



St Clair High School

Enrolment Policy and Procedure

***This policy covers all enrolments according to the Department of Education:
Enrolment of Students in Government Schools
A Summary and Consolidation of Policy***

Enrolment Ceiling and Enrolment Buffer

St Clair High School maintains an enrolment ceiling, based on available permanent accommodation and total numbers in each year group. Within the enrolment ceiling, a buffer of at least 10 will be maintained in each year group to accommodate local students arriving throughout the year. Places in the buffer will not be offered to non-local students.

Placement Panel

The placement panel will consider and make recommendations on all non-local enrolment applications.

- Year 6 into Year 7 enrolment applications: The Placement Panel consists of the Principal, one staff member (the Primary School Liaison person – ie the incoming Year 7 Adviser) and one school community member nominated by the P&C. The Deputy Principal is an ex officio and non-voting member of the panel. The Principal is the chairperson and has the casting vote.
- Applications for enrolment into Years 8 -12, and Year 7 after the commencement of the school year: The panel consists of the Principal, the Deputy Principal responsible for the relevant year group, and a representative nominated by the P&C. The panel is chaired by the Principal, who has a casting vote.

The decisions made by the placement panel are made within the context of the enrolment ceiling and the buffer retained for local students arriving later in the year. The placement panel records all decisions, and minutes of meetings will be available on request.

Criteria for Non-local Enrolment Applications

Criteria for selecting amongst non-local enrolment applications will be made available, in advance, to parents who are interested in enrolling their children.

The placement criteria for non-local applicants listed below will be used by the panel to establish an order of placement, so as to either offer a position at the school (when local enrolment numbers permit) or placement on a waiting list.

Criteria (not listed in a priority order):

- proximity and access to the school
- siblings already enrolled at the school

- medical reasons; disability
- safety and supervision of the student (or sibling) before and after school
- availability of subjects or combinations of subjects
- compassionate circumstances

The Principal will ensure that the established criteria are applied equitably to all applicants. Parents will be provided with an explanation of the decisions of the placement panel in writing, should they request it.

Waiting List

A waiting lists may be established for non-local students. Parents/carers will be advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list will reflect realistic expectations of potential vacancies. No waiting list will be maintained if there is no realistic potential for vacancies. The waiting list is current for one year.

Year 6 into Year 7 applications: Where no non-local places are available a waiting list for 10 students will be established by the Principal. This will be current for one year.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. Where required, the Principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter.

If the matter is not resolved at the local level the Director NSWPS will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Local enrolment applications

When parents/carers of students applying for enrolment contact the school by telephone or in person, the Front Office staff will provide them with an *Enrolment Request* form. If they are able to present proof of address within the school's local enrolment area, they will be provided with an enrolment package, which includes advice on other required documentation. Proof of address within our local area includes: rates notice, rental notice, paid utilities bill; note that a driver's licence is not adequate. Families must live in our precinct for them to be considered 'local' enrolments.

The *Enrolment Request* form for any local applicant will be submitted to the relevant Deputy Principal. If the student is local, an appointment will be made for an interview as soon as possible.

Non-local enrolment applications

Depending on current student numbers, the Placement Panel (Principal, Deputy Principal and P&C Representative) will determine that the student be:

- (i) considered for enrolment or
- (ii) advised to attend their local school or
- (iii) placed onto the waiting list

If the student is to be considered for placement, the Deputy Principal will arrange an appointment as soon as possible. The parent/carer will be provided with the enrolment package at this interview.

Required documentation

Every new enrolment must have:

- Original birth certificate, or passport
- Proof of residency (Rates notice, rental agreements, electricity accounts, etc).
- Notice of assessment from the Intensive English Centre (if recently arrived in Australia). Front Office staff will advise parents/carers on arranging an appointment for this assessment.
- Other relevant documents, such as Court Order, AVO, etc
- School reports, including the most recent. If lost, arrangements need to be made by the parents/carers with the former school to have these posted/ faxed/emailed so as to be able to present these to St Clair High School.
- Other reports, including NAPLAN (if available).
- Year 10 ROSA or Preliminary Certificate/Record of Achievement originals must be provided if enrolling into Year 11 or 12.
- The name, position and telephone number of a contact staff member from their former school (a preferred person of recommendation).
- Completed *Application to enrol in a NSW Government school* form (provided in the school enrolment package).
- Clearance forms from the previous school must be provided before enrolment is finalised (although students will not be able to provide a transfer certificate until after they have been offered a place at SCHS).

The enrolment process

- At the enrolment interview, the student's reports and other documents provided will be used as the basis for a discussion of appropriate class placement and subject selection. Selection of subjects will be subject to availability. The Deputy Principal will then use the school form to survey Head Teachers regarding class placement for junior students.
- School procedures and routines (outlined in the *Information Book* provided) will be discussed at the enrolment interview.
- Any student who is not an Australian or New Zealand citizen must have an appropriate residency visa, or approval to enrol in accordance with the conditions set by the Department of Immigration and Multicultural Affairs (DIMA).
- The Deputy Principal will explain the DoE procedures which must be followed, including the completion of the *Application to enrol in a NSW Government School* form and request for information from the previous school.
- The Deputy Principal will send the Request for Information form to the student's previous school to check on any history of violent behaviour or learning support needs. The Deputy Principal will contact non-government schools directly to check on any such history. If the previous school is in another state, the appropriate forms will be sent and must be returned before enrolment can be finalised. If necessary, a Risk Management Plan will be prepared and discussed at the first available staff meeting, **before enrolment is finalised**.

- If necessary, DoE personnel (student welfare, learning support) will be contacted regarding additional support required. Any health issues (eg anaphylaxis, diabetes) must be addressed by the development of a personal health care plan before enrolment.
- Year 11 students are required to attend the Year 10 -11 Enrolment Day at the end of their Year 10 school year. On this day, the Senior School Charter, the school's expectations and procedures will be explained. Subjects requiring financial contributions to cover course costs, the annual text book refundable deposit and any voluntary school contributions are paid on this day. Students, parents and the school enter into an agreement for enrolment.
- Year 11 and 12 enrolments will negotiate their subject choices with the Deputy Principal subject to class numbers, course availability, past patterns of study and Board of Studies Teaching and Educational Standards requirements. It should be noted that students wishing to enrol into Year 12 must have a compatible pattern of study available and a successful academic record in this pattern of study for their enrolment to be accepted. The Careers Adviser is consulted concerning TAFE and VET courses.
- All forms must be returned to the School Administration Office and data entered before a timetable can be generated. In general, the enrolment process will require 2-3 days for completion (dependent on prompt return of information by previous schools).
- SASS staff will establish a file, check documents (e.g. Transfer Certificate and Records Transfer) and update ERN and SSTARTS files.

The first day at school

- The Deputy Principal will inform the Year Adviser of the student's starting date. The Year Adviser (if available) will meet the student at the Front Office and arrange for another student to show her/him around the school.
- Class teachers must not add students to any class roll unless they have sighted the student's timetable indicating that they have been placed in that class. A personalised school timetable is proof of enrolment at St Clair High School.
- The Deputy Principal will ensure that any known issues are referred to the Year Adviser and, if necessary, the Learning Support Team, Careers Adviser, Learning Support, Counsellor or Welfare Team, so that students can be provided with appropriate support.