



WARNERS BAY HIGH SCHOOL

"Quality Education for All"

Principal: Mr Marcus Neale



ENROLMENT POLICY AND PROCEDURES FOR ENROLMENT OF NEW STUDENTS

Rationale

Warners Bay High School's local area is determined by the Department of Education (DoE). In accordance with the Education Reform Act 1990, Warners Bay High School (WBHS) will seek to ensure that every eligible local student will have a place at Warners Bay High School if he or she chooses to enrol here.

Local Intake Areas

Local intake areas are designated by the Secretary, DoE, so that all compulsory school-age children in the state will be eligible to attend a government school. A child is entitled to enrol at the local school that the student is eligible to attend if his or her home is within that school's intake area.

Residential Address Check

Under the Education Act 1990, the Principal will require proof of address to his/her satisfaction in order to establish a child's entitlement to enrol in the school. Schools that are at or nearing their local enrolment buffer will use the following 100-point residential address check to determine the student's entitlement to enrol at the school.

Document showing the full name of the child's parent	Points
1. Only one of (i.e. no additional points for additional documents) 1.1. Council rates notice 1.2. Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt 1.3. Exchanged contract of sale with settlement to occur within the applicable school year	40
2. Any of the following 2.1. Private rental agreement for a period of at least 6 months 2.2. Centrelink payment statement showing home address 2.3. Electoral roll statement	20 each
3. Any of the following documents 3.1. Electricity or gas bill showing the service address* 3.2. Water bill showing the service address* 3.3. Telephone or internet bill showing the service address* 3.4. Drivers licence or government issued ID showing home address* 3.5. Home building or home contents insurance showing the service address 3.6. Motor vehicle registration or compulsory third party insurance policy showing home address 3.7. Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this	15 each

* up to three months old

Extension, Enrichment and Engagement Triple E Program

Application to join WBHS's Triple E Gifted and Talented program can only occur after enrolment to the school.

Enrolment of Students with Support Needs (eg. Learning, Health, Wellbeing)

Enrolment of a student with support needs will be undertaken in collaboration with parents/carers, school and/or DoE personnel to consider the full range of options available to help meet the student's needs and to take into consideration of any risk management concerns. Health issues (eg anaphylaxis, diabetes) will be addressed by the development of a personal health care plan before enrolment is finalised.

Enrolment of Students with a History of Violence

Principals who identify safety concerns for a prospective student are able to collect relevant information for a risk assessment and to develop a management strategy. The risk assessment will be completed using all relevant information and involve school personnel who have experience with the student. Other DoE personnel may also be involved as required. This may mean that the timeframe for enrolment will be longer than usual. A Principal may refuse to enrol a student with documented violent behaviour when risk mitigation strategies or adjustments are not possible to manage the risk.

Non-Local Placement

Parents/carers who reside outside the school's intake zone are able to submit an expression of interest in writing to the school. The school's ability to accept non-local enrolments is determined by the DoE's policy around school enrolment caps and buffers.

- a) A school's **enrolment cap** is centrally determined by the Department of Education. The cap is the number of students that can be enrolled based on the school's permanent accommodation. Department of Education policy stipulates that schools are not to create additional classes for non-local placements. Within the enrolment cap, a number of enrolment places (the buffer) must be kept aside for the likely number of local students who will need to enrol during the year. If a school is *nearing its buffer*, then the school will form a non-local enrolment panel. Non-local enrolment applications are only considered by schools that can accommodate the student *below the buffer level*. Where demand for non-local enrolment exceeds the number of places *below the buffer*, an enrolment panel will consider and make decisions on all non-local enrolment applications.
- b) **The enrolment panel** will consist of one executive staff member (chairperson), at least one teaching staff member nominated by the Principal and one school community member nominated by the P & C. The panel is responsible for implementing the criteria for non-local placement, consistent with Department of Education guidelines. If required, the panel meets once each term and twice in Term 2 to review applications to make a determination based on the documentation received addressing the criteria below. Once the panel has reviewed the expressions of interest, a letter will be sent advising if the student was accepted for the following year or were unsuccessful.
- c) **Criteria for Non-Local Enrolment (Priority Order)**
 - siblings already enrolled at the school
 - availability of subjects or combinations of subjects
 - compassionate circumstances (eg. medical reasons, safety and supervision of the student before and after school)
 - structure and organisation of the school
 - proximity and access to the school
 - recent change in the local intake area boundaries.
- d) Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is to be made in writing to the Principal and set out the grounds of the appeal. The purpose of the appeal is to determine whether the stated criteria have been applied equitably.

International Students

International students may submit an application to enrol to DE International in accordance with the International students' enrolment programs. The decision to enrol international students in NSW government schools is made by the Principal and is based on a number of factors including enrolment capacity.

Temporary Residents

Temporary residents must submit an application to the Temporary Residents program to enrol in a NSW government school in accordance with the Enrolment of Non Australian Citizens – Procedures and Eligibility.

Exchange Students

The decision to enrol secondary exchange students in NSW government schools is made by the Principal and is based on a number of factors including enrolment capacity. Registered Secondary Exchange Organisations apply to DE International for an Acceptance Advice of Secondary Exchange Students (AASES) for each secondary exchange student. Enrolment conditions are found on the DE International website.

General Procedures for Enrolment of New Students (Other Than Year 6 to 7)

1. The Principal or their delegate will seek student background information from previous government schools before giving approval to enrol.
2. Where applicable, the school's Learning Support Team will determine strategies to support and assist the student on enrolment.
3. New students will meet with the relevant Deputy Principal prior to their first day attending the school.
4. The relevant Deputy Principal will allocate new students to elective classes based on spaces available in classes and the student's interests and abilities as indicated by school reports and any other relevant information.
5. The enrolment details will be circulated to inform Head Teachers of the enrolment and to allow Head Teachers to allocate classes.
6. Year Advisers will meet new students in the foyer at 8.45am on their first day. The office will advise Year Advisers as early as possible when there is a new enrolment – preferably the day before.
7. New students will have a buddy allocated to show them around and help them adjust socially. Year Advisers will organise the buddy.
8. The buddy will take the new student will go to the Sports Co-ordinator at recess or lunch to be allocated to a sports group.

Mr Marcus Neale

Principal

Nov 2019

Related DoE policy documents:

- NSW DoE Enrolment of Students in Government Schools (July 2019)
- NSW DoE General Enrolment Procedures (Dec 2018)
- Enrolment Policy: Information for Parents (2019, DoE publication)

- End Policy -