



ENROLMENT POLICY

Public Education in New South Wales exists to provide high quality education for all students. The Education Act 1990 outlines, among other things, the objects of education and the legal requirements for compulsory schooling.

General Principles Governing Enrolment

Children are entitled to seek to be enrolled at the local secondary school that is **designated for the intake area** within which the child's home is situated and that the child is eligible to attend.

Students living in the designated intake area of the local secondary school have priority enrolment.

Enrolment Ceilings

Each secondary school will establish an enrolment ceiling, based on available permanent accommodation and not demountable buildings. Within the enrolment ceiling, a buffer will be determined to accommodate local students arriving throughout the year. The buffer will be based on historical data, on enrolment fluctuations and movement of families into and out of the area.

Non Local Enrolment

In most circumstances non local enrolments are declined, however extraordinary circumstances and welfare related issues may result in non local enrolment.

In schools where demand for non local places exceeds availability, the school will establish a placement panel to consider and make recommendations on all non local enrolment applications.

Applications for non local enrolment are considered by the Placement Panel consisting of the Principal, Parents and Citizens Association representative, Deputy Principal and Year Adviser.

The criteria considered to assess nonlocal enrolments are:

- Siblings already enrolled at the school
- Special interests and abilities
- Family organisation
- Safety and supervision of the student
- Proximity or access to the school

Relevant previous history

The NSW Department of Education and Training has a responsibility to assess and manage any risk of harm to its staff and students. If there is such a case the school needs to do a risk management plan of the student concerned.

Enrolment Implementation

During the enrolment process for any student the following steps should be taken;

An interview is arranged by front office staff

Parents/Guardians are informed of the information that they are required to present at interview. This information includes

- Proof of address to determine local residency e.g. original copies of council rate notice, residential lease, electricity accounts
- Birth certificate or identity documents
- Copy of family law or other relevant court orders
- Transfer certificate (if transferring from another NSW government school)
- School reports
- Any other relevant documentation e.g. passports

If the child is not a permanent resident of Australia the following needs to be provided

- Passport or travel documents
- Current visa and previous visas
- If the student is of an NESB background

The previous school is contacted to establish academic standard, OH&S issues related to violence and staff safety.