SHS		Sept Mid Sept	Selective high school placement appeals panels meet. Outcome of selective high schools appeals process advised to parents. Ongoing offers of placement in selective high schools.
HS	9	15 Sept	All secondary schools have checked/updated each Year 6 student's enrolment status in ERN.
PS	10	22 Sept	All primary schools have checked ERN and confirmed that all their Year 6 students are accounted for in terms of placement in a school for 2018. Secondary schools have been advised of students with learning and support needs.

Term 4

School type	Wk	Date	Actions
Both	9	5 Dec	Year 6 orientation day for all secondary schools.
PS	10	14 Dec	Newly diagnosed or changed learning and support needs including health conditions have been notified to secondary schools. All primary schools are ready to send Year 6 record cards, etc to secondary schools.

Section 4 – Detailed notes on Year 6-7 procedures

Key points before you start

Please note that staff must follow the detailed process outlined in the **'Detailed Primary Schools Only' task list** or **'Detailed Secondary Schools Only' task list**.

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

Please note: It is of critical importance that primary schools provide secondary schools with information that is relevant to a student's learning and support. This includes information about:

- the student's health condition/s **and**
- any learning difficulties that may impact on the ability of the student to understand his or her condition **and**
- managing the student's health care **and**
- managing risk minimisation strategies that have been developed for the student.

It is also of critical importance that primary schools provide secondary schools with information about how to manage the condition including recognising signs of an emergency and how to respond in an emergency.

Step 1: Initial action by school staff at the start of the year

Primary-secondary transition coordinators

A key element in the collaboration between primary and secondary schools 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.

These coordinators handle enquiries about the Year 6-7 enrolment process during the year and organise or facilitate secondary school information sessions, school visits, school promotion activities and other across-school activities prior to the issuing of the booklet 'Moving into Year 7 in a NSW government school' to parents and carers in Week 7 Term 1.

Support for primary-secondary transition practices

It is increasingly common practice in NSW government schools for primary-secondary transition programs to commence in Year 5, if not earlier. For help with primary-secondary transition the Department has resources to support schools and students at the **Going to a Public School** site.

Development of non-local enrolment criteria

In early Term 1 each secondary principal should review this document 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 document should be forwarded to the Director Public Schools NSW for future reference.

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

Step 2: Provision of information to parents/carers in government schools

Moving into Year 7 in a NSW government school

The booklet Moving into Year 7 in a NSW government school has been developed for use during the Year 6-7 placement process, and includes a checklist for use by primary schools.

Parents should indicate their preference(s) for placement of their child in Year 7 by completing the 'Expression of Interest' form in this booklet (see EOI pages 9-11). The EOI identifies a student's designated local secondary school and also allows parents to indicate a preference for placement in up to three other secondary schools if required. After the expression of interest process is completed and parents know which secondary school is offering their child a place, they must then complete an 'Application to enrol in a NSW government school' for the principal's consideration and assessment. The 'Application to enrol in a NSW government school' is available in 36 languages other than English and should be provided to parents who don't speak English well for reference purposes.

The primary principal should enter the student's name, student registration number (SRN) and designated local secondary school on the first page of the EOI. 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 or use the School Finder tool to ensure that students are matched with their designated local secondary schools.

Some schools will not show an intake zone and catchment boundary. These schools include rural schools and schools in small towns, special schools and some selective and specialist secondary schools.

Please also note that space has been provided in Section B of the 'EOI' (bottom of page 9) to place a printed label to indicate the designated local secondary school. In large primary schools, printing designated local secondary school labels will assist in the process of preparing the booklets for distribution to Year 6 families.

Printed copies of the 'Moving into Year 7' booklet have been supplied to all government primary schools, central schools and K-12 schools for distribution to all Year 6 students in these schools, and to local secondary schools and Network Offices for students not currently attending government primary schools.

For Year 6 students whose parents/carers are from non-English speaking backgrounds, it may also be appropriate to provide a translation of the booklet. For these translations, including an English version of the translated text, please go to Moving into Year 7 in a NSW government school.

Step 3: Provision of information to non-government parents/carers

Individual applicants from non-government primary schools

Parents/carers of students attending non-government schools should obtain a 'Moving into Year 7' booklet from their local Public Schools NSW Network Office, local primary school or local secondary school.

Parents/carers collecting a 'Moving into Year 7' booklet should be asked to return their 'EOI' to their 'Choice 1' government secondary school (either their designated local school or another school) no later than the end of Term 1. These schools then do a 'Quick Registration' in ERN to get these students onto the ERN tracking sheet.

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; request the number of 'Moving into Year 7' booklets they need from their local Public Schools NSW Network Office and then distribute these to each non-government primary school.

Role of local Public Schools NSW Network Office staff

Parents/carers who collect a 'Moving into Year 7' booklet from a local Public Schools NSW Network Office should have the designated local government secondary school entered in Section B of the 'EOI' (bottom of 'EOI' page 9) by local Public Schools NSW Network Office staff. The address supplied by parents/carers needs to be checked for authenticity against two reference points, such as council rate notices, accounts for electricity, gas or water, telephone bills, lease documents or electoral enrolment confirmation. Refer to 'Legal Services Bulletin 43'. A principal may require a person seeking to enrol a child in a school to provide proof, to the satisfaction of the Principal, of the child's identity, date of birth and home address.

Where parents are separated and the child is living with one of the parents it is strongly recommended that a statutory declaration be obtained to confirm that the child lives with that parent, in addition to the reference points to prove the address of that parent.

Where relevant, local network 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.

In a situation where a student is found to be a temporary resident student or an international student visa holder (visa subclass 500P and 571P), please refer to 'Enrolment of non-Australian citizens' (page 12).

If required, local network office staff should contact the Telephone Interpreter Service on 131 450 to assist parents/carers from non-English speaking backgrounds. Staff need to provide the Department's client code in order to access this service. Please see the Interpreting advice at https://education.nsw.gov.au/curriculum/multicultural-

education.

Step 4: Completion of EOI forms by parents/carers

Parents/carers of Year 6 government school students should be asked to return their completed EOI to their primary school by the date shown on the form.

Parents/carers of Year 6 non-government school students should be asked to return their completed EOI form to their 'Choice 1' secondary school no later than the end of Term 1.

EOI Section A

Section A should be completed by all parents/carers and the declaration at the bottom should be signed.

Please note that the primary principal should check the accuracy of the address and other student information that 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.

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 a statutory declaration also be obtained to confirm that the child lives with that parent, in addition to the reference points.

EOI Section B

Section B should be completed if parents/carers want their child to attend their designated local secondary school.

EOI Section C

Section C of the 'Expression of Interest' form allows parents/carers to seek placement in one or more non-local high schools, in specialist high schools (for example sports high schools, performing arts high schools), in specific programs within schools (for example. an academic class, technology class or music class) or in a support class (through a local placement panel when demand for non-local places exceeds available accommodation).

Parents/carers can list up to three (3) schools in priority order in Section C.

Parents should also provide reasons for requesting each of these non-local schools and address the specific enrolment criteria of each of the non-local schools in question. (Please refer to 'Placement criteria for non-local students' on page 7 of this Guide.)

If parents/carers are seeking placement in a specialist high school or specific program within a school then there would normally be other application forms and provision of additional information required.

In the case of a child currently in a primary school support class seeking placement in a secondary school support class, the parent/carer will need to complete both an EOI and an 'Access Request' which is processed through the local placement panel.

Alternatively, parents/carers with a child currently in a primary school support class wishing for their child to be placed in regular classes in the secondary school will need to only complete an EOI, but should support be sought through the Integration, Funding Support Program, an 'Access Request' will need to be completed in addition to the EOI.

Note that 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.

EOI Section D

Parents/carers should tick Section D if they have submitted an application for placement at one or more selective high schools. If parents/carers complete Section D, they must also complete Section B, Section C or Section E of the EOI, just in case their child is unsuccessful in gaining a place at one of these schools.

EOI Section E

Section E is to be completed if placement is not sought in a NSW government secondary school.

Step 5: Subsequent processing of EOIs by primary staff

Important note re: privacy and confidentiality of student information

NSW Privacy and Health 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 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 on 02 9561 8538.

Checking Section A (student information) and entering of EOIs into ERN

Upon receipt of EOIs from parents/carers, primary principals should check the information provided on the form (especially the student's address) and make sure the parent/carer declaration has been signed.

Once the EOI information has been checked, it should then be entered into ERN. Please see detailed advice on this process in the Section 4 list (7 21) 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 certified copy of their current residency documentation, plus a copy of the current 'Temporary Residents Program Authority to Enrol'. When the original (or copy) of the EOI is forwarded to the secondary principal, the necessary documentation can be attached to the EOI as required by DoE enrolment policy.

Every primary school with access to ERN must have entered the EOI information for its Year 6 students before the start of Round 1.

Placement at the designated local secondary school (Section B)

Where parents/carers have requested local secondary school placement only, that is 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 certified copy of current temporary residency documentation, if applicable) to the relevant local secondary school, no later than the date shown in Section 4.

Placement at other government schools (Section C)

Where parents/carers have requested placement at a non-local high school, 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 reasons given by parents or carers for their child's requested placement at each school and could be accessed by the parent/carer at some later stage. Please also note that where comments provided by primary principals are likely to have an adverse impact on the principal's/school placement panel's decision, parents/carers must be given a reasonable opportunity to respond to those comments prior to the final placement decision being made.

Please make sure the parent/carer has not listed a fully selective high school as one of their choices. If they have, you will need to contact them and advise them that fully selective high schools required a separate application and the closing date for these applications was late last year.

If a parent/carer has listed a partially selective high school you will need to contact the parent/carer to confirm that they are applying for this school as a non-local school, not for placement in the selective class in that school.

If the parent/carer is seeking placement in a specialist high school or specific program in a school, you will need to contact them to ensure they have completed any/all additional application requirements of the school/s listed.

If the parent/carer has listed a support class placement you will need to check to ensure that an Access Request has been submitted and placement is being considered by the local placement panel.

If the parent/carer has listed placement in regular classes within a secondary school but also wishes to seek support through the Integration, Funding Support Program, you will need to check that an Access Request has also been submitted.

By the date shown in the Section 5 task list the primary principal should then:

- ensure that each student's EOI information is entered into ERN
- retain the original of each EOI (plus any other documentation supplied by the parent/carer) for when final placement of each student is known, and
- send a copy of the EOI completed by the parent/carer (all three pages of the completed EOI) plus any additional student information supplied by them (for example school reports), plus a certified copy of current temporary residency documentation (if applicable) to the ' Choice 1 'non -local secondary school only. (Please use hand delivery or the DoE courier service if very close to the holidays.)

Selective high school applicants (Section D)

If parents/carers have completed Section D, they should have also completed either Section B, C or E just in case their child is unsuccessful in gaining a place at a selective high school.

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 certified copy of current temporary residency documentation, if applicable) to the local high school
c) retain the original of the EOI until the result of their selective application is known.

If parents/carers have completed Sections C and D, that is they have also sought non-local enrolment in addition to selective high school enrolment, the procedures listed above in 'Placement at other government schools' should be followed.

If parents/carers have completed Sections D and E, that is they do not intend to enrol their child in a public secondary school if they cannot get into a selective high 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 result of their selective application is known. If the student is subsequently not successful in their application to the selective high school, the primary principal should record this on the student's EOI and file it in the student's school records.

The High Performing Students Unit will notify primary schools and local secondary schools of the outcome of selective high school applications. In addition, the ERN tracking sheet will show the progress of each student's enrolment at the various schools shown on the tracking sheet. (Selective high school enrolment will show up in the 'Walk Ups' column of the tracking sheet.) Primary principals will then be able to forward the originals of the EOIs to 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 high 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.

Placement not required (Section E)

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 original of the EOI in the student's school records.
Please note that on page 7 of 'Moving into Year 7 in a NSW government school', parents/carers are advised that the completion of Section E closes all action by NSW government schools relating to the placement of their child in Year 7.

Students with learning and support needs (including health conditions), special circumstances or a relevant previous history of violence etc.

Primary principals should start considering which students may need to be identified as having learning and support needs (including health conditions), special circumstances requiring support, or a relevant previous history of violence etc., for later when secondary principals send out their student information requests.

Step 6: EOI troubleshooting for primary schools

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, that is 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.

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 Step 5 Placement at other government schools.
- Complete 'Quick Registrations' for any non-government Year 6 students who are seeking placement in your school.
- Follow the secondary school procedures identified in the task list for Rounds 1, 2 and 3 for 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 the task list at the end of Rounds 1, 2 and 3 for any students seeking enrolment at other government schools.
- Follow all relevant procedures listed in the task list after the end of Round 3 so that all incoming new students are progressively enrolled in preparation for Day 1 Year 7.
- Send a ghosted enrolment form to parents/carers of all current Year 6 students proceeding into Year 7 at your school, requesting that they update their existing enrolment details as appropriate.

Primary school and secondary school tracking sheets in ERN: Please note that in ERN you can view your primary school tracking sheet by clicking on the 'Tracking sheet' tab in 'Place Management' and then selecting 'Fed To'. You can view your secondary school tracking sheet by selecting 'Fed From'.

Students in SSPs and primary school support classes

Parents/carers of students in SSPs or primary school support classes will need to complete an EOI if they wish to enrol in a secondary school.

In the case of a student seeking placement in a secondary school support class, the parent/carer will need to complete both an EOI and an *Access Request* which is processed through the local panel procedures.

Alternatively, parents/carers with a child currently in a primary school support class wishing for their child to be placed in regular classes in the secondary school will only need to complete an EOI, but should support be sought through the Integration, Funding Support Program, an Access Request will also need to be completed, in addition to the EOI.

Please consult with parents/carers, your school counsellor and local Learning and Support personnel if necessary to determine the likelihood of other students that might be intending to seek placement in regular classes at a 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**] (current Year 6 support class placement) on the secondary school tracking sheet, they are actually seeking enrolment in regular classes for next year.

For students who you know will not require placement in a regular class in a high school, that is you have already been informed that the student has been offered and has accepted a support class placement in a secondary school, you can enter an EOI into ERN on their behalf to show only their designated local secondary school, but make sure you then tick the box "EOI Section E: Placement not required in a NSW government secondary school next year". This will alert this secondary school to the fact that this student does not require placement in a regular class in their school.

Students repeating Year 6

For students who you already know will be repeating Year 6 next year, you can enter an EOI into ERN on their behalf to show only their designated local high school, but make sure you then tick the box "EOI Section E: Placement not

required in a NSW government secondary school next year". This will alert the secondary school to the fact that this student does not require placement.

Parents/carers who do not return an EOI (including EOIs for students going to a non-government or interstate school)

What if I cannot get an EOI from a parent/carer, no matter what I do?

If primary schools have made every effort on a number of occasions to contact parents/carers and get these forms back, and have entered every other form that has been returned to the school, then you can do no more.

What if I have no EOI but the parent/carer informs me of their Year 7 enrolment intentions?

In these situations, please do not enter any EOI information into ERN unless:

- you have some sort of documentation from the parent/carer (for example email, signed note, letter), or
- the parent/carer has personally spoken to you on the phone or face-to-face (Don't forget to make a note of this conversation showing the date and time, and then file it in your records), or
- you are absolutely certain what the intention of the parent/carer is concerning placement of their child in Year 7, In a situation where you are sure about the secondary school intentions of the parent/carer, that is, either going to the local secondary school *or* not requiring placement in a NSW government secondary school, but excluding going to a non-local secondary school (because this requires the parent/carer to complete Section C of the EOI), you should go into ERN and open the EOI data entry window for this student and then:
- enter the name of the designated local high school
- tick the "EOI Section D" box (if applicable)
- tick the "EOI Section E" box (if applicable)
- tick the "Verbal advice" box, that is "Verbal advice only – no EOI form available".

By ticking this "Verbal advice" box you put a [**VA**] symbol on the secondary school tracking sheet. What you are saying to the local secondary school is that in the absence of an EOI you have some sort of verified information and as a result, they should process this student as if an EOI had been submitted.

What if I have no EOI, haven't been able to contact the parent/carer but the student is telling me they intend to go to the local secondary school?

If you have students who think that they will be attending their local secondary school next year but you have absolutely no verbal or written advice from the parent/carer, then advise the secondary school of this situation and suggesting it pencil in these students as 'possible local enrolments'. Also suggest to the secondary school that it might consider mailing out the normal enrolment letter and 'Application to Enrol' form, in the hope that the parents/carers might return the 'Application to Enrol' form to the secondary school.

Parents/carers who submit an EOI with a mix of government and non-government (or interstate) 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.

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

- Notify the parent/carer that the EOI is only used for placement in NSW government schools, and that any application to a NSW non-government school or interstate school is the responsibility of 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 of the EOI and simply record the NSW government schools in the order they appear in Section C 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 already has their EOI information entered into ERN at their previous school.

- If they do not then you should immediately give the parent/carer an EOI form to fill in. When it is returned, enter the EOI information into ERN and send the original of the EOI (or copy if applying for a non-local school) to the relevant secondary school.
- If yes then this EOI information may still be correct – or it may need to be changed. To change an existing set of EOI preferences in 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.

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 already has their EOI entered into ERN at their previous school.

- If they do not, please see Students WITHOUT an EOI entered into ERN.
- If they do, please see Students WITH an EOI entered in ERN.

Students WITHOUT an EOI entered into ERN

If a student does not have an EOI already entered into ERN (for example an interstate student), then it depends on:

- whether he/she wants to go to their local secondary school or to some other school
- how far into the Round 1-2-3 process you are.

If a student only wants to go to their designated local secondary school you should:

- get the parent/carer to fill in an EOI
- enter the EOI information into ERN
- contact the secondary school to advise them of the additional local enrolment that will appear on their tracking sheet
- send this school the original of the EOI.

If a student wants to go to a non-local secondary school, specialist high school, specific program within a secondary school, support class or regular class with integration support you should:

- get the parent/carer to fill in an EOI
- enter the EOI information into ERN
- get the parent/carer to fill out any additional application or paperwork that may be necessary
- contact the 'Choice 1' school listed in Section C to advise them of the additional applicant that will now appear on their tracking sheet in the 'School 1' column
- send this school a copy of the EOI and any other paperwork for consideration by the principal/school placement panel.

If a student wants to go to a non-local secondary school, specialist high school, specific program within a secondary school, support class or regular class with integration support and Round 3 has finished by the time you enter the EOI preferences, there is a possibility that none of these choices may now be available. As a result, although you should still complete the above, suggest to parents/carers that they should personally approach individual schools to seek possible placement for their child, outside the tracking sheet process

Students WITH an EOI entered into ERN

If a student does have an EOI already entered into ERN (for example a student from another NSW government school), then it depends on:

- whether his/her existing EOI is correct
- if he/she wants to go to the designated local secondary school, or to some other school
- how far into the Round 1-2-3 process you are.

If necessary, ask the parent/carer to complete a new EOI so that you can go online and compare the old EOI information with the new EOI.

Now go into your ERN tracking sheet to see the student's previously entered EOI preferences. (Please note that as a result of the change in primary schools, any tick boxes entered by the previous primary school, for example selective high school applicant, will not appear on your tracking sheet. These tick boxes will also be missing from the tracking sheets of the secondary schools.)

If the secondary schools currently entered into ERN are correct then advise each of these schools that the student is now enrolled at your school, and that there may be an 'SH' symbol (selective high school applicant), 'NO' symbol (placement not required in a government school) or 'VA' symbol (verbal advice) missing from their tracking sheets.

If the schools currently entered into ERN are incorrect then you need to check if you still have time to change the existing EOI preferences before one of these secondary schools makes a change to this student on their tracking sheet, thereby locking you out.

To do this, hold your cursor over each school name on the tracking sheet and see what enrolment status shows up. The only two enrolment statuses should be 'Registered (interested)' or 'Registered (other preference)'. If some other enrolment status shows up, for example 'Registered (offered)' or 'Withdrawn (by school)', then you are locked out, that is you will be unable to change the existing EOI.

If the existing EOI is incorrect but you are not yet locked out 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 please see 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 to the relevant secondary school once you have changed the student's preferences.

If the existing EOI is incorrect but you *are* locked out then you cannot do anything to change the existing EOI in ERN. In this situation you will probably need to cancel the existing EOI and start again.

Important note: Cancelling the existing EOI will depend on whether any secondary school has already accepted this student, that is, if one of the schools is now in blue on the tracking sheet. If one of the secondary schools has accepted this student, and this school is the school that the parent/carer wants this student to attend, then you should leave everything *as is* and not proceed with the cancellation of the EOI.

To cancel an existing EOI you should:

- Contact the 'Choice 1', Choice 2 and/or Choice 3 schools (where applicable) and get them to withdraw the student (if they haven't done so already), then contact the designated local high school and get them to withdraw the student.
- When doing this you may also be able to tell these schools if the student will reappear on their tracking sheet after you have entered the new EOI. Also suggest that the existing EOI (original or copy) be destroyed to avoid future confusion.
- As soon as every secondary school listed on the existing EOI has withdrawn the student on their tracking sheet, the old EOI is cancelled and you are now free to enter a new EOI into ERN.
- Now follow the procedures listed in Step 6 'Students WITHOUT an EOI entered into ERN' to enter the new EOI.

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

To change an existing set of EOI preferences before the start of Round 1 you should go into ERN and then make these changes. For help with this process please see the 'ERN Quick Reference Guide' **How to enter a student's EOI into ERN.**

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

Please see Step 6 'Students WITH an EOI entered in ERN', starting from paragraph "If the schools currently entered into ERN are incorrect" onwards (see above). Parents/carers who have not been successful in gaining a non-local place for their child during Rounds 1, 2 and 3 but now wish to change their EOI to list additional non-local schools

Any additional non-local enrolment applications would become the responsibility of the parent/carer.

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.

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

Please see Step 6 'Students WITHOUT an EOI entered in ERN' (page 24).

Parents/carers who submit an EOI but then advise the primary school that their child will now attend a non-

government, interstate or overseas school

If the student's EOI has already been entered in ERN, please notify all secondary schools listed on the 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 into ERN to show (a) the designated local high school, (b) a tick in the box next to 'EOI Section E: Placement not required in a NSW government secondary school next year', and (c) a tick in the "Verbal advice" box, that is "Verbal advice only – no EOI form available".

By ticking this "Verbal advice" box you put a [**VA**] symbol on the secondary school tracking sheet. you have been able to let the secondary school know that this student will not be seeking a place for next year.

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 secondary school

What action you take will depend on whether or not you have already entered an EOI on behalf of the student, and whether or not Round 1 has already commenced.

- If an EOI has not been entered into ERN then please follow 'Students WITHOUT an EOI entered into ERN'
- If an EOI has been entered in ERN then please follow 'Students WITH an EOI entered into ERN'.

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 the secondary schools to manage.

If the decision to offer a place is made before the end of the year, or 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 should contact School B and advise them that School A is now going to offer this student a place. School A should then complete a 'Quick Registration' in ERN, change the student's enrolment status to "Registered (offered)" and send out an 'Application to Enrol'. School A should then proceed to enrol the student through the normal enrolment process in ERN.

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'. School A should then proceed to enrol the student through the normal enrolment process in ERN.

Step 7: Processing of local and round 1 (non-local) students

The Department has obligations under the 'Work Health and Safety Act 2011' 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. 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 learning and support needs (including health conditions), special circumstances or relevant previous history in June, while non-local students are referred back for comment in August.

Upon entry of Year 6 student EOI information into ERN by primary schools and receipt of the originals of EOIs (for local students) and copies of EOIs (for 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 with the exception of 'quick registrations' in ERN for non-government students, secondary schools must not begin processing EOIs or commence any Year 6-7 work in ERN before the start of Round 1.

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 any student currently enrolled in a government school) or use of a blank enrolment form. 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 a blank copy of the 'Application to Enrol' please click on the English version at 'Application to Enrol'
- If you need other translations of the 'Application to Enrol' please go to Translated-documents
- If you need help in how to print out several ERN ghosted enrolment forms at one time please click **here**.

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.

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, not only in relation to deciding whether or not to conduct a full risk assessment on any student, but also in relation to the development of learning and support plans, including health care plans.

Each form asks primary principals to indicate whether any Year 6 students who are listed on the form have learning and support needs (including health conditions), or 'special circumstances' or a relevant previous history of violence. 'Special circumstances' are explained in the current 'Application to Enrol' – and should not be confused with learning and support needs, including health conditions.

If the primary principal does indicate learning and support needs (including health conditions), 'special circumstances' or a relevant previous history of violence etc., the secondary principal should contact the primary principal as soon as possible to discuss the student.

Student Information Request No.1 (link on page 33)

This form should be used during Term 2 after secondary schools have compiled a list of their Year 6 local students seeking placement at their designated local school. 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.

This form is not for use with non-local students prior to them being considered by the principal/school placement panel for non-local placement at a school.

Student Information Request No.2 (link on page 33)

This form should be used during 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 learning and support needs (including health conditions), 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.
- Table 2 is a follow-up for all local students for whom an indication of learning and support needs (including health conditions), 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 etc. that gives rise to a risk, a risk assessment must be undertaken in consultation with the student's parents/carers. Similarly

when the request form indicates the student may require a learning and support plan, health care plan or adjustments due to disability, a consultative planning process must be undertaken with parents/carers.

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. Following the Wood Special Commission of Inquiry into Child Protection Services (2008) "prescribed bodies" (which include non-government registered schools) are required to provide information that may assist schools to manage any risk to a child or young person.' Legal Issues Bulletin No.50' provides information for principals on this and can be found at **Exchanging information with other organisations.**

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 please see the Interstate student data transfer note on the **SCSEEC** webpage.

Use of sample letters

It is highly recommended that schools use these sample letters, as they were developed with the help of the Department's Legal Services Unit. They are available at:

Year 6-7 Enrolment Sample Letters

Translations are available at https://education.nsw.gov.au/going-to-a-public-school/translated-documents#letterE

Action by primary schools during Round 1

Primary principals have two main tasks during Round 1:

- Completion and return of all Student Information Request forms as soon as possible (see page 6).
- Sending of EOIs to secondary schools. (Please refer to the Section 5 task list where this process is outlined in detail on page 5.)

Step 8: Processing of round 2 students – refer to the Detailed school task lists

Action by secondary schools

Secondary principals have two main tasks during Round 2:

- Processing of Round 2 non-local students
- Processing of local students who missed out on their Round 1 non-local choice, but who did not apply for a second non-local school.

Step 9: Processing of round 3 students - refer to the Detailed school task lists

Action by secondary schools

Secondary principals have two main tasks during Round 3:

- Processing of Round 3 non-local students
- Processing of local students who missed out on their Round 1 and Round 2 non-local choices, but who did not apply for a third non-local school.

Step 10: Requesting background information on students not yet processed

At the end of Round 3 there could be quite a large number of students for whom 'Student Information Request' forms have not been received. These students would include:

- non-local students successful 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.

Step 11: Confirmation of enrolment letters

By the end of August secondary schools should be in a position to start sending out 'Sample Letter 5' (confirmation of enrolment. This letter confirms that students have a place at the secondary school and provides details of the proposed Year 6 orientation day and requirements for Day 1, Year 7.

This letter should be sent to all students now identified for placement at your school, even if they have already been sent 'Sample Letter 2' previously.

As additional 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: Offering places to students on waiting lists, successful appeals against non-placement

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, that is, a successful appeal against non-placement should be treated as if the student was on the school's waiting list but has now been accepted.

If 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 the school must undertake, depending on which stage of the placement process they are at.

Students who are offered a place well before the end of the year

- School A (the school offering the place) should contact School B (the school that is currently enrolling this student or considering them for enrolment) and advise it that School A will now be offering this student a place.
- School A should also advise any other school further down the line on the tracking sheet that it will be offering this student a place.
- School A should then complete a 'Quick Registration' in ERN, change the student's enrolment status to "Registered (offered)" and send out an 'Application to Enrol'.
- School A should then proceed to enrol the student through the normal enrolment process in ERN.

Students who are offered a place very late in the year and turn up to enrol at the start of the next school year

If School A (the school offering the place) offers a place very late in the year, then provided the student has not commenced officially attending School B (the school that is currently enrolling this student):

- School A should contact School B and advise it that School A will now be offering this student a place.
- School A should then complete a 'Quick Registration' in ERN, change the student's enrolment status to "Registered (offered)" and send out an 'Application to Enrol'.
- School A should then proceed to enrol the student through the normal enrolment process in ERN.

Students who have commenced attendance at another school

If it is the start of the next school year and the student has started attending another school, this school will need to process the student as a 'leaver' in ERN. The school offering the student a place should then enrol the student through the normal enrolment process in ERN.

Step 13: Finalisation of tracking sheets by primary schools

During 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.

Primary principals must also check to ensure that all students with learning and support needs, including health conditions, have been notified to the relevant secondary school.

It is also essential that during Term 4, and at the end of Term 4, any newly diagnosed learning and support needs or health conditions, or changes to existing learning and support needs or health conditions, have been notified to the relevant secondary school.

Step 14: Year 6 orientation day for all students

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 5 December 2017**Interpreters may also be required.

Please note that in some circumstances, for example 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.

Please consider inviting primary school teachers and executive to this orientation day as it could be a valuable opportunity for them to interact with secondary school staff and learn more about your school and the quality programs that it offers.

Step 15: Student record cards

Primary schools 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 Week1 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.

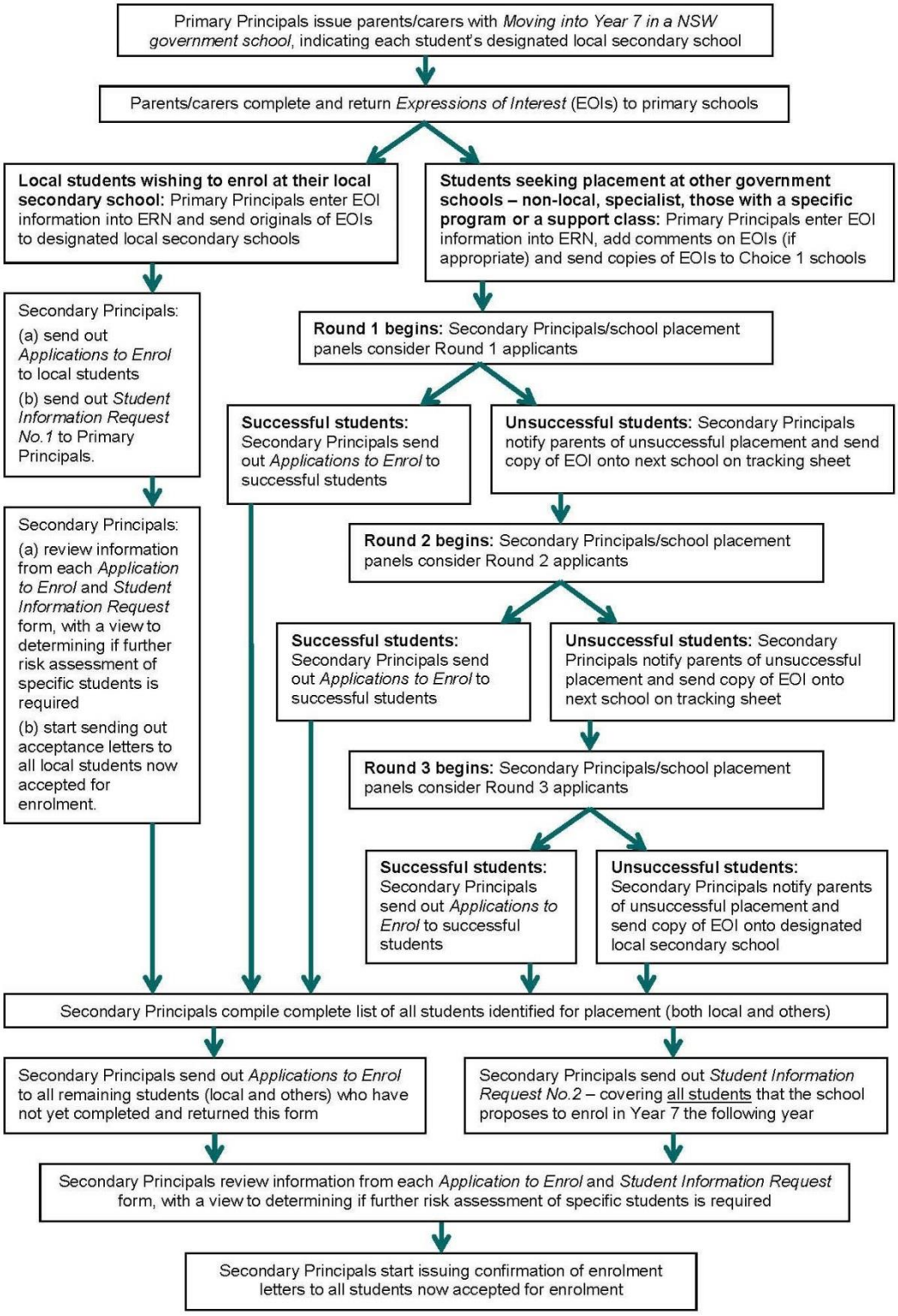
Section 5 – Detailed primary/secondary school task lists for 2017 – including ERN list

Administrative processing has been streamlined with the creation of separate detailed school task lists for primary and secondary schools. Please refer to either the Detailed Primary School or Secondary School Task List.

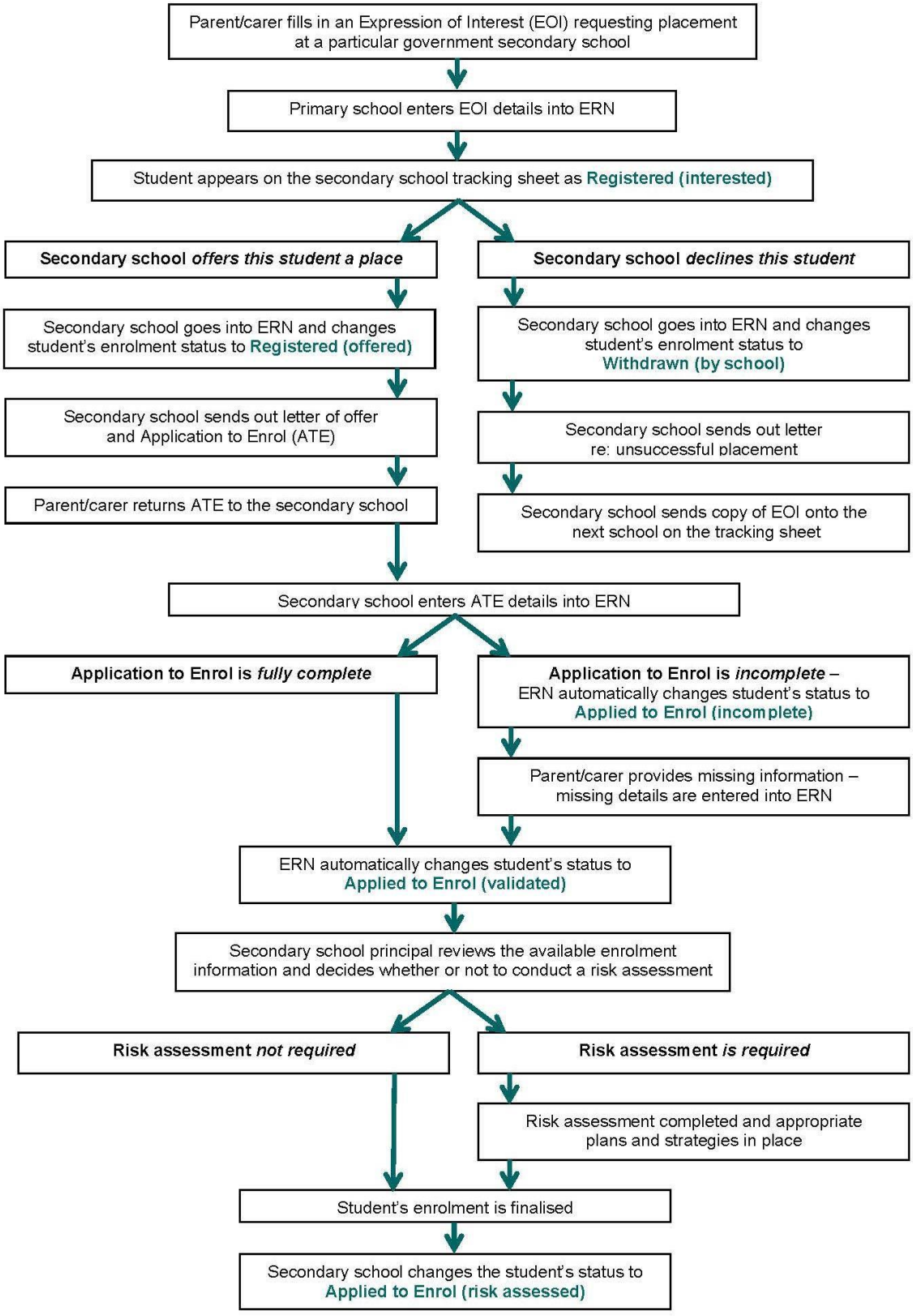
Section 6 Flowcharts

If you require any assistance, please contact Yvonne Fleming on telephone 9266 8903.

A Brief Overview of the Year 6-7 Placement Process Flowchart



Changes in ERN Enrolment Status Flowchart



Section 7: Quick links to important online support documents

Year 6-7 enrolment

Year 6-7 enrolment

Year 6-7 enrolment - Term Planner

Moving into Year 7 in a NSW government school in 2018

Translations of Moving into Year 7 in a government school

Year 6-7 Reference Guide

Detailed 'Primary schools only' checklist for 2017

Detailed 'Secondary schools only' checklist for 2017

Translations of sample letters for Year 6-7 enrolment

ERN help

Year 6-7 Tracking Sheet Help

ERN quick reference guides (help guides) for the year 6-7 tracking sheet

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 Change a Student's Status to Registered Offered

QRG - How to Withdraw Students

QRG - Understanding the Primary School Tracking Sheet

QRG - Understanding the High School Tracking Sheet

Sample letters

Sample letter 1 For use with a blank 'Application to Enrol'

Sample letter 1A For use with the ERN 'ghosted' 'Application to Enrol'

Sample letter 2 Notification of acceptance into Year 7

Sample letter 3a Notification of an unsuccessful non-local placement (on waiting list)

Sample letter 3b Notification of an unsuccessful non-local placement (no waiting list)

Sample letter 4 Notification of receipt of 'Application to Enrol'

Sample letter 5 Confirmation of enrolment in Year 7

Request for background information on students request 1

Request for background information on students request 2