Understanding the Primary School Tracking Sheet
(2013 update)

1. Tracking sheet basics

(a) <u>Entering Year 7 Expressions of Interest (EOIs) into ERN</u>

As soon as each parent/carer has completed and returned their Expression of Interest (EOI) you can enter this information into ERN.*

* We also suggest you wait until you have a number of EOIs, so that you can save time by entering them all at the one sitting.

For help with this task, please read the ERN Quick Reference Guide *How to enter a student's EOI into ERN*.

(b) <u>Seeing students on the tracking sheet</u>

Once each student's EOI information has been entered into ERN, you will be able to see these students 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 in 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(c) below)
- If the student has submitted a selective high school application (symbol 'SH' to the left of the student's SRN)
- If the student does not require placement at a NSW government secondary school next year (symbol 'NO' to the left of the 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 students with" 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 name. 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 ('Kristy Douglass').

Figure 1 – Sample tracking sheet showing Year 6 students at the start of Round 1. For a detailed understanding of this particular tracking sheet please see the three tracking sheet examples in Section 2, beginning on page 8.

(c) <u>Understanding the 'Walk Ups' column</u>

Although each primary school enters its Year 6 students in the ERN tracking sheet, this is not always the full story when it comes to the enrolment of students into Year 7. Secondary schools can also do 'quick registrations' of students for a variety of reasons, and can enrol students through these 'quick registrations'.

The tracking sheet will show you all quick registrations done by any NSW government secondary school for any of your students. These show up in the 'Walk Ups' column – see example in Figure 1, where 'Debbie Bedford' has two 'walk up' registrations.

Please note that there may be situations where one of your students is eventually enrolled through a quick registration by a secondary school in the 'Walk Ups' column, rather than through the list of schools you entered on the tracking sheet. *This would include all students being enrolled in selective high schools.*

(d)   Sorting students on the tracking sheet

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

- **all students** (sorted alphabetically)
- students whose **placement is finalised**
- students whose **placement is not yet finalised** – see Figure 1 above**.**

You can also sort students whose **placement is not yet finalised** to show:

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

Please note: 'Registered (offered) status 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(f) below.

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

Show students with

All	▼
All	
Placement not yet finalised	
Placement finalised	
Registered (interested) only	
Registered (offered) status or better	

(e)   Checking on the enrolment status of each 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 ('Kristy Douglass').

(f)   <u>Understanding what each enrolment status means</u>

- All students on the tracking sheet start with an enrolment status of

  ➤ **Registered (interested)**, i.e. they have registered their interest in gaining a place at a particular school of their choice, but this school has not yet decided whether or not to offer them a place.

- Once a secondary school makes a decision to either (a) offer a place, or (b) decline a student, it will change the student's 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.

- If a secondary school decides to offer a student a place and has sent out an Application to Enrol, then over a period of time the student's enrolment status should change from 'Registered (offered)' to either:

  ➤ **Applied to Enrol (incomplete)**, i.e. the Application to Enrol has been returned to the school 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 the tracking sheet may also show two additional enrolment statuses:

  ➤ **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. this 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 a school *higher up the priority list* than those schools showing as 'Registered (other preference)'. The lower priority schools are therefore waiting to see if the student is accepted or declined at the higher priority school.

For a better understanding of each enrolment status and when/why they change, please see the diagram on page 13 – 'Changes in ERN enrolment status during the placement and subsequent enrolment of a Year 6 student into Year 7'.

(g)   Tracking sheet colours and enrolment status

- **Black** school name

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

- **Blue** school name

  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 3, page 8 ('Debbie Bedford').

- **Green** school name

  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)'.

- **Grey** school name

  This secondary school is *not dealing with this student* at the present time. This may be because (a) it has declined this student already, or (b) the parent/carer has withdrawn their child from enrolment at this school, or (c) this school 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)**.

(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 documents, parent conversations or other verified sources of information (Please see the

Year 6-7 Reference Guide Section 5, Steps 6.4 and 6.13 for detailed guidelines on when to use the [VA] symbol.)

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 2 (below), and then select 'Open' or 'Save'.

To add symbols and flags to your Excel spreadsheet, tick the "Flags" box and then click "Go", then click on the icon shown in Figure 2, and then 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.

Figure 2 – Location of the 'Download csv/Excel file' icon, 'Printer' icon and 'ERN Online Help' icon.

2.   Examples of primary school tracking sheets

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

Figure 3 – St Leonards Public School tracking sheet at the start of Round 1

This example of St Leonards Public School at the start of Round 1 shows students with 'placement not yet finalised'. (Being at the start of Round 1, the tracking sheet therefore shows every student in Year 6.)

- Sarah Adams: For some reason the primary school has not yet entered Sarah's EOI information. She therefore shows as 'Not Entered'.

- Sean Anthony: Sean has a medical condition or allergy (orange flag). He only wants to go to his designated local high school (St Leonards HS). His enrolment status at this school would be 'Registered (interested)' because St Leonards HS is in black.

- Victoria Ballantyne: Victoria 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 Killarney Heights HS ('Killarney'), followed by Chatswood HS. Her enrolment status at Killarney Heights HS would be 'Registered (interested)' because 'Killarney' is in black.

- Debbie Bedford: Debbie has a medical condition or allergy (orange flag). Whilst her designated high school is St Leonards HS, her preference is for non-local enrolment at Chatswood HS. For some reason Debbie'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 Debbie and therefore both of them show in the 'Walk Ups' column. Debbie would have an enrolment status of 'Registered (interested)' at all three schools in black.

- Sophie Bentley: Sophie is a non-Australian citizen (symbol 'NA'). Whilst her designated high school is Chatswood HS, her preference is for non-local enrolment at Concord HS, followed by St Ives HS, followed by St Leonards HS. She would have an enrolment status of 'Registered (interested)' at the school in black.

- Joshua Cordony: Joshua's designated high school is Chatswood HS but his first preference is for non-local enrolment at St Leonards HS. He would have an enrolment status of 'Registered (interested)' at the school in black.

- Matthew Day: Matthew currently has a risk management plan in place (red flag). His designated high school is St Leonards HS and that is the only school he wants to go to. He would have an enrolment status of 'Registered (interested)' at this school because it is in black.

- Kristy Douglass: Kristy 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, followed by St Ives HS, followed by Concord HS. She would have an enrolment status of 'Registered (interested)' at the school in black.

- Anneliese Elliott: Although Anneliese's designated high school is St Leonards HS, her parents have indicated that she will not require placement in a NSW government secondary school next year (symbol 'NO'). Her enrolment status at St Leonards HS would be 'Registered (interested)' because it is in black.

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

Figure 4 – St Leonards Public School tracking sheet at the start of Round 2

This example shows St Leonards Public School students at the start of Round 2.

- Sarah Adams: For some unknown reason Sarah's parents are not going to return a completed EOI but they have told the Principal that they would like Sarah to go to St Leonards HS (which happens to be her 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 Sarah's EOI, which has created the 'VA' symbol to the left of Sarah's SRN. (Please see the *Year 6-7 Reference Guide* Section 5, Step 6.4 and 6.13 for detailed guidelines on when to use the 'VA' symbol.)

  Because Sarah was only entered on the tracking sheet a few days ago, St Leonards HS have not yet started processing her for enrolment. She would have an enrolment status of 'Registered (interested)' at St Leonards HS because it is in black.

- Sean Anthony: Because St Leonards HS is now in blue (indicating an enrolment status of 'Registered (offered)' or better) we know that Sean has been offered a place there and has been sent an Application to Enrol.

- Victoria Ballantyne: Victoria's request for non-local placement in Round 1 at Killarney Heights HS has *not* been successful. This has resulted in Killarney Heights HS changing Victoria's enrolment status to 'Withdrawn (by school)', which has changed the name of this school to grey. Victoria has now moved into Round 2 where she is currently waiting to be considered for non-local enrolment at Chatswood HS, which is now in black.

- Debbie Bedford: Debbie 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, Debbie 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)'. Debbie's parents will have to decide in which school – Chatswood HS or Marsden HS – they will now enrol Debbie.

- Sophie Bentley: Sophie's request for non-local placement in Round 1 at Concord HS has *not* been successful. This has resulted in Concord HS changing Victoria's enrolment status to 'Withdrawn (by school)', which has changed the name of this school to grey. Victoria 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.

- Joshua Cordony: Joshua has been successful in being offered a non-local place at St Leonards HS in Round 1. St Leonards HS is in blue, indicating an enrolment status of 'Registered (offered)' or better.

- Matthew Day: Matthew is currently being enrolled at St Leonards HS. St Leonards HS is in blue, indicating an enrolment status of 'Registered (offered)' or better.

- Kristy Douglass: Kristy 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.

- Anneliese Elliott: Because Anneliese did not require placement in a NSW government school next year (symbol 'NO'), St Leonards HS changed Anneliese's enrolment status to 'Withdrawn (by school), making the school name go grey and removing her from the list of students that still need to be considered for enrolment.

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

Figure 5 – St Leonards Public School tracking sheet at the end of Round 3

This example shows St Leonards Public School students at the end of Round 3.

- Sarah Adams: St Leonards HS are now in the process of enrolling Sarah, with the name of the school now in blue (indicating an enrolment status of 'Registered (offered)' or better).

- Sean Anthony: Because St Leonards HS is now in green (indicating an enrolment status of 'Applied to Enrol (risk assessed)' we know that Sean's enrolment process has been fully completed in preparation for Year 7 next year.

- Victoria Ballantyne: Victoria's requests for non-local placement in Rounds 1 and 2 have *not* been successful, indicated by both 'School 1' and 'School 2' now showing in grey, i.e. 'Withdrawn (by school)'. Victoria has been offered enrolment by St Leonards HS (now in blue).

- Debbie Bedford: At the start of Round 2 Debbie's parents had to decide in which school – Chatswood HS or Marsden HS – they would enrol her. Both schools had offered her a place (i.e. both schools were in blue).

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

- Sophie Bentley: Sophie'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).

- Joshua Cordony: Because St Leonards HS is now in green (indicating an enrolment status of 'Applied to Enrol (risk assessed)' we know that Joshua's enrolment process has been fully completed for Year 7 next year.

- Matthew Day: No change on the tracking sheet is obvious for Matthew since the start of Round 2. Although Matthew is currently being enrolled at St Leonards HS (in blue), the enrolment may be progressing at a slower rate than normal due to the need for a risk assessment to be conducted prior to finalisation of his enrolment. This would have been triggered by the red flag indicating he is currently on a risk management plan.

- Kristy Douglass: Because Chatswood HS is now in green (indicating an enrolment status of 'Applied to Enrol (risk assessed)' we know that Kristy's enrolment process has been fully completed for Year 7 next year at that school.

- Anneliese Elliott: Because Anneliese did not require placement in a NSW government school next year (symbol 'NO'), she has been withdrawn from the tracking sheet process.

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

Parent/carer fills in an Expression of Interest (EOI) requesting placement at a particular government secondary school

↓

Primary school enters EOI details into ERN

↓

Student appears on the secondary school tracking sheet as **Registered (interested)**

Secondary school *offers this student a place*

Secondary school goes into ERN and changes student's enrolment status to **Registered (offered)**

↓

Secondary school sends out letter of offer and Application to Enrol (ATE)

↓

Parent/carer returns ATE to the secondary school

Secondary school *declines this student*

Secondary school goes into ERN and changes student's enrolment status to **Withdrawn (by school)**

↓

Secondary school sends out letter re: unsuccessful placement

↓

Secondary school sends copy of EOI onto the next school on the tracking sheet

Secondary school enters ATE details into ERN

Application to Enrol is *fully complete*

Application to Enrol is *incomplete* – ERN automatically changes student's status to **Applied to Enrol (incomplete)**

↓

Parent/carer provides missing information – missing details are entered into ERN

ERN automatically changes student's status to **Applied to Enrol (validated)**

↓

Secondary school principal reviews the available enrolment information and decides whether or not to conduct a risk assessment

Risk assessment *not required*

Risk assessment *is required*

↓

Risk assessment completed and appropriate plans and strategies in place

Student's enrolment is finalised

↓

Secondary school changes the student's status to **Applied to Enrol (risk assessed)**