

EJEHS – ENROLMENT – PROCEDURE

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Purpose

This document clarifies the process that is to be followed when a student approaches the school to enrol as a new student.

Scope

This procedure applies to all new students, their parents and staff at EJEHS.

Procedure Detail**1. Initial Enquiry / Contact made by Parents, Caregivers or New Student**

Parents, caregivers and/or students may approach the school to enquire about enrolling. In all cases the enquiry is directed to a member of the Student Pathways Counselling Team depending on availability. If these staff members are not available, then contact details are taken and passed on to the Student Pathways Senior Leader who will make contact back. ATSI enrolments are to have the ASETO attend the meeting in support.

2. Enrolment Clarification Sought (Member of the Student Pathways Team)

Before beginning the process for enrolment it must be clarified that the enrolment is appropriate. Students are eligible for Year 11 if they have completed Year 10 the previous year, have been credited by the SACE board for international study or are currently in Year 11 at a previous school. Students who are over the age of 18 and are not a continuing student at the school / have been out of school for more than 6 months must obtain a DCSI police clearance before enrolling for an onsite program. Young Parent age limit is 25 and FLO enrolment age limit is 21.

Student can become independent. In order to do this the student and parents/caregivers must follow the key process for claiming independent status.

Career Hub SSO2 is to refer to EDSAS instructions, EDSAS enrolment codes and EJEHS key process for EDSAS FL enrolments when adding/updating a student's enrolment (Appendix 1 has a list of all different enrolment scenario in EDSAS). Once an individual enrolment occurs the Career Hub SSO2 will work with the Data Manager to check the correct enrolment code has been entered.

Rollover of students from Year 11 to 12 is done as a manual entry to allow students who are not on track to complete SACE to be enrolled as a Year 11 to reflect their learning program. Students are enrolled as Year 12 if they have successfully completed the all compulsory subjects and have achieved at least 100 SACE credits.

Student

Pathways Senior Leader, Flexible Learning Senior Leader and Deputy Principal further use achievement data to make recommendation of Year 11 and 12 enrolment status and subject load. The enrollment status of each student is provided to Career Hub SSO2 for updating EDSAS. Refer to EDSAS enrolment Key Process for further detail.

Year 10 into Year 11 enrolment data rollover from WHS/SHS is requested by the Career Hub SSO2 Term 2 week 8 prior to Subject Counselling Term 3. This is done through an email to WHS/SHS schools data managers with the Student Pathways Senior Leader and the sits Principal CC into the email. All rollover data is to be cross checked with enrolment forms completed in the Subject Counselling process term 3 and relevant updates made on EDSAS. The rollover enrolment data is quality assured by the Career Hub SSO2, Data Manager, Student Pathways Senior Leader and Flexible Learning Senior Leader.

3. Documentation & Information Required (Member of the Student Pathways Team)

At the first appointment a range of documentation and information is required to have been completed through the school enrolment platform. These include the following;

- Photo consent, Local Excursion, Driving and Code of Conduct consent
 - Internet permission (Cyber bullying/ OFFICE 365) for Stg 1 and 2 consent
 - Line 7 letter understanding consent
 - Deadline letter understanding consent
 - Lesson Cancellation letter consent
 - Department for Education Enrolment form (Paper form)
 - Indemnity forms for Stg 1 and 2 (Paper form)
 - Commitment To Pay (CTP) (Completed in appointment)
 - Subject grid Stg 1 or 2 (Completed in appointment)
 - School Card form
 - LMS logon details
 - Students complete the BYOD survey. This data is important and will assist with BYOD implementation and identify support required. <https://www.surveymonkey.com/r/K8Z2FNQ>
- All students enrolling at the school must complete a DECD Enrolment Form. Parents/Caregivers must sign this form to give permission for the student to enrol unless categorised as Independent (Independent students are those that receive an Independent Youth Allowance income. Proof can be obtained through their Centrelink documentation).
 - Students from Whyalla and Stuart High School who transition to Year 11 must complete the enrolment form through subject counselling process Term 3.
 - Students over 18 and who have been out of school for 6 months or more must show a current DCSI child-related employment screening clearance letter. A copy of this is needed for the student's file.
 - Where a student is transferring to the school midway through the school year Career Hub SSO2 requests copies of school reports and assessment tasks to allow for an easier transition into subjects.
 - As part of the enrolment form it is important to clarify if the student falls within DECD targeted groups. This could include:
 - EALD
 - GOM (DCP must sign for permission to enrol)
 - ATSI
 - Verified disability and what level of support
 - Gifted and Talented
 - FLO

4. Most Suitable Program Determined for Student (Member of the Student Pathways Team)

At this first appointment it is important to determine the most suitable program for the student. An exploration of the student's prior schooling history should be undertaken. If the student is deemed to have some risk factors associated with their schooling such as a FL/FLO enrolment, transience, unstable living arrangement or independence then the Flexible Learning senior Leader should be notified and involved in further discussions around the student's learning program. This may require an additional appointment. Flexible Learning Senior Leader to refer to Flexible Learning Enrolment Procedure document (Specifically 4.3). Students who show an interest in a Specialised Program (VET/ WASP/IPP/SAASTA) outside the key subject counselling period will require a further interview to assess suitability and complete further forms or testing. Refer to Subject Counselling Process for further guidance.

5. Subject Selection (Member of the Student Pathways Team)

After determining the appropriate learning program for the student subjects can be selected based on a pathways discussion. The subject counselling survey monkey must be used to guide the interview. Parent/Caregiver are required to sign a Commitment To Pay (CTP) form and all permission notes. School rules and operational aspects are discussed, with policies provided. If necessary, a discussion about school card applications should also occur. A school tour can be offered and a start date is arranged.

6. Records (Career Hub SSO2)

After completing the necessary enrollment details with the Student, Parent/Caregiver the enrolling staff member must then inform The Career Hub SSO2. The Career Hub SSO2 will:

1. Telephones the previous school to gather relevant information about the student (prior to appointment if possible)
2. Fax student Transfer Advice Form if required
3. Follow up work from previous school if required
4. Print enrolment forms off school platform once completed
5. Enter enrolment details on EDSAS following step 2 and refers to instructions outlined in appendix 1
6. Transfer student in on Schools Online if required
7. Enter subjects onto all data systems
8. Update the wellbeing information to indicate enrolment forms have been completed
9. Notify IT to arrange computer login details and for borrowing books through an issue track note on LMS

7. Student's Teachers Informed (Career Hub SSO2)

Email staff directly any information relating to the new student coming into a teacher's class. This included if subject materials are to be used from previous school.

Notes

- Students on exchange at EJEHS are enrolled in subjects as a sit in and are not assessed though SACE procedures.
- Students from overseas as residents need to show proof of their Visa status prior to enrolment. This information must be entered on EDSAS (Refer to VISA 457 change).
- Enrolment enquiries from Year 12 students must comply with SACE deadlines in regards to enrolment on Students Online.
- Students who enrol after Week 1 Term 1 are to be FLO enrolled.
- Students under the age of 17 must be provided with a learning program at any stage throughout the year and cannot be made a leaver.
- Local delivery enrolments (including specialist programs VET) use special enrolment form situated on the local delivery website.
- Year 10 students from WHS and SHS are required to complete the Department for Education enrolment form prior to starting at EJEHS.
- Subject costs refer to Curriculum Guide and for enrolment fee's, refer to enrolment fee structure key process

ROLE	AUTHORITY/RESPONSIBILITY FOR
Student	<ul style="list-style-type: none"> • When transferring schools contacts new school promptly • Retains school work and school reports from previous school to ensure a smooth transition
Parent/Caregiver	<ul style="list-style-type: none"> • Signs permission forms/letters for enrolment and subject costings
Teacher	<ul style="list-style-type: none"> • Ensures that all new students are inducted into classroom expectations • Monitors the progress of student to ensure the transition is smooth • Uses reports and school work if provided to allow for SACE accreditation. • Where appropriate uses assessment tasks from previous school to assess against SACE performance standards.
Career Hub SSO2	<ul style="list-style-type: none"> • Enters data onto EDSAS, LMS, SchoolsOnline • Faxes transfer advice to previous school and communicates with previous school to gather information. • Receives student file, gives to subject teacher and alerts enrolling staff member

	<p>of its arrival.</p> <ul style="list-style-type: none"> Year 11 into 12 is a manual rollover Enrolment form data is crosschecked with rollover data on EDSAS and updated if needed
Student Pathways Team	<ul style="list-style-type: none"> Is first point of call for all enrolment enquiries Conducts enrollment appointment Conducts a subject counselling interview Refers students to the Flexible Learning Coordinator when possible
Data Manager	<ul style="list-style-type: none"> Quality assure the data entered into EDSAS by the Career Hub SSO2 each time an enrolment occurs outside the rollover period Manages to rollover enrolment data and quality assures the Career Hub SSO2 in data entry and checking Ensure the data systems are correct after the enrolment has been completed Work with the Student Pathways Senior Leader and Flexible Learning Senior Leader to confirm all enrolments each year at rollover time.
Student Pathways Coordinator	<ul style="list-style-type: none"> Ensures the enrolment procedure is ratified and reviewed at Leadership. Produce an enrolment pack to help guide the appointment and ensure all relevant forms are signed Supports Students, Parents/Caregiver and Staff when issues arise. Communicates to enrolling staff any changes in DECD Policy in regards to enrolments.

ACRONYM	DESCRIPTION
EJEHS	Edward John Eyre High School
DCSI	Department for Communities and Social Inclusion
EALD	English as an Additional Language or Dialect
GOM	Guardian of the Minister
ATSI	Aboriginal and Torres Strait Islander
FL	Flexible Learning
YL	Year Level
EDSAS	Education Department School Administrative System
SSO	School Services Officer
IT	Information Technology
SACE	South Australian Certificate of Education
CTP	Commitment to pay form
LMS	EJEHS Learner Management System accessed by staff, students and parents as a communication tool

Supporting Documents

Department for Education School Enrolment Policy

EJEHS Subject Counselling Process

Appendices

Appendix 1- Learning Program Options in support of EDSAS

FL1 – this class is to be used throughout the year and is ONLY for students who have all mainstream subjects but do not have a CPP class

FL2- this is for student who have a full timetable including flexible and mainstream classes

FL3 – this is for students who come to school part time

FL4 – this is for students who attend after school support sessions only

FL5- Engage in home study (this could be for SACE completion or Student has their learning program converted to have an employment support focus)

FL6- All home study but not yet engaged in the learning for home study

FLO student – these students are CASE MANAGED – if a student is in the FLO roll class, they MUST BE FLO enrolled through EDSAS personal part 2 (this can only happen if they were not included in day 6 census, or have transferred from a school as a FLO student or interstate student or from a private school)

FLP- Parenting only

FLPV – VET/STEP and Parenting

FLV- these students are VET

only FLS- these students are

STEP only

FLS1- students who attend school and STEP

FLW – these students are WASP only





























FLA- this will be for a student who is an ASBA

only FLAS- ASBA plus AGILE

FLAG- Aboriginal Girls Program

FLC- flexible timetable but in a mainstream CPP class

Appendix 2- EDSAS support instruction sheets

-  confidential-student-transfer-flow-chart
-  ed046-student-transfer-advice
-  EJEHS Key Processes edsas FL
-  entering-student-data-for-enrolment-in-edsas
-  fs60-24-how-to-reenrol-a-student
-  FS60-39-what-to-do-when-a-student-leaves-your-school
-  fs60-53-change-student-address
-  fs60-54-change-student-emergency
-  fs60-64-adding-student-request-for-additional-support-details-in-edsas
-  fs60-85-entering-NDR-data-EDSAS
-  fs60-96-record-student-disability
-  fs60-99-recording-student-workplace
-  fs60-100-recording-work-experience
-  fs60-150-enrol-students-no-sibling
-  fs60-151-enrol-students-with-sibling
-  fs60-153-entering-custody-order
-  FS60-187-entering-flexible-learning-options-flo-students-into-edsas
-  fs60-235-enter-future-students
-  fs60-287-enrol-new-vet-students
-  fs60-292-enrolling-non-decd-funded-1
-  fs60131-maintaining-edsas-records-support-students-transitioning-genders
-  guide-using-school-enrolment-form
-  Intro info
-  school-enrolment-form
-  school-enrolment-policy
-  student-destination-data-reason-for-leaving
-  student-transfer-process
-  where-to-find-and-enter-student-information-in-edsas