

## **Procedures for the shared enrolment status of students accessing specialist educational settings**

A shared enrolment applies to the practice of a student attending two or more schools for a period of time and ensures that a student has only one unique student registration number (SRN).

The following procedures apply to differentiate between the home school and specialist educational settings and to facilitate the maintenance of accurate enrolment data as part of the annual census data collection process.

### **For enrolments up to 12 months**

Where a student accesses a specialist educational setting on a sessional or full-time basis for a period of up to 12 months (where there is an expectation that the student will return to the home school), the student will maintain their enrolment in the home school (census school). During this period the home school will share the student's enrolment information with the specialist educational setting (non-census school) for the duration of the student's placement outside the home school. Future decisions regarding the student's continuing placement will occur at the student's next review meeting.

### **For enrolments longer than 12 months**

Where a student accesses a specialist educational setting on a sessional basis for more than 12 months, the student will maintain their enrolment in the home school.

Where a student has been accessing a specialist educational setting (non-census school) on a full-time basis for 12 months and as a result of a review, will continue on a full-time basis at the specialist educational setting, the student is to be enrolled in the specialist educational setting as the census school.

Further, if it is known at the commencement of the enrolment that a student will attend a specialist educational setting on a full-time basis for more than 12 months the student is to be enrolled in the specialist educational setting from the outset. The specialist educational setting will share the student with the home school where relevant. Future decisions regarding the student's placement will occur at the student's next review meeting.

## **Other**

In cases where a student is new to the system and does not have a home school, the specialist educational setting will enrol the student through the *Application to enrol in a NSW Government school* process. When a home school is identified, the home school will enrol the student through the *Application to enrol in a NSW Government school* process and share the student with the specialist educational setting.

The procedures for shared enrolment status do not apply to school students attending an educational facility in a juvenile justice centre or correctional centre.

## **Definitions**

*Specialist educational settings are educational facilities that have a specific focus related to students with additional support needs in learning. These can include settings which focus on behaviour, literacy and numeracy development, and early childhood intervention.*

*Home school is a regular primary, central, community, or high school, which initially holds the primary enrolment for a student with the expectation that the student will return to that school.*

*Full-time refers to an enrolment which requires the attendance of a student at one school at all times when the school is open for instruction.*

*Sessional refers to the attendance of a student at more than one school, e.g. 4 days/1 day.*