

Enrolment procedures – Attachment A

CURRENT ROLL TO FORMER ROLL REASONS FOR LEAVING CODES

Once a student has been moved from the current roll to the former roll they are no longer enrolled at the school. In order for a student to be moved from the current roll to the former roll, schools **must verify** that the student meets one of the criteria outlined in the following table and record in the 'Reason for Leaving' field in SAMS. The 'Destination' field must also be completed as outlined below.

Reason for Leaving	Criteria	Destination
Completed primary / middle / senior	To be used when a student has completed the final year level available to them at the school. Normally used in the SAMS year end rollover processes.	School must complete the Destination field with student's new school.
Confirmed enrolment – NT government school	To be used when it has been verified that the student has enrolled in another NT government school.	School must complete the Destination field with student's new school.
Confirmed enrolment – NT non-government school	To be used when it has been verified that the student has enrolled in a NT non-government school.	School must complete the Destination field with student's new school.
Confirmed home schooling	To be used when it has been verified that the parent has gained approval to home school children. If the parent does not provide a copy of an approval letter, the school must contact Home Education Officer on homeeducation.det@nt.gov.au or 08 8944 9214 to seek verification.	Other sources
Confirmed participation in an eligible option	To be used when a student has completed Year 10 but is under the age of 17 years and is participating in and out of school eligible option such as: <ul style="list-style-type: none"> • full time employment; or • approved education or training where the provided is not a school (e.g. an apprenticeship other than a school based apprenticeship or a full time course through a university or registered training organisation). <p>The principal must complete a Notification of Arrangements form and forward to the Manager Eligible Options.</p>	Other sources

Reason for Leaving	Criteria	Destination
Deceased	To be used when a student is deceased. School should make reasonable efforts to access a copy of the student's death certificate and place on the Student Record Folder.	Other sources
Expelled	To be used when a student has been expelled by the Minister.	School must complete the Destination field detailing the non-government school or distance education centre that the child is enrolled.
Moved interstate / overseas	To be used when it has been verified that the student has moved interstate or overseas.	School must complete the Destination field with student's new school.
No longer of compulsory school age	To be used when a student is 17 years of age or older and has not attended school for a period of at least eight weeks without a reasonable excuse.	Other sources
Other	To be used when there is a valid reason for the student being removed from the current roll that does not fit one of the 'Reason for Leaving' codes. For example: When a student of pre-compulsory school age has been enrolled in the Families as First Teachers program or preschool but are no longer attending.	Other sources