

Understanding the High School Tracking Sheet

(2013 update)

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1. Tracking sheet basics

(a) Seeing students on the tracking sheet

As soon as a NSW government primary school enters a Year 6 student's EOI information into ERN, you will be able to see this on your Year 6-7 tracking sheet – see Figure 1. The tracking sheet will show the following student details:

- Designated local high school ('Desig.HS' column)
- Any non-local schools at which placement is sought, listed in priority order ('School 1', 'School 2', 'School 3' columns)
- 'Walk Up' registrations by any secondary school ('Walk Ups' column – see section 1(b) below)
- The name of the primary school that entered the student ('Primary' column)
- If a student has submitted a selective high school application (symbol 'SH' to the left of the student's SRN)
- If a student does not require placement at a NSW government secondary school next year (symbol 'NO' to the left of a student's SRN)
- Various other pieces of information as indicated by symbols and flags (see section 1(h) below).



To view your tracking sheet go to **Place Management** in ERN and click on the **Tracking Sheet** tab. Decide on which group of students you want to look at in the "Show these students" box then click "Go".*

* Please note that some information on the tracking sheet has been abbreviated to save space, e.g. very long student names and names of schools.

- To see the full name of a student hold your cursor over the student's name and his/her full name will appear.
- To see the full name of each school hold your cursor over each school. The full name of the school, plus the enrolment status of the student at this school, will appear next to the cursor – see example in Figure 1 ('Jeremy Cooper').

Registration Offers Student Group Offers **Tracking Sheet** Student Retention Staff Maintenance

Tracking Sheet

Note : Ticking any check boxes below will slow the process down.

School: St Leonards High School Calendar Year: 2013 Show these students: All active + inactive Show Legend

Show in Data Extract

Flags DOB Mailing Address and Title Phone Contact Details If the student has a sibling at the school Date

Go

SRN	Student name	G	Desig.HS	School 1	School 2	School 3	Walk Ups	Primary
434287568	Adams, Olivia	F	St Leonar					Samuel Gi
408000355	Anthony, Matthew	M	Chatswood	St Leonar	Ryde Seco	Turrumur		Chatswood
400072318	Ballantyne, Briony	F	St Leonar	Chatswood				St Leonar
430816345	Beveridge, Sophie	F	St Leonar	Chatswood	Willoughb	Killarney	Marsden H Ryde Seco	St Leonar
430879521	Bedford, Eleanor	F	Chatswood	Concord H	St Ives H	St Leonar		St Leonar
430809771	Bentley, Sean	M	St Leonar					Chatswood
407072892	Clarke, Amelia	F	Killarney	Willoughb	Concord H	St Leonar		Chatswood
430803416	Cooper, Jeremy	M	Castle HI	St Leonar				St Leonar
430805634	Davis, Nathan	M	St Leonar					St Leonar
430631098	Eastcott, Victoria	F						St Leonar

Figure 1 – Sample high school tracking sheet showing students at the start of Round 1. For a detailed understanding of this tracking sheet please see the three tracking sheet examples in Section 2, beginning on page 10.

(b) Understanding the ‘Walk Ups’ column

The ‘Walk Ups’ column shows any ‘quick registrations’ completed by any NSW government secondary school for any student on your tracking sheet. Some of these students may be non-government students who have applied to your school direct – see example in Figure 1 (‘Victoria Eastcott’). Others may be quick registrations by other government secondary schools – see example in Figure 1 (‘Sophie Beveridge’ – two quick registrations). Other students may be government students for whom you have had to do a quick registration during Rounds 1, 2 or 3.

Selective high school enrolments: During Terms 3 and 4 you will see an increasing number of quick registrations appearing in the ‘Walk Ups’ column. Invariably these will be selective high schools now starting to enrol their students. By keeping an eye on the progress of these enrolments you can keep abreast of what’s happening with any of your students who have submitted selective high school applications.

(c) Sorting students on the tracking sheet

You can sort your Year 6 students on the tracking sheet to show:

- **all students (active + inactive)** sorted alphabetically, or
- **active registrations only**, i.e. students that your school is *currently dealing with*, or
- **inactive registrations only**, i.e. students that are *currently not your concern* because they are being dealt with by another secondary school.

You can also sort your **active registrations** to show:

- **Registered (interested) only**, i.e. students who have expressed an interest in placement at your school who now need to be either offered a place or declined (withdrawn) – these students will appear in *black* text
- **Registered (offered) status or better**, i.e. students who have been offered a place at your school, or who are in the process of being enrolled at your school – these students will appear in either *blue* or *green* text.

Please note: 'Registered (offered) or better' includes the following enrolment statuses:

- Registered (offered)
- Applied to Enrol (incomplete)
- Applied to Enrol (validated)
- Applied to Enrol (risk assessed).*

* For an explanation of each of these terms, please see 1(e) below.



To sort your students, click on the drop down menu in the box labelled **Show these students**, select the option you want then click "Go".

Show these students

All active + inactive	▼
All active + inactive	
Active Registrations only	
Inactive Registrations only	
Active:Registered (interested) only	
Active:Registered (offered) or better	

(d) Checking on the enrolment status of a student

Each student on the tracking sheet will have an 'enrolment status' which shows where each student is at in relation to their enrolment at each of the secondary schools next to their name.



To check on the enrolment status of a student, hold your cursor over the name of each school. The full name of the school, plus the enrolment status of the student at this school, will appear next to the cursor – see example in Figure 1 ('Jeremy Cooper').

(e) Understanding what each enrolment status means

- All students on the tracking sheet start with an enrolment status of
 - **Registered (interested)**, i.e. the student has registered their interest in gaining a place at your school, but your school has not yet made a decision about whether to offer them a place or decline them.
- Once you have made a decision to either (a) offer a place or (b) decline a student, you have to change their enrolment status in ERN from 'Registered (interested)' to one of the following:

- **Registered (offered)**, i.e. the school has now identified this student for placement and has sent them a letter of offer and an *Application to Enrol, OR*
- **Withdrawn (by school)**, i.e. the school has decided not to accept this student.*
 - * Please note that if you withdraw a student then this student is automatically transferred to the 'inactive' list of students and you don't have to worry about them anymore. *If you later decide that you want to accept them, you will need to do a 'quick registration'.*
- If you have decided to offer a student a place and have sent them an *Application to Enrol*, then over a period of time their enrolment status in ERN should change from 'Registered (offered)' to:
 - **Applied to Enrol (incomplete)**, i.e. the *Application to Enrol* has been returned but some information is missing and this will need to be chased up, *OR*
 - **Applied to Enrol (validated)**, i.e. the *Application to Enrol* has been returned and all the information is correct, but the principal has not yet reviewed all available information to decide whether or not to do a full risk assessment prior to completing this student's enrolment, *OR*
 - **Applied to Enrol (risk assessed)**, i.e. a full and complete *Application to Enrol* has been returned, the principal has assessed the available information, conducted a full risk assessment if necessary, and has now signed off on the enrolment.*
 - * Please note that once a student becomes 'Applied to Enrol (risk assessed)' the student is automatically placed on the enrolment register for next year.




Please note that students who are *inactive registrations* (currently not your concern) could have any of the above enrolment statuses at any of the other schools shown on the tracking sheet, or they may also show on your tracking sheet as either:

- **Withdrawn (by parent)**, i.e. for some reason the parent/carer has informed the secondary school that they no longer wish their child to be considered for enrolment at that school, *OR*
- **Registered (other preference)**, i.e. the student has submitted an EOI with one or more schools listed in Section C. At the moment this student is being considered for placement by another school that is ahead of you on the student's priority list. If all the schools ahead of you on the priority list do *not* accept this student, then this student will eventually appear on your tracking sheet as 'Registered (interested)' and you can then make a decision about offering them a place.





For a better understanding of each enrolment status and when and why they change, please see the diagram on page 16 – 'Changes in ERN enrolment status during the placement and subsequent enrolment of a Year 6 student into Year 7'.

(f) Changing student enrolment status, either *individually* or in *bulk*


You can change the enrolment status of a student in the ‘Designated HS’, ‘School 1’, ‘School 2’ and ‘School 3’ columns on your tracking sheet by using the individual ‘change status’ icons () or the ‘bulk change status’ boxes () and icon () – see Figures 2a, 2b and 2c below.

Please note:

- The ‘change status’ icons () and ‘bulk change status’ boxes () only show up on your tracking sheet if a student is an ‘active registration’ for your school, i.e. your school currently has responsibility for dealing with this student.
- For each individual student, their personal ‘change status’ icon is located next to the name of your school. To use the ‘bulk change status’ function, you must tick the box to the left of their name.
- The icons and boxes can only be used in the first four columns in the tracking sheet, i.e. the ‘Designated high school’ and ‘School 1–2–3’ columns.
- The icons and boxes only allow you to change a student’s enrolment status from ‘Registered (interested)’ to ‘Registered (offered)’, ‘Applied to Enrol (incomplete)’, ‘Withdrawn (by school)’ or ‘Withdrawn (by parent)’.
- You will need to use the ‘Registration – Office Use’ screen if you want to change a student’s status to ‘Applied to Enrol (validated)’ or ‘Applied to Enrol (risk assessed)’.
- The icons and boxes don’t work in the ‘Walk Ups’ column. To change the status of a student in this column you must use the ‘Change Status’ button in the ‘Registration Offers’ tab (or the ‘Registration – Office Use’ screen if you want to change a student’s status to ‘Applied to Enrol (validated)’ or ‘Applied to Enrol (risk assessed)’).

Unwithdrawing students: Please note that if you withdraw a student on the tracking sheet you cannot ‘unwithdraw’ them. If you change your mind later, you will need to do a ‘quick registration’ and enrol them from there.



(a) To change the enrolment status of **one student** using the individual ‘change status’ icons (), simply find that student and click on the ‘change status’ icon next to the name of your school. This will bring up a list from which you can then select this student’s new enrolment status, then click “Save and exit”.

Individual Change Status icons

	SRN	Student name	G	Desig.HS	School 1	School 2
<input checked="" type="checkbox"/>	432879366	Adams, Olivia	F	Willoughb	St Leonar	
<input checked="" type="checkbox"/>	481123477	Bedford, Sophie	F	St Leonar		
	432255665	Clarke, Victoria	F	St Leonar	Ryde Seco	Chatswood

Figure 2a – Location of individual ‘change status’ icons.

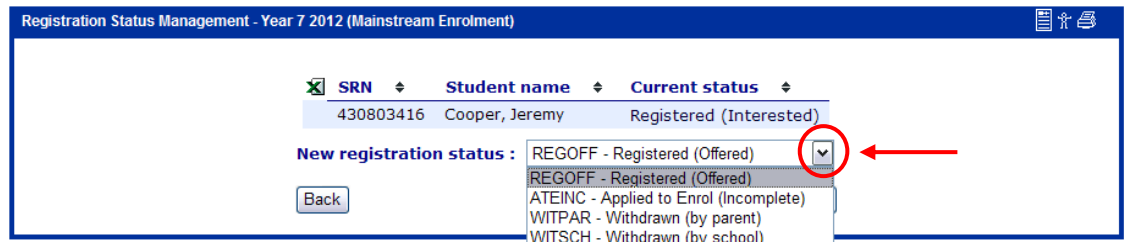



Figure 2b – Selecting the new registration status.



(b) To change the enrolment status of a **group of students** using the 'bulk change status' boxes (), simply tick each box found to the left of each student and then click on the 'bulk change status' icon () located at the top of the column. This will bring up the names of all the students you have ticked, plus a list from which you can then select these students' new status, then click "Save and exit".

If you have lots of students to tick, you can tick the box on the left of the 'bulk change status' icon and this will then tick every box on the tracking sheet. If you don't want every single student ticked, tick this box and then simply untick those that you don't want.

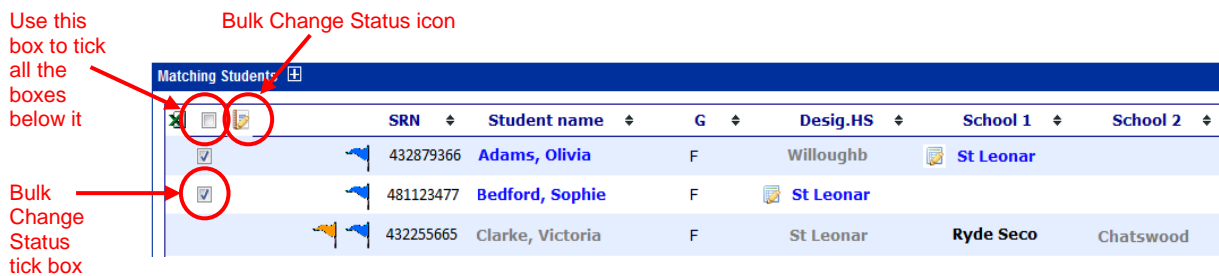


Figure 2c – Location of the 'bulk change status' icon and boxes.



(c) To find out how to change a student's status in the 'Walk Ups' column using the 'Change Status' button in the 'Registration Offers' tab, please read the ERN Quick Reference Guides: [How to change a student's status to Registered \(Offered\)](#) and [How to withdraw students](#).

(g) Tracking sheet colours and enrolment status

- **Black** secondary school

This means that a student has an enrolment status of **Registered (interested)** at this school.

- **Blue** secondary school

This means that a student has an enrolment status of **Registered (offered) or better** at the school in blue, i.e. Registered (offered) OR Applied to Enrol (incomplete) OR Applied to Enrol (validated).*

* Please note that a student could have more than one secondary school in blue on the tracking sheet. This will depend on whether any schools have 'quick registered' students in the 'Walk Ups' column and have then offered them a place through this column. Please see example in Figure 5, page 12 ('Sophie Beveridge').

- **Green secondary school**

This means that a student has reached the enrolment status of **Applied to Enrol (risk assessed)** at the green school.*

* Just like the blue schools, a student could end up with *more than one* green school at the end of the year. What this means is that several schools have received back an *Application to Enrol* from the parent and each of them has then progressed through the enrolment process so that the student has ended up as 'Applied to Enrol (risk assessed)' at each school. It will depend on which school the student actually attends on Day 1 next year as to where they eventually become 'Enrolled (in attendance)'. Please also see commentary in Section 2(c) for 'Sophie Beveridge' – page 14.

- **Grey secondary school**

This secondary school is not dealing with this student at the present time, i.e. the student is '*inactive*'. This may be because (a) the school has declined this student already, or (b) the parent/carer has withdrawn their child from enrolment at this school, or (c) it is lower down the school priority list and currently unable to offer placement. A student's enrolment status with a grey school is *either* **Withdrawn (by school)** *or* **Withdrawn (by parent)** *or* **Registered (other preference)**.

- **Red primary school**

The tracking sheet shows the primary school that entered each student's EOI. If a student leaves this school after their EOI has been entered into ERN, the name of this primary school will turn red. This indicates to high schools that there could be a problem with the EOI information currently entered for this student, possibly because of a change of address. *Please contact the primary school to follow this up. The old EOI may need to be cancelled and a new one entered by the new primary school.*




(h) Symbols and flags

A number of symbols and flags may appear to the left of each student's SRN. These are:


SH Students who have also applied for placement at a selective high school


NO Students who are not seeking placement in a NSW government secondary school

VA Students who have not returned an EOI form but the primary school has entered their EOI information on the basis of other verified sources of information. Secondary schools should process these students as if an EOI had been received. Please see the [Year 6-7 Reference Guide](#) Section 5, Steps 6.4 and 6.13 for further details.

- FS** Students on integration funding support
- SC** Students currently in a primary school support class
- NA** Non-Australian citizens who will require their current residency documentation (originals or certified copies) to be sighted by the secondary principal
-  **Blue flag** – Students who have concurrent registration at both the primary school and high school
-  **Orange flag** – Students with a medical condition or allergy
-  **Red flag** – Students with a current risk management plan in place
-  **Purple flag** – Students where there is an existing parental dossier
-  **Grey flag** – Students who have had a risk management plan in the past
-  **Lime green stripe flag** – Students currently on suspension.

(i) Printing out the tracking sheet

You can print out your tracking sheet by clicking on the printer icon  located in the top right corner of your tracking sheet. When you do this, don't forget to change your print layout to 'landscape' and click the 'colour' option to get a full colour printout.

If you only want to print out the tracking sheet, and not the menu of items down the left hand side of the tracking sheet as well, click on the menu icon  located in the top left corner of your tracking sheet. This will hide the menu until you want to see it again.


(j) Saving the tracking sheet as an Excel file


You can save your tracking sheet to hard disk or memory stick as a 'csv' file or Excel spreadsheet. If you save the tracking sheet as an Excel file, you can then add extra columns to the spreadsheet as required. The Excel spreadsheet will show the registration status of each student at each school using the following abbreviations:

Interested	Registered (interested)
Offered	Registered (offered)
Validated	Applied to Enrol (validated)
Incomplete	Applied to Enrol (incomplete)
Assessed	Applied to Enrol (risk assessed)
Other Pref	Registered (other preference)
WD School	Withdrawn (by school)
WD Parent	Withdrawn (by parent)


In addition, you can also choose to show the tracking sheet symbols and flags in your Excel spreadsheet.



To download and save the tracking sheet as an Excel file, click on the  icon shown in Figure 3 (below), and then select 'Open' or 'Save'.

To add symbols and flags to this spreadsheet tick the "Flags" box, then click "Go", then click on the  icon and select 'Open' or 'Save'.

(k) ERN Online Help

Don't forget that the tracking sheet also has immediate access to online help through the Online Help icon  located in the top right corner of the tracking sheet.

The screenshot shows the 'Tracking Sheet' interface. At the top, there are tabs for 'Registration Offers', 'Student Group Offers', 'Tracking Sheet', 'Student Retention', and 'Staff Maintenance'. Below the tabs, there is a search area with 'School' (St Leonards High School), 'Calendar Year' (2013), and 'Show these students' (All active + inactive). A 'Show Legend' button is also present. Under 'Show in Data Extract', there are several checkboxes: 'Flags', 'DOB', 'Mailing Address and Title', 'Phone Contact Details', 'If the student has a sibling at the school', and 'Date'. A 'Go' button is below these checkboxes. The main area displays a table of 'Matching Students' with columns: SRN, Student name, G, Desig.HS, School 1, School 2, School 3, Walk Ups, and Primary. The table contains three rows of student data.

Annotations in the image include:

- 'Flags box' pointing to the 'Flags' checkbox.
- 'Download csv/Excel file icon' pointing to the download icon in the table header.
- 'Printer icon' pointing to the printer icon in the top right corner.
- 'ERN Online Help' pointing to the question mark icon in the top right corner.

Figure 3 – Location of the 'Download csv/Excel file' icon, 'Flags' box, 'Printer' icon and 'ERN Online Help' icon.

2. Examples of high school tracking sheets

(a) High school tracking sheet at the start of Round 1

SRN	Student name	G	Desig.HS	School 1	School 2	School 3	Walk Ups	Primary
434287568	Adams, Olivia	F	St Leonar	St Leonar				Samuel Gi
408000355	Anthony, Matthew	M	Chatswood	St Leonar	Ryde Seco	Turramurr		Chatswood
400072318	Ballantyne, Briony	F	St Leonar	Chatswood				St Leonar
430816345	Beveridge, Sophie	F	St Leonar	Chatswood	Willoughb	Killarney	Marsden H Ryde Seco	St Leonar
430879521	Bedford, Eleanor	F	Chatswood	Concord H	St Ives H	St Leonar		St Leonar
430809771	Bentley, Sean	M	St Leonar					Chatswood
407072892	Clarke, Amelia	F	Killarney	Willoughb	Concord H	St Leonar		Chatswood
430803416	Cooper, Jeremy	M	Castle Hi	St Leonar				St Leonar
430805634	Davis, Nathan	M	St Leonar					St Leonar
430631098	Eastcott, Victoria	F					St Leonar	

Figure 4 – St Leonards High School tracking sheet at the start of Round 1

This example at the start of Round 1 shows students who have registered their interest in gaining a place at St Leonards HS, either through the Year 6-7 EOI process ('Desig.HS' and School 1-2-3 columns) or as a 'walk up' registration ('Walk Ups' column).

- Olivia Adams: Olivia only wants to go to her designated local high school (St Leonards HS). Her enrolment status at St Leonards HS would be 'Registered (interested)' because the name of the school is in black. Olivia currently attends Samuel Gilbert PS (far right column).

Olivia is an 'active' registration for St Leonards HS, i.e. it currently has responsibility for her on the tracking sheet. Because of this, her name is in black and the 'change status' symbol appears next to the name of the school.

- Matthew Anthony: Matthew has a medical condition or allergy (orange flag). He has also submitted a selective high school application (symbol 'SH'). Whilst his designated high school is Chatswood HS, his first preference is for non-local enrolment at St Leonards HS, followed by Ryde Secondary College, followed by Turramurra HS.

Matthew's enrolment status at St Leonards HS would be 'Registered (interested)' because 'St Leonards' is in black. He is an 'active' registration for St Leonards HS (his name is in black plus the 'change status' symbol is showing on the tracking sheet). He is currently enrolled at Chatswood PS.

- Briony Ballantyne: Briony has submitted a selective high school application (symbol 'SH'). Whilst her designated high school is St Leonards HS, her first preference is for non-local enrolment at Chatswood HS. Briony is an 'inactive' registration for St Leonards HS because her name appears in grey, while

Chatswood HS is currently the 'active' school. She is currently enrolled at St Leonards PS.

- Sophie Beveridge: Sophie has a medical condition or allergy (orange flag). She is also a non-Australian citizen (symbol 'NA') and will need her visa details checked. Whilst her designated high school is St Leonards HS, her first preference is for non-local enrolment at Chatswood HS, followed by Willoughby GHS, followed by Killarney Heights HS.

For some reason Sophie's parents have also approached Marsden HS and Ryde Secondary College seeking enrolment, totally outside the normal tracking sheet process. Both these schools have done a 'quick registration' on Sophie and therefore both of them show in the 'Walk Ups' column.

Sophie would have an enrolment status of 'Registered (interested)' at all three schools in black. She is currently an 'inactive' registration for St Leonards HS and as a result her name is in grey.

- Eleanor Bedford: Eleanor currently has a risk management plan in place (red flag). Whilst her designated high school is Chatswood HS, her first preference is for non-local enrolment at Concord HS, followed by St Ives HS, followed by St Leonards HS. Eleanor will not get to be considered for enrolment by St Leonards HS unless Concord HS and St Ives HS both decline her. She is currently an 'inactive' registration for St Leonards HS and as a result her name is in grey.
- Sean Bentley: Although Sean's designated high school is St Leonards HS, his parents have indicated that he will not require placement in a NSW government secondary school next year (symbol 'NO'). Sean is currently an 'active' registration for St Leonards HS (his name is in black plus the 'change status' symbol appears next to the name of the school). His current enrolment status at St Leonards HS would be 'Registered (interested)' given that Round 1 has not yet begun.
- Amelia Clarke: Amelia has submitted a selective high school application (symbol 'SH'). Whilst her designated high school is Killarney Heights HS, her first preference is for non-local enrolment at Willoughby GHS, followed by Concord HS, followed by St Leonards HS. Amelia will not get to be considered for enrolment by St Leonards HS unless Willoughby GHS and Concord HS both decline her. She is currently an 'inactive' registration for St Leonards HS and as a result her name is in grey.
- Jeremy Cooper: Whilst Jeremy's designated high school is Castle Hill HS, his first preference is for non-local enrolment at St Leonards HS. He is an 'active' registration for St Leonards HS and as a result his name is in black plus the 'change status' symbol is showing on the tracking sheet. His enrolment status at St Leonards HS would be 'Registered (interested)'.
- Nathan Davis: For some reason Nathan's parents have told the primary school that they are not going to return a completed EOI, but have told the school that they want him to go to St Leonards HS (which happens to be his designated high school). Because there is no official EOI to send to the high school, the primary school has ticked the 'Verbal advice' box when entering Nathan's EOI, which has created the 'VA' symbol to the left of his SRN on the high school tracking sheet.* Nathan is an 'active' registration for St Leonards HS with an enrolment status of 'Registered (interested)'.

* The 'Verbal advice' symbol can only be used for placement at the designated local high school OR placement not required in a NSW government secondary school. If a student with 'VA' is on your tracking sheet, you should process this student as if the EOI was there, because you will not get an EOI but the primary school has documented information that confirms the enrolment intentions of the parent or carer.

- Victoria Eastcott: Victoria is a non-government student who has submitted an EOI direct to St Leonards HS. As a result, the school has done a 'quick registration' and she now shows up in the 'Walk Ups' column. Victoria would have an enrolment status of 'Registered (interested)' at St Leonards HS. She has also submitted a selective high school application (symbol 'SH'). Victoria does not have a 'change status' icon next to her name because the 'change status' icon only works for the 'Designated HS' column and the 'School 1-2-3' columns.

(b) High school tracking sheet at the start of Round 2

SRN	Student name	G	Desig. HS	School 1	School 2	School 3	Walk Ups	Primary
434287568	Adams, Olivia	F	St Leonar					Samuel Gi
408000355	Anthony, Matthew	M	Chatswood	St Leonar	Ryde Seco	Turramurr		Chatswood
400072318	Ballantyne, Briony	F	St Leonar	Chatswood				St Leonar
430816345	Beveridge, Sophie	F	St Leonar	Chatswood	Willoughb	Killarney	Marsden H	St Leonar
							Ryde Seco	
430879521	Bedford, Eleanor	F	Chatswood	Concord H	St Ives H	St Leonar		St Leonar
430809771	Bentley, Sean	M	St Leonar					Chatswood
407072892	Clarke, Amelia	F	Killarney	Willoughb	Concord H	St Leonar		Chatswood
430803416	Cooper, Jeremy	M	Chatswood	St Leonar				St Leonar
430805634	Davis, Nathan	M	St Leonar					St Leonar
430631098	Eastcott, Victoria	F					St Leonar	

Figure 5 – St Leonards High School tracking sheet at the start of Round 2

This example at the start of Round 2 shows the following situations:

- Olivia Adams: Because 'St Leonards HS' and the student's name are now in blue (indicating an enrolment status of 'Registered (offered)' or better) we know that Olivia has been offered a place at St Leonards HS and has been sent an Application to Enrol.
- Matthew Anthony: Matthew has been successful in being offered a non-local place at St Leonards HS in Round 1. St Leonards HS is in blue, and Matthew's name is also in blue, indicating an enrolment status of 'Registered (offered)' or better.
- Briony Ballantyne: Briony has been successful in being offered a non-local place at Chatswood HS in Round 1. Chatswood HS is in blue, indicating an enrolment status of 'Registered (offered)' or better at that school. Briony's

name, however, remains in grey on the St Leonards HS tracking sheet because as far as St Leonards HS is concerned, she is an 'inactive' registration for them.

- Sophie Beveridge: Sophie has been successful in being offered a non-local place at Chatswood HS in Round 1. We know this because this school is now in blue, indicating an enrolment status of 'Registered (offered)' or better.
However, Sophie also registered for enrolment at Marsden HS and Ryde Secondary College (see 'Walk Ups' column). Marsden HS has now offered her a place (Marsden HS is in blue, indicating an enrolment status of 'Registered (offered)' or better) while Ryde Secondary College has declined her application (Ryde Secondary College is now grey, indicating 'Withdrawn (by school)'). Sophie's parents will have to decide in which school – Chatswood HS or Marsden HS – they will now enrol Sophie.
- Eleanor Bedford: Eleanor's request for non-local placement in Round 1 at Concord HS has *not* been successful. This has resulted in Concord HS changing Eleanor's enrolment status to 'Withdrawn (by school)', which has changed the name of this school to grey. Eleanor has now moved into Round 2 where she is currently waiting to be considered for non-local enrolment at St Ives HS, which is now in black.
- Sean Bentley: Because Sean did not require placement in a NSW government school next year (symbol 'NO'), St Leonards HS changed Sean's enrolment status to 'Withdrawn (by school)', making the school name go grey and removing him from the list of students that still need to be considered for enrolment.
- Amelia Clarke: Amelia's request for non-local placement in Round 1 at Willoughby GHS has *not* been successful. This has resulted in Willoughby GHS changing Amelia's enrolment status to 'Withdrawn (by school)', which has changed the name of this school to grey. Amelia has now moved into Round 2 where she is currently waiting to be considered for non-local enrolment at Concord HS, which is now in black.
- Jeremy Cooper: Jeremy has been successful in being offered a non-local place at St Leonards HS in Round 1. 'St Leonards HS' and Jeremy's name are both in blue, indicating an enrolment status of 'Registered (offered)' or better. When you hold your cursor over the name of the school, his actual enrolment status of 'Registered (offered)' is revealed.
- Nathan Davis: Nathan is currently being enrolled at St Leonards HS, his designated local high school. 'St Leonards HS' and Nathan's name are both in blue, indicating an enrolment status of 'Registered (offered)' or better.
- Victoria Eastcott: Victoria is a 'Walk Up' registration to St Leonards HS. She is now being enrolled at that school. St Leonards HS and Victoria's name are both in blue, indicating an enrolment status of 'Registered (offered)' or better'.

(c) High school tracking sheet at the end of Round 3

SRN	Student name	G	Desig.HS	School 1	School 2	School 3	Walk Ups	Primary
434287568	Adams, Olivia	F	St Leonar					Samuel Gi
408000355	Anthony, Matthew	M	Chatswood	St Leonar	Ryde Seco	Turrumur		Chatswood
400072318	Ballantyne, Briony	F	St Leonar	Chatswood				St Leonar
430816345	Beveridge, Sophie	F	St Leonar	Chatswood	Willoughb	Killarney	Marsden H Ryde Seco	St Leonar
430879521	Bedford, Eleanor	F	Chatswood	Concord H	St Ives H	St Leonar		St Leonar
430809771	Bentley, Sean	M	St Leonar					Chatswood
407072892	Clarke, Amelia	F	Killarney	Willoughb	Concord H	St Leonar		Chatswood
430803416	Cooper, Jeremy	F	Castle Hi	St Leonar				St Leonar
430805634	Davis, Nathan	M	St Leonar					St Leonar
430631098	Eastcott, Victoria	F					St Leonar	

Figure 6 – St Leonards High School tracking sheet at the end of Round 3

This example at the end of Round 3 shows the following situations:

- Olivia Adams: Because Olivia's name and 'St Leonards HS' are now in green (indicating an enrolment status of 'Applied to Enrol (risk assessed)') we know that Olivia's enrolment process has been fully completed in preparation for Year 7 next year.
- Matthew Anthony: It is hard to tell if Matthew's enrolment at St Leonards HS has progressed since the start of Round 2. You could check on this situation by holding your cursor over the name of the school to see what enrolment status showed up.
- Briony Ballantyne: It is hard to tell if Briony's enrolment at Chatswood HS has also progressed since the start of Round 2. You could also check on this situation by holding your cursor over the name of the school to see what enrolment status showed up.
- Sophie Beveridge: At the start of Round 2 Sophie's parents had to decide in which school – Chatswood HS or Marsden HS – they would enrol her. Both schools had offered her a place and sent her an Application to Enrol (i.e. both schools were in blue).

With Marsden HS now in green, signifying 'Applied to Enrol (risk assessed)', Sophie's parents have obviously returned an *Application to Enrol* to Marsden HS and the school has progressed her enrolment through to 'risk assessed'.

However Chatswood HS is still in blue, meaning that her enrolment at that school is still 'active'. The only way of telling if Sophie's parents had returned an *Application to Enrol* to Chatswood HS as well, and that her enrolment was also progressing towards 'Applied to Enrol (risk assessed)', would be to hold your cursor over Chatswood HS and see what enrolment status showed up in the pop-up box.

If Sophie's parents did return an *Application to Enrol* to both schools and both schools progressed Sophie's enrolment through to 'Applied to Enrol (risk assessed)', at the end of the year Sophie would end up with two schools in green. It will depend on which school Sophie actually attends on Day 1 next year as to where she eventually becomes 'Enrolled (in attendance)'.

- Eleanor Bedford: Eleanor's requests for non-local placement in Rounds 1 and 2 have not been successful (both School 1 and School 2 are in grey) but she has been successful in being offered a non-local place at School 3 – St Leonards HS (now in blue). Her enrolment may take more time than normal at St Leonards HS, given that Eleanor is currently on a risk management plan in the primary school (red flag).
- Sean Bentley: Because Sean did not require placement in a NSW government school next year (symbol 'NO'), he has been withdrawn from the tracking sheet process (grey name, grey school).
- Amelia Clarke: Amelia has been successful in being offered a place at her second preference non-local school – Concord HS (blue school).
- Jeremy Cooper: It is hard to tell if Jeremy's enrolment at St Leonards HS has progressed since the start of Round 2. You could check on this situation by holding your cursor over the name of the school to see what enrolment status showed up.

One reason could be that the name of the primary school is now in red. A red primary school means that Jeremy has left this school. As a result, there could be a problem with the EOI information previously entered for him by his old primary school, possibly due to a change of address. St Leonards HS would need to follow this up as soon as possible in case Jeremy is no longer intending to enrol at St Leonards HS.

- Nathan Davis: Because Nathan's name and 'St Leonards HS' are now in green (indicating an enrolment status of 'Applied to Enrol (risk assessed)') we know that his enrolment process has been fully completed in preparation for Year 7 next year.
- Victoria Eastcott: Victoria has now reached the enrolment status of 'Applied to Enrol (risk assessed)' at St Leonards HS, as indicated by her name in green and the school name in green.

CHANGES IN ERN ENROLMENT STATUS DURING THE PLACEMENT AND SUBSEQUENT ENROLMENT OF A YEAR 6 STUDENT INTO YEAR 7

