

PROCEDURES

ENROLMENT

Responsibility of: School Support Services
Effective Date: May 2016
Next Review Date: May 2018
Target Audience: Corporate and school staff, parents and students

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These guidelines should be read in conjunction with the **Enrolment policy and the associated guidelines**.

1. INTRODUCTION

These guidelines set out the procedures for administering enrolments in Northern Territory government schools to ensure adequate supporting documentation is obtained and quality information is provided and maintained within the department's student administration systems.

All Northern Territory government schools must also comply with these guidelines when processing all aspects of enrolment including; student transfers, dual enrolments, out of school eligible options and removing students from the school's current roll.

The enrolment of children in early childhood education programs such as Families as First Teachers, preschool (including mobile preschool programs) and Transition must also be processed in line with these guidelines.

2. DEFINITIONS

Alternative education/training centres currently includes; Malak Re-engagement Centre, Flexible Learning Centres, Kids in Town Engaged in School (KiTES), Alice Outcomes, Owen Springs Education Unit and Tivendale School.

Current roll is a register in SAMS that facilitates the recording of student enrolment and attendance at a school as required by section 45 of the [Education Act](#).

Daily care and control of a child (in regards to the definition of parent) refers to a person who is entitled to exercise all the powers and rights, and has all the responsibilities, in relation to the day-to-day care and control of the child.

Eligible option is participation on a full time basis in one of the following:

- approved education or training; or

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- if 15 years or over, paid employment (minimum average of 25 hours per week); or
- a combination of approved education/training and paid employment.

Flexible education arrangement is an arrangement that allows a student's educational program to be delivered through the school and/or alternative approved providers.

Former roll is a roll in SAMS to which a student's name is moved when the student is no longer enrolled at the school. As such the former roll acts as a record for all students previously enrolled in the school.

Parent signifies a child's father, mother or any other person who has parental responsibility for the child, including a person who is regarded as a parent of the child under Aboriginal customary law or Aboriginal tradition.

Parental responsibility (in regards to the definition of parent) refers to a person who has:

- (a) daily care and control of the child; or
- (b) is entitled to exercise all the powers and rights, and has all the responsibilities, in relation to the long-term care and development of the child; or
- (c) has daily care and control of the child and the entitlement and responsibilities at (b) and includes a person who has been given the above responsibilities under another state or territory law.

Student Administration and Management System (SAMS G2 and SAMS Classic, hereafter referred to as SAMS) is the standard student administration system used in all Northern Territory government schools to manage student enrolment and attendance.

Student living independently is a child who is of or above the age of 14 years and not living with a parent. A child is also considered independent, although living with the parent, if the parent is **unable to control** the child's behaviour in relation to enrolment, attendance and participation.

Student Master Index (SMI) is the central register of all students under the age of 25 years who have been enrolled in a Northern Territory government school. It is used to provide a single point enrolment service and to locate existing students.

3. ROLES AND RESPONSIBILITIES

Principal will:

- ensure a child's commencement at school is not declined or delayed where proof of identity is not available
- ensure enrolments are immediately entered into SAMS as outlined in the [Student Enrolment Process – SMI and SAMS G2](#) or the [Student Enrolment Process Flowchart](#) for schools that have not migrated to SAMS G2
- ensure that all Student Record Folders remain the property of the Northern Territory Government, and are not transferred to non-government organisations including non-government schools or interstate schools
- ensure students wishing to participate in an out of school eligible option are supported in transitioning into the new arrangements and a [Notification of Arrangements](#) form is completed and provided to the Manager Eligible Options
- ensure that school staff have an understanding of, and actively apply department policies,

guidelines and procedures.

Student Administration Systems (SAS) Team will:

- manage the SAMS environment and the SMI
- provide training, support and advice to schools on the department's student administration systems
- investigate duplicate student identities and work with schools to enable these identities to be merged.

Performance and Data Management (PaDM) will:

- manage the collection of the department's official enrolment and attendance data in week 4 and week 8 of each term
- provide direction and support to schools to validate enrolment and attendance data to encourage and facilitate good data quality
- act as data custodian for centralised departmental data
- manage and maintain the department's data warehouse.

Director Enrolment and Attendance, School Support Services will:

- arrange timely advice to schools on changes in policy and legislation that affects the enrolment of students in Northern Territory government schools.

4. PROCEDURE FOR STUDENT ENROLMENT

4.1 Enrolment forms

If the child is enrolling in a Northern Territory government school for the first time, the [Student Enrolment Form](#) will need to be completed either online or in person at the school. The website for online enrolment in a Northern Territory government school is: <http://enrol.ntschoools.net>.

If the form is completed online, the parent/s must also attend the school in person to have their signature/s witnessed by school staff, and to provide the required supporting documentation. Additional enrolment forms relevant to the school may also be completed at this time.

For all preschool enrolments, parents must complete the [Supplementary Preschool Enrolment Form](#). Schools must keep the completed form on the Student Record Folder to ensure compliance with the [Education and Care Services National Regulations](#).

4.2 Supporting documentation

Principals are responsible for ensuring that adequate supporting documentation is provided to confirm a child's eligibility to enrol at the school, refer to the [Enrolment Eligibility Guidelines](#).

Schools must ensure that they sight and obtain a copy of the required supporting documentation and include (on the copy) the name of the person who sighted the document, and the date the document was sighted.

(a) Proof of identity

For the purpose of enrolment in a school proof of identity must prove the child's citizenship, permanent residency or visa status and name and date of birth.

For proof of Australian citizenship or permanent residency, children who were:

- born in Australia must provide a birth certificate or equivalent¹
- not born in Australia must provide a passport and visa or travel documentation issued by the Department of Immigration specifying the visa subclass and expiry.

Where a child's Australian citizenship or permanent residency is not in question, a child's commencement at school is not to be declined or delayed where proof of identity is not available; however, the school should inform the parent/s that:

- in the case of a senior secondary student, this will affect the student's ability to obtain a Northern Territory Certificate of Education and Training, and
- in the case of a student participating in Vocational Education and Training, this will affect the student's ability to access a Unique Student Identifier and be formally enrolled with a registered training organisation.

(b) Proof of residential address

Proof of residential address is required to confirm that the child's usual place of residence is in the Northern Territory and whether the child resides in the school's priority enrolment area.

A child residing outside of the schools priority enrolment may be enrolled:

- if the school has the operational capacity to accept the enrolment; or
- if the school is on an Enrolment Management Plan, where the child meets the enrolment criteria for students residing outside the school's priority enrolment area as outlined in the plan (refer to the [Enrolment Management and Priority Enrolment Guidelines](#)).

Proof of a child's residential address must display the actual residential address of the student (i.e. a telephone bill, power bill or rental agreement). A document indicating a post office box is not considered adequate proof of residence.

(c) Immunisation status

Parents must provide a Medicare Immunisation History Statement or the child's Immunisation Card to preschools and primary schools for both immunised and non-immunised children. Prospective students will not be prevented from enrolling in a Northern Territory government school or early childhood education program if they have not been immunised.

Collection of immunisation status certificates assists health authorities in protecting the school community in the event of a vaccine-preventable disease occurrence at the school. In the event of a vaccine-preventable disease occurrence, the department will be guided by the [Centre for Disease Control 'Time Out' Poster](#) and specialist advice issued by the Department of Health. Refer to the [Infectious Diseases – Exclusions from School Policy](#) for more information.

Parents of middle and senior secondary school student applicants are not required to provide a Medicare Immunisation History Statement.

¹ Equivalent form of proof of identification may include; Medicare Immunisation History Statement, passport or other appropriate documentation issued by a government department.

(d) Special family circumstances

Special family circumstances may include arrangements pertaining to parental responsibility such as foster care, sole or shared custody or access restrictions. Such arrangements may be supported by a court order which will expressly set out what the situation is regarding parental responsibility and who has authority to make decisions regarding major long term issues affecting a child's welfare, such as education.

Copies of relevant court orders must be provided to the school. The person with parental responsibility is also responsible for providing principals and staff with up-to-date information and documentation relating to relevant court orders and arrangements that are in place.

Schools must ensure that the parental responsibility arrangements are correctly entered into the SAMS as outlined in the [Special Family Circumstances Fact Sheet](#).

(e) Student consent for media and intellectual property

The [Student Consent Form – Media and Intellectual Property](#) covers approval for students for media coverage of school activities, student works and departmental and Northern Territory Government promotional events for the duration of their enrolment.

Where a student has not previously been enrolled in a Northern Territory government school, the Student Consent Form must be issued to the parent at the time of enrolment. If a student has previously attended a Northern Territory government school, a consent form should have been completed at their previous school.² A new consent form is **NOT** required when a student changes schools.

The form is available on the department's Enet in Word format. Refer to the [Student Consent Guidelines Advice for Principals](#) for more information.

4.3 Student Record Folder

Every student enrolled in a Northern Territory government school has a Student Record Folder. The folder contains all documentation pertaining to the student's enrolment and attendance at the school including the enrolment form, immunisation records, consent forms, medical information, correspondence with parents and all other relevant documentation.

Student Record Folders must remain the property of the Department of Education and are to be maintained by the school in accordance with the General Disposal Schedule for Student Records.

4.4 Recording student enrolments

School staff must enrol the student as outlined in the [Student Enrolment Process – SMI and SAMS G2](#) or the [Student Enrolment Process Flowchart](#) for schools that have not migrated to SAMS G2. Enrolments should be processed by the day that the student commences at the school.

² Schools must check that the Student Consent Form is transferred with the Student Record Folder – if no form is present, a new form must be completed.

Queries on the student enrolment process should be directed to the SAS Team on 1800 446 961.

Appendix A provides a flowchart of the enrolment process.

5. STUDENT TRANSFERS

5.1 Students transferring between Northern Territory government schools

- The Student Record Folder should transfer with the student who moves to another Northern Territory government school.
- Where a student has previously been enrolled in a government school, the enrolling school should obtain the Student Record Folder and avoid creating a duplicate.
- Where the student is highly mobile, principals of each school should discuss the practicality of transferring the Student Record Folder based on individual circumstances. In these instances, all required student records will be transferred to the school maintaining the Student Record Folder.
- Where a student is dually enrolled the Student Record Folder must stay with the Main school (refer to section 6 Dual enrolment/student mobility).

5.2 Students transferring between government and non-government schools in the Northern Territory

- Consent from the parent (or the student living independently) must accompany requests for student information from non-government schools or private training providers.
- Copies of general reports and other information relevant to a student's educational progress may be forwarded to the new non-government school or provider; however, the government school must retain the original documents in the Student Record Folder.
- Advice from Legal Services should be sought if there are third party privacy considerations to be taken into account when dealing with such a request.

5.3 Students transferring from interstate

- Schools should use the [Interstate Student Data Transfer Note \(ISDTN\)](#) when students enrol from an interstate school, in accordance with the protocols.

6. DUAL ENROLMENTS

Students can be enrolled at two or more schools. Dual enrolments **are not encouraged** but can accommodate students in specific circumstances such as:

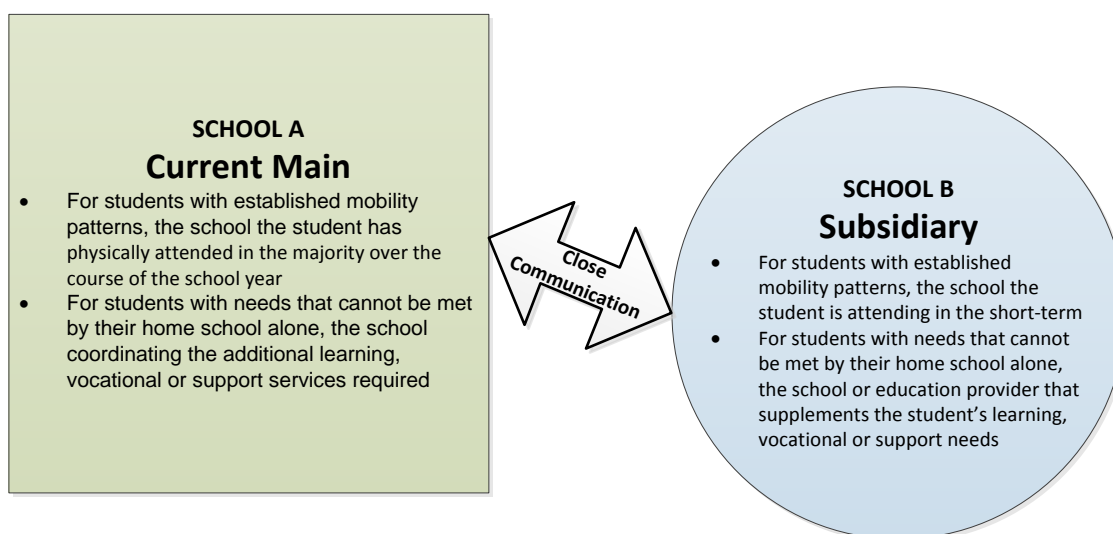
- students with established and significant mobility patterns³
- students with needs that cannot be met by their home school alone⁴.

When a student is dually enrolled, one school must be listed as 'Current Main' and the other(s) as 'Subsidiary'. Refer to [Enrolling a Student with the Attendance Type – Subsidiary](#).

³ For example, students and families with strong cultural connections to other communities requiring frequent temporary relocations or students regularly living in two different locations due to shared custody arrangements (both formal and informal).

⁴ For example, students attending an additional school or distance education school in order to access a particular service or curriculum area which is unavailable in their home school.

The figure below illustrates the relationship between Main and Subsidiary schools for a dual enrolled student:



Refer to the [Lesson Attendance Codes and Descriptions](#) for more information on marking the attendance of students who are dually enrolled.

6.1 Student mobility

Schools have a legal responsibility to enrol (and record the attendance of) all students who attend their school irrespective of the duration of stay. Students who are residing locally, even for a short unknown time period (e.g. students who travel with family to another community to attend a funeral or sporting event) must be enrolled **but not dually enrolled**.

To ensure that attendance rate statistics are not impacted, the student's previous school must move the student to the former roll once confirmation of enrolment has been received. On the student's return to their former school, the student must be re-enrolled in the school.

6.2 Students undertaking flexible education arrangements

Flexible education arrangements are considered where the student has disengaged from school, has demonstrated patterns of absenteeism, or is unable to attend full time school due to certain circumstances. Such arrangements may include a student enrolling with an alternative education/training centre managed by the department or undertaking a program with an approved provider. In all instances the student is to remain enrolled at their home school and attendance marked in accordance with the [Lesson Attendance Codes and Descriptions](#).

7. OUT OF SCHOOL ELIGIBLE OPTIONS (NOTIFICATION OF ARRANGEMENTS)

Where a student has completed Year 10 and is between 15 and 17 years of age, the student may choose to participate full time in one of the following eligible options:

- paid employment (minimum average of 25 hours per week); or
- a combination of approved education/training and paid employment.

Schools are responsible for working with students who wish to participate in eligible options and facilitate the student's transition into the new arrangements. The Manager Eligible Options will provide advice to schools, as required, to ensure that eligible option arrangements comply with compulsory participation requirements.

Where a student is participating in an out of school eligible option, the principal must ensure that a [Notification of Arrangements](#) form is completed and forwarded to the Manager Eligible Options. This will include options where a student is participating in:

- full time employment; or
- approved education or training where the provider is not a school (e.g. an apprenticeship other than a school based apprenticeship or full time study through a university or registered training organisation).

The Manager Eligible Options will maintain a register of students participating in out of school eligible options. Once the student has commenced participation in the eligible option the student may be placed on the school's former roll.

8. REMOVING STUDENTS FROM THE CURRENT ROLL

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** and record that one of the following has occurred:

- (a) the student has completed primary, middle or senior school
- (b) the student has enrolled at another Northern Territory school (government or non-government)
- (c) the student is confirmed to be participating in an approved home education program
- (d) the student is confirmed to be participating in an out of school eligible option
- (e) the student has been expelled by the Minister
- (f) the student is deceased
- (g) the student has relocated interstate/overseas
- (h) the student is no longer of compulsory school age.

When a student is removed from the current roll, the correct information must be entered into the 'Reason for Leaving' field in SAMS. The school must also make reasonable and timely attempts to establish the location of the student and the 'Destination' field must be completed.

Attachment A provides the parameters and examples for when each 'Reason for Leaving' code may be used.

Schools must contact the Transition Support Unit (tsu.decs@nt.gov.au or 1800 667 694) when a student is leaving the Northern Territory government school system to enrol in a boarding school (government, non-government, intrastate or interstate).

Principals must ensure that school staff follow up on the destination of students leaving the school and that that students are placed on the former roll within two weeks of actually leaving the school.

9. APPENDICES AND ATTACHMENTS

Appendix A – Enrolment Process Flowchart

Attachment A – Current Roll to Former Roll Reason for Leaving Codes

Attachment B – Notification of Arrangements Form

10. RELATED POLICY, LEGISLATION AND DOCUMENTS

Department of Education	<ul style="list-style-type: none"> • Enrolment Policy • Enrolment Eligibility Guidelines • Enrolment Enforcement Guidelines • Enrolment Management and Priority Enrolment Guidelines • Enrolment in Special Schools and Special Centres Guidelines • Enrolling a Student with the Attendance Type – Subsidiary • Infectious Diseases – Exclusions from School Policy • Lesson Attendance Codes and Descriptions • Notification of Arrangements form • Student Enrolment Process – SMI and SAMS G2 • Student Consent Guidelines Advice for Principals
Northern Territory	<ul style="list-style-type: none"> • Education Act • Education Regulations
National	<ul style="list-style-type: none"> • Education and Care Services National Regulations • Social Security (Administration) Act • Interstate Student Data Transfer Note (ISDTN)

Appendix A Enrolment Process Flowchart

Enrolment Process

1. Student enrolment request received

- (a) The school must adhere to the [Enrolment Eligibility](#) and [the associated guidelines](#) when accepting/declining an enrolment application.
- (b) Where a school determines that a student is not eligible for enrolment, the school should clearly explain the reasons why this decision has been made and provide advice for further steps.

2. Student enrolment form

- (a) The approved [Student Enrolment Form](#) is used and all mandatory fields are completed.
- (b) Except where a child under the age of 18 years is an independent student, or where the student is of or above the age of 18 years, the Student Enrolment Form is signed by a parent.
- (c) Where a parent cannot sign their name they mark the form with an 'X' and this must be witnessed by a member of the school's office or teaching staff. The witness should sign their name, write their name in capitals and write 'witness' next to their signature.
- (d) If a child seeks enrolment without parental involvement, all reasonable enquiries are made to establish that a child is genuinely living independently.

3. Supporting documentation

- (a) All reasonable attempts must be taken to obtain proof of the child's identity. This may take the form of a birth certificate or equivalent or a passport or visa for students not born in Australia.
- (b) A child's commencement at school will not be declined or delayed where proof of identity is not available.
- (c) Where a school has an Enrolment Management Plan in force, adequate proof of residency must be provided (refer to the [Enrolment Management and Priority Enrolment Guidelines](#)).
- (d) Medicare Immunisation History Statements must be provided for early childhood programs and primary school enrolments for both immunised and non-immunised children.
- (e) Court order documents must be provided where special parental responsibility arrangements are in place for a child and details entered into SAMS as per the [Special Family Circumstances](#) fact sheet.
- (f) The [Student Consent Form – Media Intellectual Property](#) must be completed if the student has not previously been enrolled in a Northern Territory Government school.

4. Student enrolment records process

- (a) School staff must enrol the student as outlined in the [Student Enrolment Process – SMI and SAMS G2](#) or the [Student Enrolment Process Flowchart](#) for schools that have not migrated to SAMS G2.
- (b) Queries on the student enrolment process should be directed to the SAS Team on 1800 446 961.
- (c) Where the student's previous school is known, it is mandatory that contact is made with the previous school to advise of their enrolment within five school days to discuss student record transfers.
- (d) Where a student's previous school is located interstate, the school must also use the [Interstate Student Data Transfer Note \(ISDTN\)](#) when enrolling the student.