

Enrolment Procedure



Kurri Kurri High School supports and implements the NSW Department of Education policies available at www.dec.nsw.edu.au.

Click onto this link and then go to Policies. Go to A-Z of all DEC Policies and the Enrolment Policy is in the section.

Policy Number 01/2018

(Revised 03 May 2019)

General Principles Governing Enrolment

The following guidelines apply to enrolment at government schools:

1. Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend. Your local school can be found at <https://education.nsw.gov.au/school-finder>.
2. Parents may apply to enrol their child in the school of their choice.
3. School local areas are determined by the Secretary, Department of Education.
4. Students may only be enrolled in one school at any one time. Shared enrolment exist for special circumstances.
5. An enrolment cap for the school is established centrally, based on permanent accommodation. Within the cap, a number of enrolment places (buffer) must be set aside for the enrolment of local students arriving throughout the year.
6. Schools are required to have a written procedure which states the grounds on which non-local enrolments will be accepted.
7. The primary criteria for acceptance of non-local enrolments will include resources of the school and permanent classroom accommodation.
8. The requirements of Work Health and Safety must be considered before any student is enrolled.
9. Students with a history of violence or criminal behaviour may not be accepted if the risk assessment reflects that the safety and welfare of students and staff may be compromised.

A child is defined by law as a person under the age of eighteen.

Verification of Local Residency - Local Enrolment

A student resides within the intake zone of the school.

A student who resides within the determined intake zone of Kurri Kurri High School will be accepted provided he/she can prove permanent residency. **100 points of identification** is required to support local application's to enrol. Please refer to Appendix 1 for guidelines and examples of documentation that meet the 100 points of identification criteria.

Non Local Enrolments

A student who resides outside the intake zone for Kurri Kurri High School, regardless of which primary school they attend.

The primary criteria for acceptance of non-local enrolments includes the resources of the school and available permanent accommodation and other facilities at the school.

Parents/carers are required to complete and submit a Non-Local Application. Where **demand exceeds availability** of enrolment spaces, a placement panel will consider all non-local applications. They will determine the students who will be offered a place for enrolment and the remainder will be declined and placed on a waiting list.

If a student is to be offered an enrolment place, the deputy principal will arrange an appointment as soon as possible. The parent/carer will be provided with the enrolment package at this interview.

Enrolment Spaces Available

Kurri Kurri High School maintains an enrolment ceiling, based on available permanent accommodation and total numbers in each year group. Within the enrolment ceiling, a buffer 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.

Kurri Kurri High School has a ceiling of 900 students on the site. Junior classes are listed in the following breakdown plus senior classes. Deputy Principals manage the ceiling of their year groups.

Junior school ceiling is 720

Senior school ceiling is 180

YEAR	CEILING	BUFFER*
Year 7	180	8
Year 8	180	8
Year 9	180	8
Year 10	180	8

**The buffer allows for what has been historically the greatest number of in-zone new enrolments per term*

Criteria for Non Local Placement

It is the decision of the enrolment panel that if accommodation and staff are available, significant criteria (not in priority order) for non local enrolment will be:-

- ❖ Proximity and access to the school
- ❖ Siblings currently attending Kurri Kurri High School
- ❖ Attendance at partner primary school
- ❖ Physical, emotional and medical needs related to a student's well being
- ❖ Safety and supervision of student before and after school
- ❖ Availability and /or combination of subjects/HUB learning
- ❖ Compassionate circumstances

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

Waiting List

A waiting list will 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 if requested. 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.

Appeals

Where a parent wishes to appeal against the decision, 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 public schools will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Enrolment Procedures

The Department of Education procedures must be followed for all students who enroll at Kurri Kurri High School.

Local enrolment applications

When parents/carers of students applying for enrolment contact the school by telephone or in person, the administration office staff will arrange an interview with the appropriate deputy principal. If they are able to present proof of address within the school's intake zone, they will be provided with an enrolment package, which includes advice on other required documentation.

Enrolment documentation

Every new enrolment must have:

- Original birth certificate, or passport
- Notice of assessment from the Intensive English Centre (if recently arrived in Australia).
- Other relevant documents, such as Court Order or AVO

- 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 Kurri Kurri High School
- Other reports, including NAPLAN (if available).
- 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 Kurri Kurri High School).

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 relevant processes 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 Citizenship.
- The deputy principal will explain the Department of Education 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 a Request for Information form to the student's previous school to check on any history of violent behaviour or learning support needs. If necessary, a Risk Management Plan will be prepared and discussed at the first available staff meeting, before enrolment is finalised.
- If necessary, Department of Education 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.
- 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).
- Administration staff will establish a file, check documents (e.g. Transfer Certificate and Records Transfer) and up-date ERN.

Guidelines are available from Section 14 of *School Attendance: Policy and Procedures 1991* at www.det.nsw.edu.au/studenttransfers

New Enrolments on Day 1 of the School Year

New students who present for enrolment on Day 1 of the new school year, without having an appointment will be asked to return on a negotiated appointment time. Paperwork will need to be completed and returned prior to the appointment time.

ENROLMENT OF STUDENTS WITH PARTICULAR NEEDS

- **Enrolment of Students with Special Needs**

Enrolment of students with special needs will be done in collaboration with parents or caregivers and school and DET personnel to consider the full range of options available to meet their needs. Special needs will include students with physical, emotional, intellectual and learning needs.

Students placed in the regional support classes still need to go through the normal enrolment processes.

Enrolment of students with disabilities will be considered after input from parents, school staff, DET personnel and other professionals in accordance with the policy *“Enrolment of Children with Disabilities”* (Memorandum 88/107)

- **Enrolment of Non Australian Citizens**

Non Australian students must hold a visa and may be enrolled under conditions set out in the booklet *“Conditions for Enrolment of Non Australian Citizens in NSW Government Schools”*. Temporary residents may be enrolled for the period specified on their visa. International students studying in NSW may enroll their school age dependents. Students on a Visitor Visa may enrol for a maximum of three months but must arrange their enrolment through the International Students program. (Ph. 0295618209 or fax 0295618613).

Department of Education: CRICOS Provider Code 00588M

- **Enrolment in Distant Education**

Distance Education can be provided for students whose special circumstances prevent them from attending school on a regular basis. Single subject programs are available for students in subjects not offered at the school. Strict conditions apply to these enrolments. Students who wish to do this must discuss the enrolment the LAST Head Teacher and the relevant Deputy Principal. Guidelines are available from the DET document *“Distance Education: Categories and procedural Guidelines for Enrolment”*.

- **Short Term and Part Time Attendance**

For a variety of reasons a student may be enrolled for a short time at school. The student will remain enrolled at their home school and the host school will send a record of attendance to the home school at the end of the stay or at the end of each term.

When a student is attending a specialised program at another school such as a school for behavioural or emotional disorders or a hospital school, the student will remain enrolled at the home school.

- **Mature Age Enrolments**

A mature age applicant is a person 18 years and over who wishes to enrol at school. Adults do not have a legal entitlement to enrol in schools.

Mature aged student applications will be assessed in terms of the best interests of the school and the student.

The mature age applicant will need to provide the school with reasons in writing detailing why Kurri Kurri High School is the most appropriate educational institution for them and why they are choosing not to continue their education through more conventional adult educational institutions.

The school will make a decision based on the availability of subjects, class sizes, and availability of spaces in the school.

Department of Education Policy Documents

- General Enrolment Procedures: Implementation document for Enrolment of Students in NSW Government Schools policy, July 2019
- Enhanced Enrolment procedures DN/06/00168
- Enrolment of non-Australian Citizens Procedures and eligibility
- Distance Education Enrolment Procedures, November 2018
- Legal Issues Bulletin No 40A and 43
- Memorandum No DN/11/00007 –Students applying to enrol in Year 7-12 in a high school outside of normal enrolment period.

Tracey Breese
Principal

03 August 2019