

Flexible Classes Admin Guide for NSW DoE

February, 2025

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Overview

What problem does this module solve?

Preschool classes do not always run every day, making Attendance requirements difficult to manage. This module will simplify preschool operations, streamline attendance recording, and ensure compliance with the Federal Government's early learning funding requirements.

How does Sentral solve this?

The Flexible Classes module empowers you to:

- **Create tailored enrolment patterns:** Customise student schedules to match varying attendance needs.
- **Mark attendance seamlessly:** Synchronise attendance directly with the main Attendance Module, ensuring it is automatically and accurately reported to the NSW Department of Education.
- **Generate detailed reports:** For compliance and operational insights.

Who will get use and value from this module?

This module is ideal for preschools and other non-standard class types where students don't follow a 5-day school week.

Getting started

Data source

If Sentral is your school's nominated GRS master or your school is a Sentral only school, then the Flexible Classes module will allow you to create enrolment patterns, customise students enrolments, mark attendance and run reports.

Integration with Attendance module

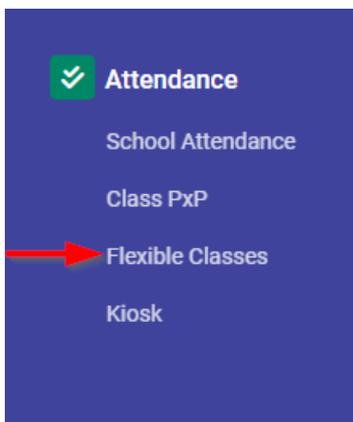
The Flexible Classes module is integrated with the Attendance module, so marking attendance within Flexible Classes synchronises with the Attendance module seamlessly.

When to use Flexible Classes

An example of when you would use Flexible Classes is for Preschools, or other non-standard class types where students do not attend a standard five day week.

Access problems?

Please contact Sentral if you do not have access to the Flexible Classes module, located under Attendance in the main menu.



Configure roll classes and classes in Sentral setup

Class structures

Flexible Class setup is different to other class setup. The reason for this is the unique nature of certain class structures such as Preschool classes.

Recommended structures

For Preschool classes, we recommend you set up Roll Classes. Roll classes can represent a single preschool class, two complementary preschool classes, or the entire Preschool cohort.

For students attending multiple classes, we recommend setting up a Class for each Preschool Class in addition to the Roll Class.

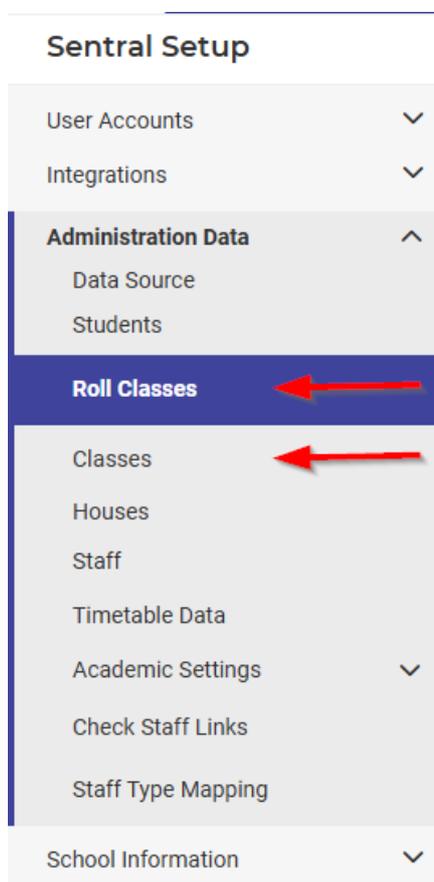
Marking the roll by Class

If your school has created separate Classes for each preschool class, when the roll is marked by Class, only the students expected to attend on that day will appear.

Any exceptional children that attend both classes will appear for rollmarking in the Class being run on that day. An example of this is where a student is enrolled in two complementary classes to receive a full week of preschool.

Complementary classes

Complementary classes are classes that run on opposite days. For example, Class 1 Runs Mondays and Tuesdays, while Class 2 runs Wednesdays, Thursdays and Fridays.

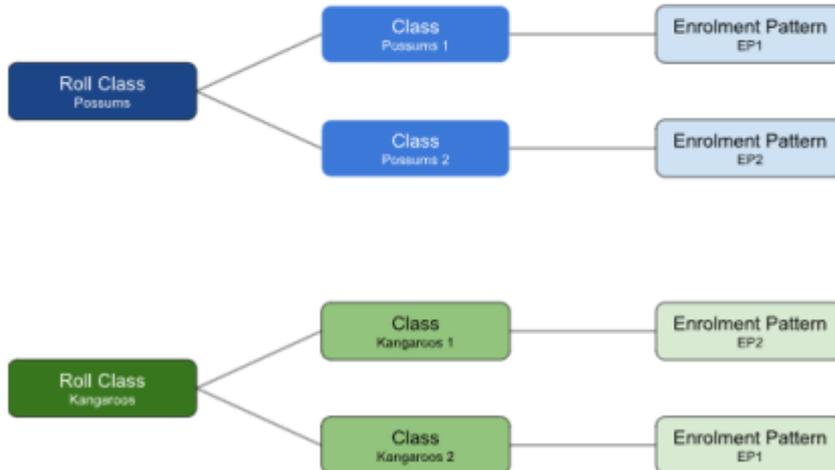


If your school only has a single Preschool Class/Stream, then you do not need to use Academic Classes.

Example Setup for a Single Stream Preschools Class



Example Setup for 2 Streams of Preschools Classes each with 2 Complementary Classes



Recommended workflow

Set up your preschool Roll Class and assign students. We suggest if you have complementary preschool classes, these could be set up as a single Roll Class.



Note: For more information on how to set up a Roll Class, see Roll Classes in the [ebs Decommission Project documentation](#). If any students are likely to be attending multiple classes, then you will need to create a Class for each specific class pattern. You will also need to add the students to the Class. For instructions on how to create a Class, see page 38 Manage Classes in the [Sentral Setup Admin Guide](#).

Configure Flexible Class settings

Overview

Flexible Class settings rely on information from your school's configuration of the Attendance module.

Attendance settings

All settings relevant to Flexible Classes are inherited from your school's configuration of the School Attendance module. For example, Roll Display settings are used in Flexible Class roll marking but are not displayed in Flexible Classes Setup.

Enrolment Pattern times

Enrolment Pattern times are drawn from your default school start and end times in School Attendance Setup.

The screenshot shows the 'School Attendance Setup' interface. On the left is a sidebar menu with 'School Times' selected. The main content area has a header 'School Attendance Setup' and a navigation bar with icons for Help, Clock in, and user profile. Below the header is a 'Back to School Attendance' link. An information box explains that school times are determined by a set of rules tested in descending order. The 'School Times' section contains a table with two rules: 'Test Lisa' and 'Default Times'. The 'Default Times' rule is highlighted. An 'Add New Rule' button is visible above the table.

School Attendance Setup

Setup

- General Settings
- Automatic Absences
- Automatic Staff Notifications
- Holidays Setup
- Import Absences
- Incurion Types
- Slip Printing
- Kiosk Setup
- Biometrics
- Letter Templates
- Roll Assignments
- School Times**
- Student Pins
- Year 12 Last Attendance Date
- Automatic Absence Notifications

< Back to School Attendance

i The school times are determined by a set of rules defined below. The rules will be tested in descending order, matching against the day of the week and the students school year. If there is a match then these are the school times for the student on that day. Otherwise the next rule will be tested until the Default Times are reached which will always match.

School Times

Add New Rule

Rule Name	Start Time	End Time	Matches Days	Matches Years	Options
☰ Test Lisa	9:30am	3:30pm	All	8	Edit Remove
Default Times	9:00am	3:00pm	All	All	Edit

Manage Enrolment Patterns in Flexible Classes

Overview

Enrolment Patterns are used to specify the days and times a class is scheduled. When a class is assigned an Enrolment Pattern, a roll will be available in Flexible Classes to mark attendance, reflecting the scheduled days.

There are a number standard Enrolment Patterns available for you to use. You can also copy an existing Enrolment Pattern or create your own.

Create your own Enrolment Pattern

Overview



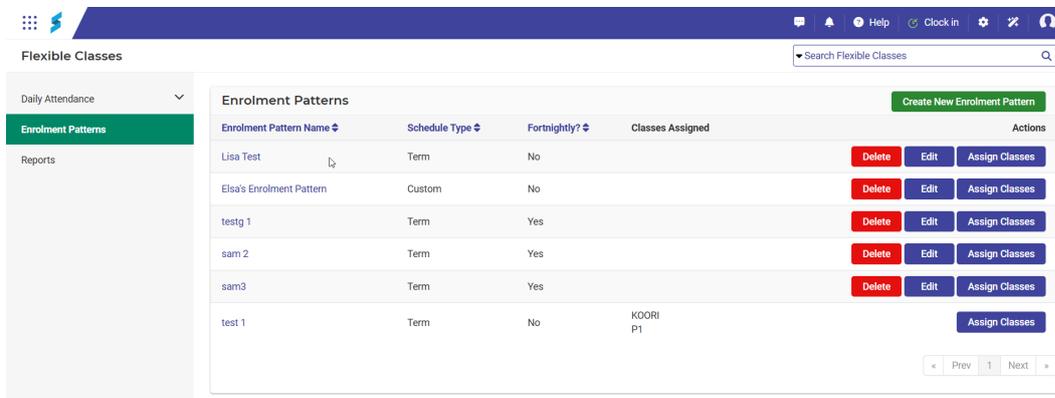
Warning: Enrolment Patterns should not be assigned to both a Roll Class and an associated Class. They should only be assigned to one or the other.

Steps

1. Select the Sentral menu icon  and then under Attendance, select Flexible Classes.

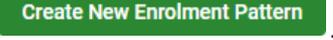
A dashboard showing the unmarked rolls displays

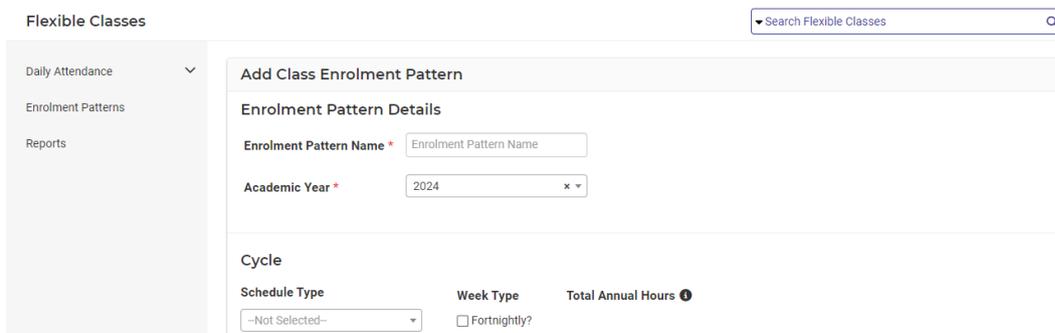
2. Select Enrolment Patterns in the left menu.



The screenshot shows the 'Flexible Classes' dashboard. On the left, there is a navigation menu with 'Enrolment Patterns' selected. The main area displays a table of enrolment patterns. The table has columns for 'Enrolment Pattern Name', 'Schedule Type', 'Fortnightly?', 'Classes Assigned', and 'Actions'. The 'Actions' column contains 'Delete', 'Edit', and 'Assign Classes' buttons for each row. A 'Create New Enrolment Pattern' button is visible in the top right corner of the table area.

Enrolment Pattern Name	Schedule Type	Fortnightly?	Classes Assigned	Actions
Lisa Test	Term	No		Delete Edit Assign Classes
Elsa's Enrolment Pattern	Custom	No		Delete Edit Assign Classes
testg 1	Term	Yes		Delete Edit Assign Classes
sam 2	Term	Yes		Delete Edit Assign Classes
sam3	Term	Yes		Delete Edit Assign Classes
test 1	Term	No	KOORI PT	Assign Classes

3. Select .



The screenshot shows the 'Add Class Enrolment Pattern' form. The form has a left-hand navigation menu with 'Enrolment Patterns' selected. The main area contains the following fields:

- Enrolment Pattern Name ***: A text input field with the placeholder 'Enrolment Pattern Name'.
- Academic Year ***: A dropdown menu with '2024' selected.
- Cycle**: A section containing:
 - Schedule Type**: A dropdown menu with '-Not Selected-' selected.
 - Week Type**: A checkbox labeled 'Fortnightly?'.
 - Total Annual Hours**: A field with a help icon.

4. Enter a name for the new enrolment pattern.

-
5. Apply an academic period to your enrolment pattern.
 6. Under Cycle, select a schedule type. Choose from term, semester, annual, custom.

Additional fields display.

7. Select a week type.

This defaults to a weekly schedule, but you can select Fortnightly. If you select **Fortnightly**, a Week B section displays.

Use the **Swap Weeks** button to reverse the days in Week A and Week B.

8. Select which days your class will run on across the different tabs (term, semester).



Note: You can select that a week has no scheduled classes if the class only runs every other week.

9. Select  .

Assign classes to your Enrolment Pattern

Overview

A class needs to be linked to an Enrolment Pattern in order for that class to have a flexible timetable.

Steps

1. Select the Sentral menu icon  and then under Attendance, select Flexible Classes. A dashboard showing the unmarked rolls displays.
2. Select Enrolment Patterns in the left menu.
3. For the enrolment pattern you wish to assign a class to, select . The View Class Enrolment Pattern screen displays.

View Class Enrolment Pattern

Enrolment Pattern Details

Enrolment Pattern Name * EP14-2025

Academic Year * 2025

Cycle

Schedule Type	Week Type	Total Annual Hours ⓘ
Annual	Weekly	714 Hours

Annual

Week A

09:00 AM – 03:00 PM  6 Hours

MON TUE WED THU FRI

Assign Enrolment Pattern To Class

4. Under Assign Class to Enrolment Pattern, select the class you want to assign from the dropdown. The class you selected displays next to the dropdown.
5. Select .

Customise a student's Enrolment Pattern

Overview

At your school, there may be situations where a single student or a small group of students regularly attend multiple flexible classes, or where they are not enrolled for a class on certain days when the preschool class is scheduled. You can manage these scenarios by customising the student's Enrolment Pattern.

Before you begin

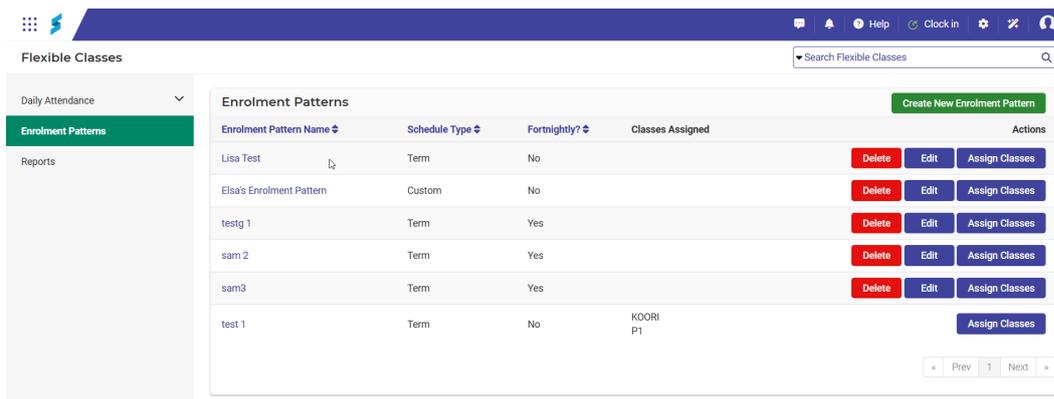
Ensure that the student is first assigned to any classes they will be attending.

Steps



Warning: It is your school's responsibility to ensure that the student is not enrolled in a class that will conflict with another class.

1. Select the Sentral menu icon  and then under Attendance, select Flexible Classes.
A dashboard showing the unmarked rolls displays.
2. Use the **Search Flexible Classes** search box to find and select the student in Flexible Classes.



Enrolment Pattern Name	Schedule Type	Fortnightly?	Classes Assigned	Actions
Lisa Test	Term	No		Delete Edit Assign Classes
Elsa's Enrolment Pattern	Custom	No		Delete Edit Assign Classes
testg 1	Term	Yes		Delete Edit Assign Classes
sam 2	Term	Yes		Delete Edit Assign Classes
sam3	Term	Yes		Delete Edit Assign Classes
test 1	Term	No	KOORI P1	Assign Classes

The Student View in Flexible classes displays the roll classes and academic classes with Enrolment Patterns that the student is enrolled in.

3. Select  next to the Flexible Class for which you want to alter the student's attendance.
 - a. Deselect days that the student is not expected to attend.
 - b. Set the Start Date and End Date for the student's custom Enrolment Pattern to apply.
This may be the entire school year, or a custom range. The dates default to the current date and school year end.
 - c. Update all of the relevant periods.
 - d. Select .



Note: The Reset Pattern button, resets the Student Enrolment Pattern to the default Flexible Class days.

Mark attendance for Flexible Classes

Overview

Use the information in this topic to mark the roll for Flexible Classes.

Custom Enrolment Pattern

Marking the roll functions the same way as it does in the Attendance module, except that there may be students listed on the roll with their attendance greyed out and you are unable to mark them present. This occurs when a student has their custom Enrolment Pattern set as Not Required for that particular day.

Steps

1. Select the Sentral menu icon  and then under Attendance, select Flexible Classes.
A dashboard showing the unmarked rolls displays.
2. Select the class you are teaching that day and mark the roll as required.
If you see a student as 'greyed out', it means that the students has their custom Enrolment Pattern set as Not Required for that particular day.



Note: For more information on roll marking, see the [School Attendance User Guide](#) in the Help Centre.

School Attendance Setup

Overview

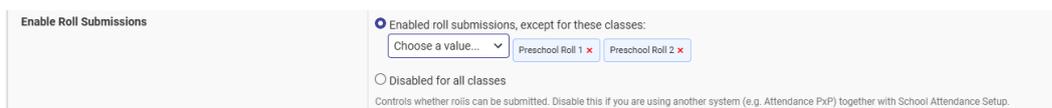
When both a Roll Class and a Class exist, only the class should be marked in the Flexible Classes module.

To ensure that you do not mark a Roll Class in School Attendance, when you are marking a roll for an Academic Class in Flexible Classes, the Roll Class should be deactivated in School Attendance Setup.

Steps

Follow these steps to deactivate a roll class.

1. Select the Sentral menu icon  and then under Attendance, select School Attendance.
2. Select  Setup and choose **School Attendance Setup**.
3. Under Setup, select General Settings.
The School Attendance Setup Settings screen displays.
4. Next to **Enable Roll Submissions**, select your Roll Classes that are to be excluded from Attendance submissions.



5. Select .

Flexible Classes FAQs

What is a Flexible Class?

A Flexible Class is a class which has a linked Enrolment Pattern. Flexible Classes allow a school to customise the days a class is run and when a student is scheduled to attend. Teachers are able to mark a roll and have the correct information as to when a student is expected to attend on a particular day.

Why would we use the Flexible Classes module over the Attendance module for marking rolls?

Flexible Classes are associated with Enrolment Patterns, which are not available in the Attendance module.

My Preschool Class has been set up as a Roll Class. Why can't I see it in the Flexible Classes module to mark the roll?

Check that the Roll Class (or its associated class) is linked to an Enrolment Pattern.

Is the interactive roll feature available in the Flexible Classes module?

Yes. It is available.

How do I correct a student who is showing incorrectly on the roll as not being required?

You will need to check the student's individual Enrolment Pattern.

The student is not appearing on the roll for the day they are expected.

Ensure they are enrolled in the correct class.

How do I see a student's attendance history?

View the student's attendance history in the School Attendance module.

In what situation would I need to set up Classes, as well as a Roll Class for my flexible class?

You would set up Classes for situations where a student would need to be enrolled in multiple classes. This is because in Sentral a student cannot be enrolled in two Roll Classes.

Example:

Amelia Lee attends both Possums 1 and Possums 2 classes.



In this scenario, there would need to be a Roll Class set up for all the students in Possums, and two Classes set up - Possums 1 and Possums 2. Amelia Lee would be enrolled in Possums Roll Class, Possums 1 Class and Possums 2 Class.

Enrolment Patterns should only be assigned to Possums 1 and Possums 2 Classes.



Do we link the Enrolment Pattern to the Roll Class or the Class?

An Enrolment Pattern can be linked to a Roll Class or a Class.



Tip: We recommend if you are using both, then only attach an Enrolment Pattern to the Class.

Do I need to mark the roll for both the Roll Class and Class?

No. When both a Roll Class and a Class exist, only the class should be marked in the Flexible Class module.

School Attendance Setup

Overview

When both a Roll Class and a Class exist, only the class should be marked in the Flexible Classes module.

To ensure that you do not mark a Roll Class in School Attendance, when you are marking a roll for an Academic Class in Flexible Classes, the Roll Class should be deactivated in School Attendance Setup.

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Follow these steps to deactivate a roll class.

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3. Under Setup, select General Settings.

The School Attendance Setup Settings screen displays.

- Next to **Enable Roll Submissions**, select your Roll Classes that are to be excluded from Attendance submissions.

- Select .

I want an Enrolment Pattern similar to a built in one, however I want to change one aspect. How would I do this?

Overview

The ability to copy a built in Enrolment Pattern is available for this purpose. You can make changes to the copied Enrolment Pattern to suit your needs.

Steps

To copy an Enrolment Pattern:

- Select the Sentral menu icon  and then, under Attendance, select Flexible Classes.
A dashboard showing the unmarked rolls displays.
- Select Enrolment Patterns in the left menu.
- Select the Enrolment Pattern you wish to copy.
The View Class Enrolment Pattern screen displays.
- Select .
- The Add Class Enrolment Pattern screen containing the copied cycle details displays.
- Enter a new name and an academic period for your new Enrolment Pattern.
- Make required changes to the cycle details.
- Select .

What do I do if I make a mistake with an Enrolment Pattern?

Once your class has started using a specific Enrolment Pattern, you won't be able to make any changes to it yourself. If you need to correct or update an Enrolment Pattern after the class has commenced for the year, please reach out to Sentral Support for assistance.

Why is there a roll appearing for my preschool class on a staff development day?

This is most likely because the staff development day has not yet been added to the Term Dates and Holidays calendar in Sentral Setup.

I have created Roll Classes for my preschool classes. When would I need to set up academic classes as well?

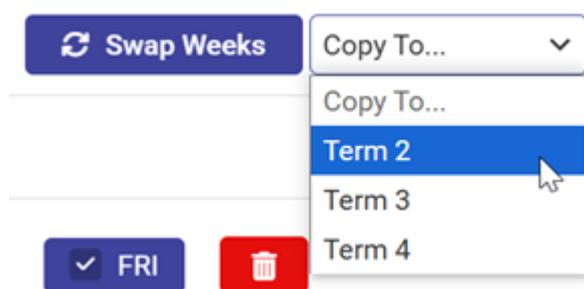
A student cannot be in more than one roll class but there may be circumstances where a student will need to be in two different preschool classes. For example, you may have complementary classes where one class runs on Monday and Tuesday and the other class runs on Wednesday, Thursday and Friday. Setting up the preschool classes as Classes will allow you to add a student to both classes so they can attend every day.

Will parents be able to see a preschool student's attendance data in the portal?

As the Flexible Classes module is integrated with School Attendance, a student's attendance data from Flexible Classes is displayed in School Attendance and is available for viewing on the portal.

I have set up a fortnightly enrolment pattern for Term 1 and wish to have the same pattern for Term 2 but starting on the alternate week. How can I do this?

After setting up the enrolment pattern for Term 1, use the 'Copy To' function to copy the setup to Term 2, and then use the 'Swap weeks' button to make the change.



This will assign the days originally selected for Week B to Week A and assign the days originally selected for Week A to Week B.