

Registration Statuses

To help track a student through the ‘early’ contact stages with a school, the collection of their *Application to Enrol* (enrolment form), the risk assessment process and their final attendance at school, a Registration Status is assigned to indicate the stage reached.

The Statuses, what do they mean and how are they set?

It’s important to realise that not all statuses are needed by all schools and most statuses are set automatically by the system. However you can choose to take advantage of those that help you.

There are basically 5 types of status:

- Registered
- Applied to Enrol
- Enrolled
- Withdrawn
- Left

Each of these types can be suffixed with a word in brackets to explain more about this student’s status. For example Withdrawn (by School) indicates this registration is Withdrawn at the request of the school, whereas Withdrawn (by Parent) infers it was at the parents request.

Status	What’s it for	Where/How is it set
Registered Statuses	These are used for that first contact with a family, you may not have an application to enrol form, perhaps have had a conversation over the phone. These statuses help you see the demand for places in advance.	
Registered (Interest)	This is useful if the first contact with a family is over the phone, or a casual walk up and only minimal detail is collected. This could be months/years ahead of the intended start date.	By the Registrar at initial registration
Registered (Offered)	You can set this to differentiate the families who registered an interest that you have sent an ‘enrolment pack’ to.	By Administrator at initial registration or in Place Management.

Registered (Standby)	You can set this to rank applications in order to discern who to offer the next place to.	By Administrator at initial registration or in Place Management.
Registered (Other Preference)	This is set by the system when a Primary feeds to High. Any school that is not the first preference is set to this Status. Once the first school accepts/declines the student the next schools status are adjusted accordingly.	By the system

When completing a registration, the following options and outcomes are available:

Registration Status	Date Entry Screen	Student status achieved	Change Status in Place Management – options available to the user
Registered (Interested)	Quick Registration Form (1 screen) comprising <ul style="list-style-type: none"> • Parent/Carer (short) detail • Correspondence address • Student personal (short) detail 	Registered (Interested)	Change Status: <ul style="list-style-type: none"> • Registered (Offered) • Registered (Standby) • Withdrawn (parent) • Withdrawn (school) • Withdrawn (lapsed)
Registered (Offered)	Quick Registration Form (1 screen) comprising <ul style="list-style-type: none"> • Parent/Carer (short) detail • Correspondence address • Student personal (short) detail 	Registered (Offered)	Change Status: <ul style="list-style-type: none"> • Applied to Enrol (Incomplete) • Registered (Standby) • Withdrawn (parent) • Withdrawn (school) • Withdrawn (lapsed)

Registered (Standby)	Quick Registration Form (1 screen) comprising <ul style="list-style-type: none"> • Parent/Carer (short) detail • Correspondence address • Student personal (short) detail 	Registered (Standby)	Change Status: <ul style="list-style-type: none"> • Registered (Offered) • Applied to Enrol (Incomplete) • Withdrawn (parent) • Withdrawn (school) • Withdrawn (lapsed)
Registered – Applied to Enrol (Incomplete)	Full registration process – all screens	Applied to Enrol (Incomplete)	Change Status: <ul style="list-style-type: none"> • Withdrawn (parent) • Withdrawn (school) • Withdrawn (lapsed)
Applied to Enrol Statuses	Once you have received an application to enrol form these statuses help you manage the family/student to the point where you can enrol them		
Applied to Enrol (Incomplete)	When an Application to Enrol is entered to the system but not all mandatory evidences are provided	At initial registration	
Applied to Enrol (Validated)	Once all Mandatory Evidences are provided for a student this status is in place	By the system	
Applied to Enrol (Risk Assessed)	Once the Principals Signature is recorded the student is Risk Assessed. They are now expected to turn up on their first day and can then be considered enrolled	By the system	
Withdrawn Statuses			
Withdrawn	If a student' registration exceeds the	By the system	

(Lapsed)	time frame set by the school, the system will auto-withdraw them. This cannot happen to an Enrolled status.	
Withdrawn (By Parent)	Should the parent contact inform the school they are no longer interested in enrolling.	By Administrator in Place Management.
Withdrawn (By School)	Should the school decide not to take this student (out of area)	By Administrator in Place Management.
Enrolled Statuses		
Enrolled (In attendance)	Once the student 'attends' school they are enrolled.	By Administrator in Place Management.
Enrolled (Leaving)	If the student is within 30 days of their leaving date.	By Administrator in Place Management.
Enrolled (Suspended)	If the student is suspended	By Administrator in Place Management.
Left Statuses		
Left	Once the students leaving date is reached	By the system when the leaving date previously entered is reached, or in Place Management
Left (Expelled)	Should the school expel the student.	By Administrator in Place Management.
Left (Deceased)	Should the student pass away.	By Administrator in Place Management.