

**From:** [redacted]  
**To:** [Boyle, Lisa](#)  
**Cc:** [redacted]  
**Subject:** RE: New Student details  
**Date:** Tuesday, 23 February 2021 2:04:09 PM

**CAUTION:** This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Lisa,

[redacted] name is [redacted]  
[redacted]

If there is any other information needed, let me know Lisa and I will get it to you

Warm regards,

[redacted]  
[redacted]  
**Brindabella Christian College**  
**PI 02 6190 7300**  
[redacted]  
[redacted]

**From:** Boyle, Lisa <Lisa.Boyle@act.gov.au>  
**Sent:** Tuesday, 23 February 2021 1:35 PM  
**To:** [redacted] <[redacted]@bcc.act.edu.au>  
**Subject:** RE: New Student details

OFFICIAL

Hi [redacted]  
Just to confirm, is the first name [redacted] ? Also, the gender and any background information you may have would be great

Thank you  
Lisa

**From:** [redacted] <[redacted]@bcc.act.edu.au>  
**Sent:** Tuesday, 23 February 2021 12:08 PM  
**To:** Boyle, Lisa <Lisa.Boyle@act.gov.au>  
**Cc:** [redacted] <[redacted]@bcc.act.edu.au>; [redacted] <[redacted]@bcc.act.edu.au>; [redacted] <[redacted]@bcc.act.edu.au>  
**Subject:** New Student details  
**Importance:** High

**CAUTION:** This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Lisa,

Thank you for your call earlier and your willingness (as always) to help with my questions

As requested by you regarding our new student that commenced with us [redacted] these are [redacted] details below, that were also uploaded to the STR yesterday, 22 February

Name: [redacted]  
Surname: [redacted]  
D O B: [redacted]  
ACT Student ID: [redacted]  
Year of Entry: [redacted]

Please let me know if there is any other information that is needed

Thank you Lisa once again for your help which is much appreciated

Have a special day

Warm regards,

[redacted]  
[redacted]  
**Brindabella Christian College**  
**PI 02 6190 7300**  
[redacted]  
[redacted]

The contents of this email are confidential and are intended only to be read or used by the named addressee. Any unauthorised use of the contents is expressly prohibited. If you receive this email in error, please notify the administrator on 612 6190 7300 and immediately delete it from your system. You must not disclose, copy or use any part of this email if you are not the intended recipient.

BCC Email Banner  
[redacted]

The contents of this email are confidential and are intended only to be read or used by the named addressee. Any unauthorised use of the contents is expressly prohibited. If you receive this email in error, please notify the administrator on 61 2 6190 7300 and immediately delete it from your system. You must not disclose, copy or use any part of this email if you are not the intended recipient.

**Klose, Vanessa**

**From:** Klose, Vanessa  
**Sent:** Friday, 22 April 2022 1:53 PM  
**To:** enrolments@bcc.act.edu.au  
**Cc:** EDU Attendance Team  
**Subject:** ACT Education - Enrolment Enquiry - Brindabella CC

**OFFICIAL: Sensitive - Personal Privacy**

Hello,

My name is Vanessa Klose and I work with the School Attendance Team, part of Student Engagement within ACT Education Directorate. The School Attendance Team is regularly being provided with the names of all students who no longer have an enrolment in an ACT school according to the Student Transfer Register. As you can imagine due to COVID we have a backlog of students to account for. Brindabella Christian College has a number of students where the exit reason is to another ACT school, unknown, or home schooling but at the moment these students do not have another school enrolment evident in the ACT, and there is no registration for home education .

I wondered if you may be able to provide any more information as to whether, and where, a new enrolment may have been confirmed with you for the following students. If a new enrolment has been confirmed through either the student's family and/or new school could you please update the Student Transfer Register (STR) information to reflect this (e.g. if interstate) and let me know so I can update our internal information.

Student ID	First Name	Surname	Gender	DOB	Year	Exit Date	Exit Reason	Any additional information from school regarding enrolment
------------	------------	---------	--------	-----	------	-----------	-------------	--



This student was last at another ACT school, and the school advises the family left to attend Brindabella Christian College. Are you able to confirm whether this student is enrolled with you? If they are, could you amend STR, and let me know as well.

Student ID	First Name	Surname	Gender	DOB	Year	Exit Date	Exit Reason	School	Current Case Management Notes	Enrolme confirm:
[Redacted]										

This last student is showing as having two enrolments on the Student Transfer Register – one at Brindabella and one at [Redacted]. Act Education records [Redacted] as attending [Redacted] again since the beginning of 2022. If this is your understanding, can you amend STR if [Redacted] enrolment ceased with Brindabella? :

Showing 1 to 3 of 3 student history records

Access Alert	Student ID	Surname	First Name	Birthdate	School Name	Start
[Redacted]					Brindabella Christian College	[Redacted]

Whilst I cannot assist with the technical aspects of using the Student Transfer Register, please don't hesitate to call me if you have any questions or concerns about the work we are doing with tracking students and enrolments.

Kind Regards,

**Vanessa Klose** | School Attendance Team | Director

Phone 0468 560 058 | Emails: [Vanessa.Klose@ed.act.edu.au](mailto:Vanessa.Klose@ed.act.edu.au) and [attendanceteam@act.gov.au](mailto:attendanceteam@act.gov.au)

Student Engagement | Education Directorate | ACT Government

Hedley Beare Centre for Teaching and Learning | 51 Fremantle Drive Stirling ACT 2611 | GPO Box 158 Canberra ACT 2601

[www.education.act.gov.au](http://www.education.act.gov.au) | Facebook | Twitter | Pinterest | LinkedIn | Google+

Access to Home Learning Resources for Students and Families can be found at: <https://sites.google.com/ed.act.edu.au/act-home-learning/resources-to-support-home-learning>



*I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present and future.*

**Klose, Vanessa****Subject:** FW: ACT Education - Enrolment Enquiry - Brindabella CC

Phone call from Brindabella on 26/04/2022. Updated the information school had. See below:

**From:** Klose, Vanessa  
**Sent:** Friday, 22 April 2022 1:53 PM  
**To:** enrolments@bcc.act.edu.au  
**Cc:** EDU Attendance Team <attendanceteam@act.gov.au>  
**Subject:** ACT Education - Enrolment Enquiry - Brindabella CC

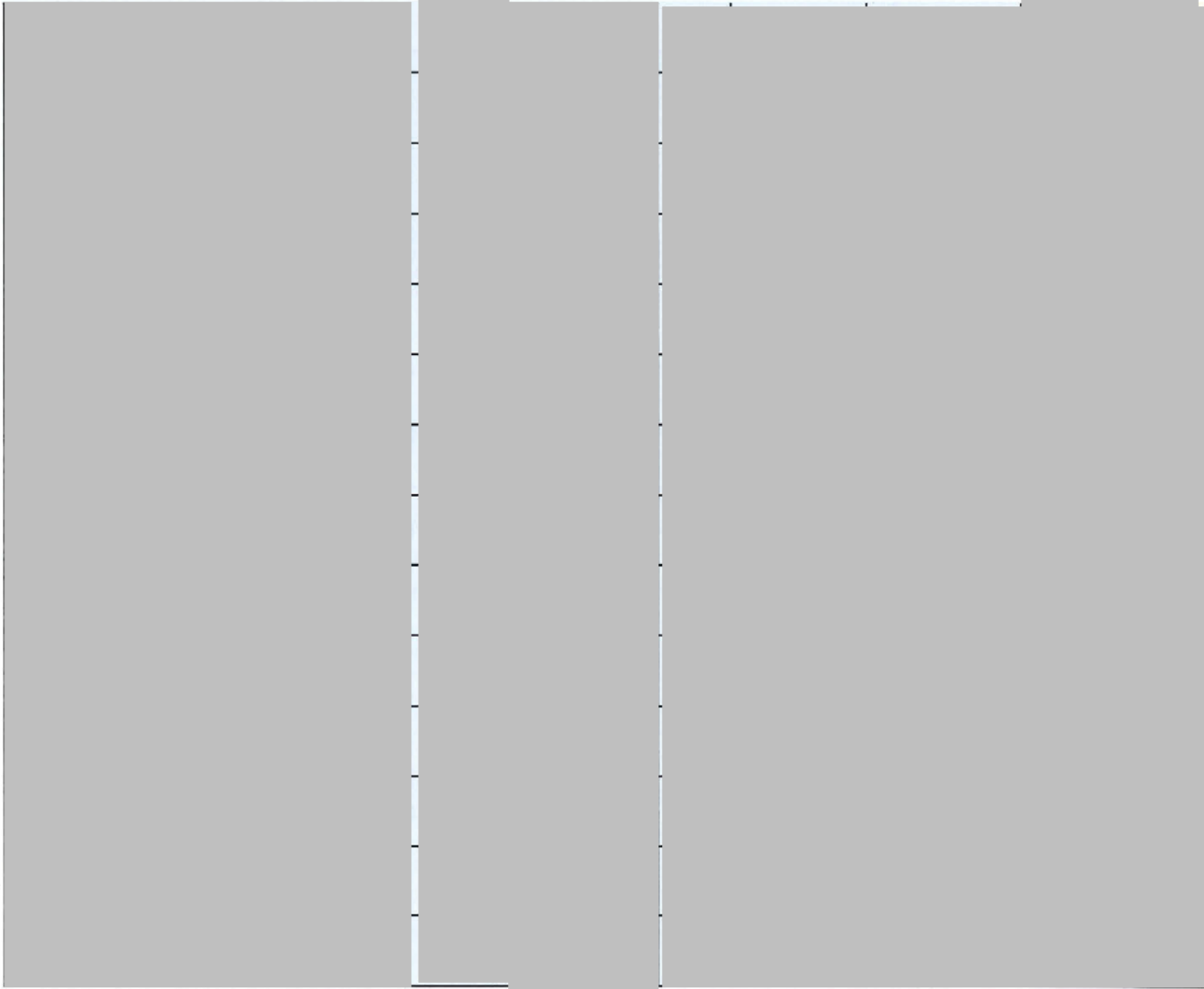
**OFFICIAL: Sensitive - Personal Privacy**

Hello,

My name is Vanessa Klose and I work with the School Attendance Team, part of Student Engagement within ACT Education Directorate. The School Attendance Team is regularly being provided with the names of all students who no longer have an enrolment in an ACT school according to the Student Transfer Register. As you can imagine due to COVID we have a backlog of students to account for. Brindabella Christian College has a number of students where the exit reason is to another ACT school, unknown, or home schooling but at the moment these students do not have another school enrolment evident in the ACT, and there is no registration for home education .

I wondered if you may be able to provide any more information as to whether, and where, a new enrolment may have been confirmed with you for the following students. If a new enrolment has been confirmed through either the student's family and/or new school could you please update the Student Transfer Register (STR) information to reflect this (e.g. if interstate) and let me know so I can update our internal information.

Student ID	First Name	Surname	Gender	DOB	Year	Exit Date	Exit Reason	Any additional information from school regarding enrolment
[Redacted student information]								



This student was last at another ACT school, and the school advises the family left to attend Brindabella Christian College. Are you able to confirm whether this student is enrolled with you? If they are, could you amend STR, and let me know as well.

Student ID	First Name	Surname	Gender	DOB	Year	Exit Date	Exit Reason	School	Current Case Management Notes	Enrolment confirmation
										Is there – BCS will amend STR

This last student is showing as having two enrolments on the Student Transfer Register – one at Brindabella and one at [redacted] Act Education records as attending [redacted] again since the beginning of 2022. If this is your understanding, can you amend STR if [redacted] enrolment ceased with Brindabella? :

Showing 1 to 3 of 3 student history records

Previous 1 Next

Access Alert	Student ID	Surname	First Name	Birthdate	School Name	Start Date ^	Exit Date	Aboriginal	TSI	EALD	Exit Reason	Status	Academic Year
N					Brindabella Christian College							ATTD	
N												NEVA	
N												ATTD	

NOT at BCS any longer – will end date

Whilst I cannot assist with the technical aspects of using the Student Transfer Register, please don't hesitate to call me if you have any questions or concerns about the work we are doing with tracking students and enrolments.

Kind Regards,

**Vanessa Klose** | School Attendance Team | Director  
 Phone 0468 560 058 | Emails: [Vanessa.Klose@ed.act.edu.au](mailto:Vanessa.Klose@ed.act.edu.au) and [attendanceteam@act.gov.au](mailto:attendanceteam@act.gov.au)  
 Student Engagement | Education Directorate | ACT Government



Hedley Beare Centre for Teaching and Learning | 51 Fremantle Drive Stirling ACT 2611 | GPO Box 158 Canberra ACT 2601  
[www.education.act.gov.au](http://www.education.act.gov.au) | Facebook | Twitter | Pinterest | LinkedIn | Google+

Access to Home Learning Resources for Students and Families can be found at: <https://sites.google.com/ed.act.edu.au/act-home-learning/resources-to-support-home-learning>



*I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present and future.*

**Klose, Vanessa**

---

**From:** BCC Enrolments <enrolments@bcc.act.edu.au>  
**Sent:** Wednesday, 27 April 2022 9:25 AM  
**To:** Klose, Vanessa; BCC Enrolments  
**Cc:** EDU Attendance Team  
**Subject:** RE: ACT Education - Enrolment Enquiry - Brindabella CC

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**CAUTION:** This email originated from outside of ACT Education. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Vanessa,

Thank you for chatting with me yesterday regarding the below data. I have now updated [REDACTED] on the STR as attending BCC and I have also updated the STR for [REDACTED] as not attending BCC.

We will try our best to find out what the students next destination will be, however as I mentioned to you, some parents are very reluctant to let us know and simply put 'Another school' on the Transfer form that we send out. If we do know the exact school/college that the students will be going to, should we be putting the name of the school down?

Warm regards,



---

**From:** Klose, Vanessa <Vanessa.Klose@ed.act.edu.au>  
**Sent:** Friday, 22 April 2022 1:53 PM  
**To:** BCC Enrolments <enrolments@bcc.act.edu.au>  
**Cc:** EDU Attendance Team <attendanceteam@act.gov.au>  
**Subject:** ACT Education - Enrolment Enquiry - Brindabella CC

**OFFICIAL: Sensitive - Personal Privacy**

Hello,

My name is Vanessa Klose and I work with the School Attendance Team, part of Student Engagement within ACT Education Directorate. The School Attendance Team is regularly being provided with the names of all students who no longer have an enrolment in an ACT school according to the Student Transfer Register. As you can imagine due to COVID we have a backlog of students to account for. Brindabella Christian College has a number of students where the exit reason is to another ACT school, unknown, or home schooling but at the moment these students do not have another school enrolment evident in the ACT, and there is no registration for home education .

I wondered if you may be able to provide any more information as to whether, and where, a new enrolment may have been confirmed with you for the following students. If a new enrolment has been confirmed through either the student's family and/or new school could you please update the Student Transfer Register (STR) information to reflect this (e.g. if interstate) and let me know so I can update our internal information.

Student ID	First Name	Surname	Gender	DOB	Year	Exit Date	Exit Reason	Any additional information from school regarding enrolment
------------	------------	---------	--------	-----	------	-----------	-------------	--



This student was last at another ACT school, and the school advises the family left to attend Brindabella Christian College. Are you able to confirm whether this student is enrolled with you? If they are, could you amend STR, and let me know as well.

Student ID	First Name	Surname	Gender	DOB	Year	Exit Date	Exit Reason	School	Current Case Management Notes	Enrolme confirm
									advised at Brindabella CC.	

This last student is showing as having two enrolments on the Student Transfer Register – one at Brindabella and one at [redacted]. Act Education records [redacted] as attending [redacted] again since the beginning of 2022. If this is your understanding, can you amend STR if [redacted] enrolment ceased with Brindabella? :

Showing 1 to 3 of 3 student history records

Access Alert	Student ID	Surname	First Name	Birthdate	School Name	Start
					Brindabella Christian College	

Whilst I cannot assist with the technical aspects of using the Student Transfer Register, please don't hesitate to call me if you have any questions or concerns about the work we are doing with tracking students and enrolments.

Kind Regards,

**Vanessa Klose** | School Attendance Team | Director

Phone 0468 560 058 | Emails: [Vanessa.Klose@ed.act.edu.au](mailto:Vanessa.Klose@ed.act.edu.au) and [attendanceteam@act.gov.au](mailto:attendanceteam@act.gov.au)

Student Engagement | Education Directorate | ACT Government

Hedley Beare Centre for Teaching and Learning | 51 Fremantle Drive Stirling ACT 2611 | GPO Box 158 Canberra ACT 2601

[www.education.act.gov.au](http://www.education.act.gov.au) | Facebook | Twitter | Pinterest | LinkedIn | Google+

Access to Home Learning Resources for Students and Families can be found at: <https://sites.google.com/ed.act.edu.au/act-home-learning/resources-to-support-home-learning>



*I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present and future.*



The contents of this email are confidential and are intended only to be read or used by the named addressee. Any unauthorised use of the contents is expressly prohibited. If you receive this email in error, please notify the administrator on +61 2 6190 7300 and immediately delete it from your system. You must not disclose, copy or use any part of this email if you are not the intended recipient.

**Klose, Vanessa**

---

**Subject:** FW: ACT Education - enrolment check

1/6/2022:  
Phone call from [REDACTED]  
[REDACTED] is not back at BCS. The student ID number of [REDACTED] is the phone number for [REDACTED] – wonder whether there could be a data entry error for [REDACTED]  
ACTION: SAT to email [REDACTED]

---

**From:** Klose, Vanessa **On Behalf Of** Attendance Team  
**Sent:** Wednesday, 1 June 2022 8:41 AM  
**To:** BCC Enrolments <enrolments@bcc.act.edu.au>  
**Subject:** ACT Education - enrolment check

**OFFICIAL: Sensitive - Personal Privacy**

Hi [REDACTED]

When we last communicated at the end of April, I think you advised that [REDACTED] had left Brindabella to attend [REDACTED] There is still no enrolment there, but the Student Transfer Register is showing the following:

Showing 1 to 3 of 3 student history records

Previous 1 Next

Access Alert	Student ID	Surname	First Name	Birthdate	School Name	Start Date ^	Exit Date	Aboriginal	TSI	EALD	Exit Reason	Status	Academic Year
					Brindabella Christian College							DEL	
					Brindabella Christian College							LEFT	
					Brindabella Christian College							ATTD	

Showing 1 to 3 of 3 student history records

Previous 1 Next

Can you advise if [redacted] is back attending Brindabella, and if these entries are for the same or two different students – note the different year of birth, but same month and day?

Thanks for your assistance and advice.

Kind Regards,

**Vanessa Klose** | School Attendance Team | Director  
 Phone 0468 560 058 | Emails: [Vanessa.Klose@ed.act.edu.au](mailto:Vanessa.Klose@ed.act.edu.au) and [attendanceteam@act.gov.au](mailto:attendanceteam@act.gov.au)  
 Student Engagement | Education Directorate | ACT Government  
 Hedley Beare Centre for Teaching and Learning | 51 Fremantle Drive Stirling ACT 2611 | GPO Box 158 Canberra ACT 2601  
[www.education.act.gov.au](http://www.education.act.gov.au) | Facebook | Twitter | Pinterest | LinkedIn | Google+

Access to Home Learning Resources for Students and Families can be found at: <https://sites.google.com/ed.act.edu.au/act-home-learning/resources-to-support-home-learning>



*I acknowledge the traditional custodians of the lands and waters where we live and work, and pay my respects to elders past, present and future.*