

# Online Enrolment System

## SASS Training

Webinar

July 2020

# Outcomes

By the end of the sessions, all attendees will:

- Understand the benefits of Online Enrolment
- How to navigate the Online Enrolment Parent Interface (PI)
- How to navigate the Online Enrolment School Interface
- How & where to raise any queries
- Where to find QRGs

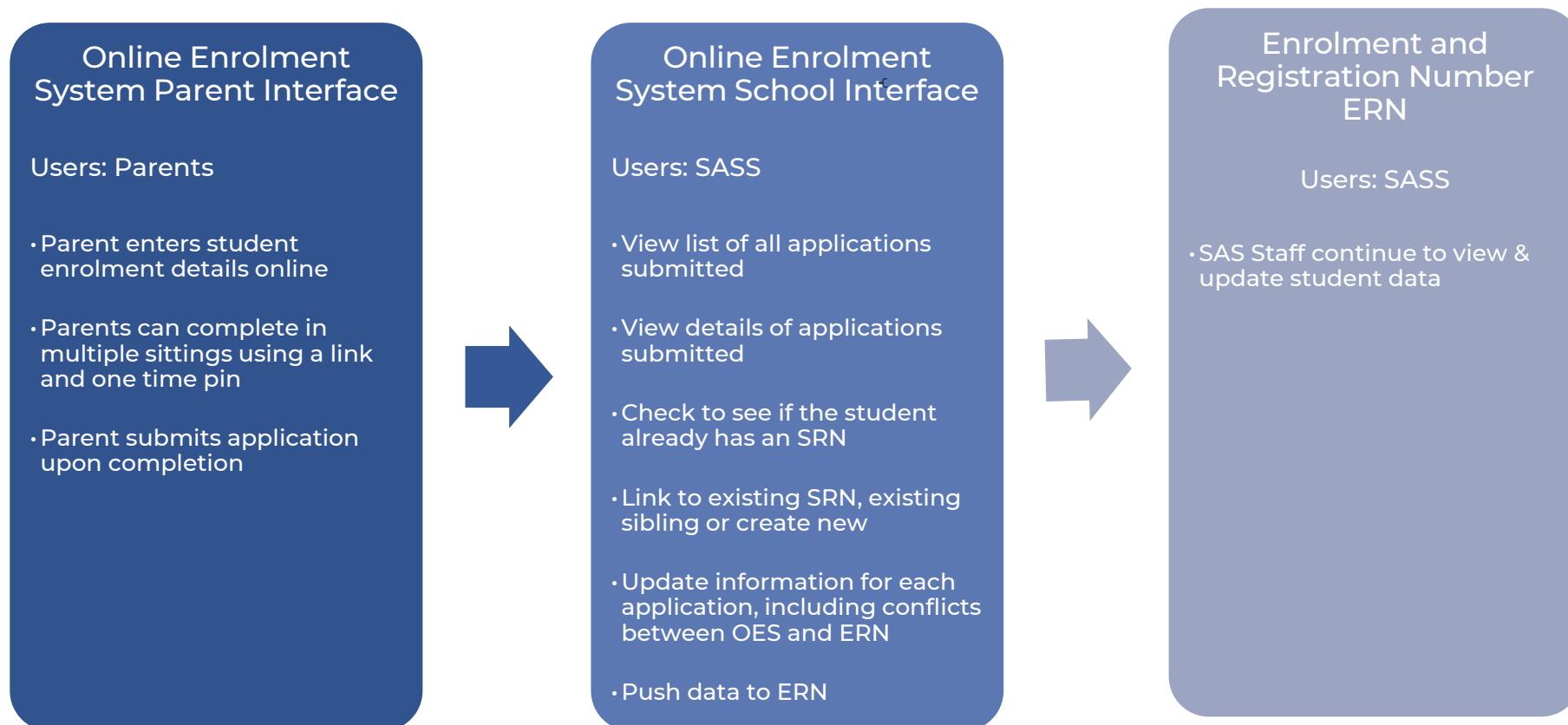
# Online Enrolment Overview

## What is Online Enrolment?

- A web based system allowing parents to apply online to enrol their child in their local school through an online Parent Interface
- Once submitted the application is transferred to a School Interface
- School staff can review, edit and send to the central enrolment system (ERN)
- ERN will continue to remain the source of truth for all enrolment in a NSW Government School

# Solution Overview


So... how does it work?



# Online Enrolment System Parent Interface

## Demo and Activities


PI: <https://enrol.pre.education.nsw.gov.au/#/?schoolCode=4056&catchmentLevel=primary>

 School Enrolment Application [Resume application](#)

EDConnect Training School


School Enrolment Application

Before you start, please read the following:




What is this online application for?

- Local enrolment into NSW Government schools only
- Children living in NSW who are Australian or New Zealand citizens or Australian permanent residents



Can temporary residents apply using this form?

No. Please go to our website for [temporary residents and international students](#) for this type of enrolment



What will I need to complete this application?

- Your child's medical details - Medicare and doctor details
- Parent contact details
- Emergency contact details

# Parent Interface Application Confirmation

The following is an example of the confirmation email the parent receives

Dear Samantha Smith,

Your application to enrol J Smith at                      Public School has been submitted.

Your application reference number is: **1987-504315-1809**

What's next...

1. A copy of your application is attached. It's a good idea to check the details, and if anything is not right, contact Rooty Hill Public School straight away.  
The PDF is password protected. The password is the combination of the student's FIRST NAME in capital letters (ignore spaces and special characters) followed by student's date of birth in DDMMYYYY format.  
For example, if the student's first name is Michael and his date of birth is 13 Mar 2008, then the password will be - MICHAEL13032008.  
If the student's name is Sarah, and her date of birth is 1 Jan 2010, then the password will be - SARAHO1012010.
2. You should now contact the school directly to make a time to progress your application. This will include taking the following original documents to Rooty Hill Public School's administration office:
  - J Smith's identity documents e.g. birth certificate
  - Proof of address e.g. residential lease, utility bills, council rates notice
  - Immunisation history statement

Depending on the particular circumstances of your child, you may also need to provide:

- Copies of medical/healthcare or emergency action plans
- Evidence of any disability or other support needs
- Copies of any family law or other relevant court orders

**Note: Your application cannot proceed until Rooty Hill Public School has sighted these documents. When you contact the school, please clarify what proof of address documents they require.**

*This email has been auto-generated. Do not reply.*

Thanks,

Online school enrolment - NSW Department of Education

# Benefits for the Parent/Carer

## EASY ACCESS

Available through the school's website. Parents instantly know their in-area school.

## STUDENT CENTRIC

The application uses conditional logic to 'fold up' the questions - parents are only exposed to the questions that relate to their child.

## USER FRIENDLY

The form is intuitive. It does not have to be completed in one sitting.

## SAFE

The system is secure and trusted.

## FLEXIBLE

The application can be accessed on multiple devices – anywhere and any time.


## ENGAGING

Engages the parent in technology building confidence in other platforms.

# Online Enrolment System School Interface

## Demo and Activities

SI: <https://staff.enrol.pre.education.nsw.gov.au>


Online Enrolment System

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Rooty Hill Public School

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Pending applications

395 total

Q

Search by name...

Received ↓	Student name	Date of birth	Scholastic year	Start date	Status	Action
15 Apr 2020	Automationranxezva, Automationranbajzp	06 Jan 2012	<div>1</div> Year 1	28 Jan 2020	<div>In Progress</div>	<div>!</div>
15 Apr 2020	Automationranfncaw, Automationrandfhiv	06 Jan 2012	<div>1</div> Year 1	28 Jan 2020	<div>In Progress</div>	<div>!</div>
15 Apr 2020	Automationranhhrtl, Automationrankgssx	06 Jan 2012	<div>1</div> Year 1	12 Oct 2020	<div>In Progress</div>	<div>!</div>
15 Apr 2020	Automationrannahid, Automationranaexim	06 Jan 2012	<div>1</div> Year 1	12 Oct 2020	<div>In Progress</div>	<div>!</div>
15 Apr 2020	Automationranqimsg, Automationranhwxqz	06 Jan 2012	<div>1</div> Year 1	12 Oct 2020	<div>In Progress</div>	<div>!</div>
15 Apr 2020	Test Two, Automationstudent	06 Jan 2012	<div>6</div> Year 6	12 Oct 2020	<div>Received</div>	<div>!</div>



# Benefits for SASS

## TIME SAVING

Reduces the processing time for an enrolment. Most fields in PI are mandatory so less time is needed to follow up information.

## REDUCED DATA ENTRY

SASS don't have to enter 16 pages of information from a paper form into the ERN data base.

## USER FRIENDLY

The system is intuitive and easy to navigate.

## INTEGRATED

OES integrates with existing applications. ERN and EBS.

# Support Process

## Online Enrolment System – Support Basics

The link to the support form is -

[https://servicemanagement.det.nsw.edu.au/kinetic/DisplayPage?name=Identify\\_Client&form=OES](https://servicemanagement.det.nsw.edu.au/kinetic/DisplayPage?name=Identify_Client&form=OES)

It can also be found in the SI as per below

Online Enrolment System

Rooty Hill Public School

Help & FAQs

Report an issue

Pending applications 395 total

Search by name...

Received ↓	Student name	Date of birth	Scholastic year	Start date	Status	Action
15 Apr 2020	Automationranxezva. Automationranbaizo	06 Jan 2012	1 Year 1	28 Jan 2020	In Progress	

For support through EDConnect, please call 1300 32 32 32 & option 5 (IT, schools apps including ERN) & then option 1 for schools apps including ERN.

# Location of QRGs

## What can assist you with OES Support?

### Quick Reference Guides:

OES – School Interface

- <https://education.nsw.gov.au/help/platoapps/home/oes>

ERN

- <https://education.nsw.gov.au/help/platoapps/home/ern/ern-help-index>