

KURRI KURRI HIGH SCHOOL ENROLMENT PROCEDURE

Kurri Kurri High School supports and implements the NSW Department of Education policies available at [Policy Library](#).

Click onto this link and then go to Policies. Go to A-Z of all DEC Policies and the [Enrolment of Students in NSW Government Schools Policy](#) is in the section.

Policy Number: PD-2002-0006-VO2

(Revised DoE 31March2023)

General Principles Governing Enrolment

The following guidelines apply to enrolment at government schools:

1. Compulsory school aged students are entitled to enrol at their local school. The student is eligible to attend, if their home is within that school's local intake area.
2. Parents may apply to enrol their child in the school of their choice. However, acceptance is subject to the child being eligible to attend the school and the school being able to accommodate the child.
3. School local areas are determined by the Department of Education. Your local school can be found at: <https://education.nsw.gov.au/school-finder>
4. Students may only be enrolled in one school at any one time.
5. The enrolment cap for Kurri Kurri High School is 900 students.
6. Based on historical data, on average, a minimum of two places per class will be available for local enrolments.
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

Local Enrolment: A student who 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 applications to enrol. Please refer to the enrolment proof of address document for [100 points of identification criteria](#).

NB: Where a parent is able to give good reasons why they are unable to present documents, or in exceptional circumstances, principals may waive or vary the 100-point residential address check NSW Department of Education | PD/2002/0006/01/v1.0.0 10 requirements when assessing a child's entitlement to enrol at the school. If this is to occur, Principals are required to seek the approval of the Director, Educational Leadership.

Enrolment Spaces Available

Kurri Kurri High School maintains an enrolment cap, based on available permanent accommodation and total numbers in each year group. Within the enrolment cap, several enrolment places (the buffer) will be maintained in each year group to accommodate local students arriving throughout the year. The size of the buffer will differ each school year based on historical data and enrolment fluctuations. Places in the buffer will not be offered to non-local enrolments. The enrolment buffer for Kurri Kurri High School is based on the equivalent of two student positions per class across a year group. The maximum buffer for any year will not exceed 20 students.

Kurri Kurri High School has an enrolment cap of 900 students. Departmental records reviewed in Term 1, 2023, indicate that Kurri Kurri High School has enrolment figures that exceed our enrolment cap.

Non Local Enrolments

A student who resides outside the intake zone for Kurri Kurri High School, regardless of which primary school they attended, is considered a non-local enrolment.

Non-local enrolment applications are only considered by schools that can accommodate the child below the set local enrolment buffer level. (General Enrolment Procedures, 9.4)

Except for enrolments at the commencement of the school year, schools that have not reached their local enrolment buffer level should only accommodate non-local enrolments into classes with available places. (General Enrolment Procedures, 9.4)

Non-local enrolment applications include the Application to enrol in a NSW Government School ([Link to Non-local Enrolment information](#)) and non-local enrolment form. Parents / carers are required to complete and submit a non-local application and are encouraged to address the selection criteria and provide supporting documentation (General Enrolment Procedures 9.4.1). 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. This information is reviewed annually and is set in time for assessing applications for the following year's enrolment intake.

Criteria for Non-Local Placement

It is the decision of the enrolment panel that if accommodation and staff are available, a non-local enrolment may be considered. The following criteria has been considered in consultation with the school community (General Enrolment Procedures 9.4.2):

- Siblings already enrolled at the school
- Availability of subjects or combinations of subjects
- Medical Reasons
- Recent change in the local intake boundaries
- Safety and supervision of the student before and after school
- Compassionate circumstances
- Proximity and access to the school.

Meeting the above criteria does not guarantee enrolment as an out of zone applicant.

Acceptance as an out of zone enrolment does not guarantee future sibling enrolments.

Enrolment Panel

The principal will ensure that the establish criteria are applied equitably to all applications. The school will establish and enrolment panel to consider applications based on the criteria.

The panel will consist of: A school Executive Member, A Staff member (nominated by the principal) and a community member (nominated by the school's parent organisation).

Waiting List

A waiting list may be created for non-local students who are not offered enrolment. Any waiting list created will remain valid during the current intake period only. The waiting list is determined by the enrolment panel. Parents are advised in writing if their child is to be placed on a waiting list and their position on it. The length of the waiting list should reflect realistic expectations of potential vacancies.

Appeals

Unsuccessful non-local applicants may appeal against the decision of the enrolment panel. The appeal is made in writing to the principal and sets out the grounds of the appeal. If necessary, the principal should provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.

The purpose of the appeal is to determine whether the stated criteria have been applied equitably. If the Principal is not on the enrolment panel, the principal considers the appeal and makes a determination. Otherwise, the appeal may be determined by the Director, Educational Leadership.

The parent should be advised of the outcome in writing. If the matter is not resolved at the school level, the final level of appeal is to the Director, Educational Leadership.

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.

Online Enrolment Process

How it works

- If online enrolment is supported by a child's local school, a link to begin an online enrolment application will be available via the "Enrolment" section of the school website.
- The parent or carer completing the application must provide the child's main residential address and a contact email to begin the online enrolment process.
- A one-time security code will be sent to this email to authenticate the parent against their email, then the online enrolment form can be completed and the parent can use this email address to resume at a later time.
- The dynamic form will only show the mandatory fields in relation to the specific student, which means parents will only be required to complete the fields of the application relevant to circumstances of their child.
- The form can take as little as 10 minutes to complete and is sent directly to the school administration staff of your local school.
- Parents will be emailed a PDF copy of the enrolment application immediately following the submission for their own records.
- School administration staff can then contact parents directly for any clarification required around the application.
- The application to enrol will be finalised once the parent/carers has met with the school and provided all the relevant identity and medical documentation for the student.

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, 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 or 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.
- Evidence of any medical issues or concerns, including any diagnostic or clinician reports.
- Evidence of Out Of Home Care provider if applicable.

At the enrolment interview

- 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 space availability for class placement for junior students.
- All students will meet with a learning and support teacher for academic testing in literacy and numeracy to support appropriate class placement and to allow teachers to better support students joining their class.
- All new students to Kurri Kurri High School will be required to meet with the School Counsellor.
- 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* or *Behaviour Management Plan* will be prepared, 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 update ERN.

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 Special Needs

Enrolment of students with special needs will be done in collaboration with parents or caregivers and school and DoE 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, DoE personnel and other professionals in accordance with the policy *"Enrolment of Children with Disabilities"* (Memorandum 88/107)

Enrolment of Non Australian Citizens

International students may submit an application to enrol to DE International in accordance with the international students' enrolment programs. International students must submit an application to enrol to DE International and are assessed against departmental and legislative requirements for eligibility. Students must have a student visa issued by the Department of Immigration and Border Protection and an Authority to Enrol (ATE) issued by DE International to enrol. [DE International website](#).

Enrolment in Distance 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 Head Teacher Learning and Support and the relevant Deputy Principal. Guidelines are available from the DoE document ["Distance Education Enrolment Procedures"](#).

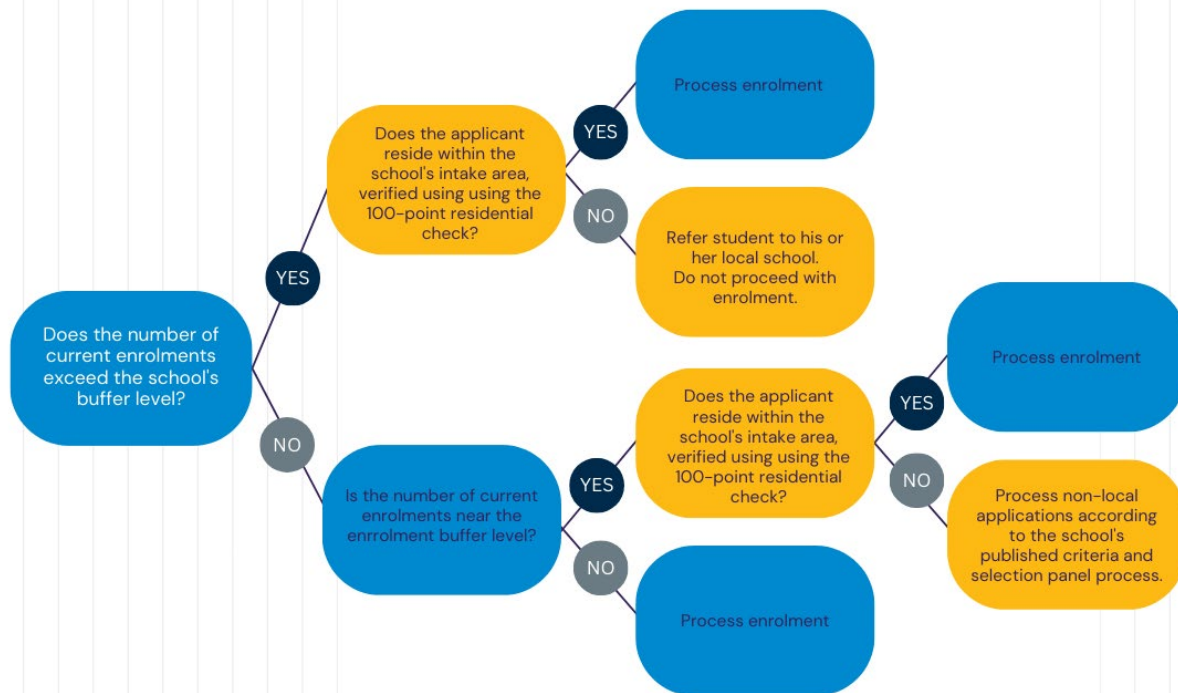
Short Term and Part Time Attendance

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.

Shared Enrolment

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.

ENROLMENT APPLICATION DECISION TREE



Alan Hope | Principal

10 March 2023

More information can be found at:

[General Enrolment Information NSW Schools](#)

[NSW Department of Education Online Enrolment](#) .