



## WINMALEE HIGH SCHOOL ENROLMENT POLICY AND PROCEDURES

Winmalee High School's Enrolment Policy and Procedures has been developed in accordance with the Department of Education (DoE) "Enrolment of Students in NSW Government Schools: a Summary and Consolidation of Policy", August 1997.

### **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;
2. School local areas are determined by the Department of Education (DoE);
3. Parents may seek to enrol their child in the school of their choice;
4. Students may only be enrolled in one school at any one time;
5. Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it;
6. Schools are required to have a written policy which states the grounds on which non local enrolments will be considered and/or accepted;
7. The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation;
8. The requirements of Work Health and Safety must be considered before any student is enrolled; and
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.

### **Local Enrolment**

In line with the Department of Education Policy, Winmalee High School has a responsibility to accept all students who reside permanently within our enrolment areas as defined by the DoE. Please request to view the map that defines our enrolment area.

### **Local Enrolment Procedures**

On contacting the school seeking to enrol, the school will require the completion of a Request for Enrolment form before consideration for enrolment will occur. This form requires present proof of address for being in-area along with their latest school report and NAPLAN results. If these requirements are met an appointment will be arranged with the Principal or appropriate Deputy Principal.

Note: Proof of address within our local area includes: rates notice, rental agreement, paid utilities bill; etc. A driver's licence is not considered proof. Families must live in our drawing area for them to be considered 'local' enrolments.

Prior to this interview the Principal may 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

The *Enrolment Form* for any local application will be supplied at the time of the interview for completion along with other paperwork including uniform contract and related information, Computer technologies contract, media permissions and medical information especially if allergic to anything. If the paperwork associated with enrolment are not completed and submitted and is not truthful, then rights to be enrolled may be revoked. Other paperwork is outlined in **Required Documentation for Enrolment**.

## **Non Local Enrolment**

Parents of students who live outside the designated enrolment area may wish to make application for their child to attend Winmalee High School.

The acceptance of 'out of area' students will be dependent on several factors, including:

- Meeting the requirements of the Department of Education Enrolment Policy; and
- Availability of space in the school overall and within year group.

## **Criteria for Consideration of Non Local Enrolment Applications**

Criteria for considering and selecting amongst non-local enrolment applications will be made available to parents who are interested in enrolling their children on the school's website. The criteria for non-local applications, listed below, will be used by the school's placement panel to consider and establish an order of placement, so as to either offer a position at the school (local enrolment numbers permitting) 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;
- Safety and supervision of the student (or sibling) before and after school;
- Availability of subjects or combinations of subjects; and
- 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.

## **Enrolment Ceiling and Enrolment Buffer**

The school maintains an enrolment ceiling of 1020 students based on available permanent accommodation and total numbers in each year group. Within the enrolment ceiling, a buffer of at least 8 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 only those matters presented on the application form and make recommendations on all non-local enrolment applications.

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.

The Year 7 Placement Panel will be formed soon after applications close. In most cases this will be at the end of March or early April. Successful students will be told if they are being accepted as a non-local enrolment. A waiting list may be developed.

## **Waiting List**

A waiting list may be established for non-local students. Parents/Caregivers 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. Placement on a waiting list may not guarantee an offer.

## **Non Local Enrolment Procedures**

Depending on current student numbers and assessment of non-local enrolment criteria it will be determined that the student be:

- Considered for enrolment or
- Advised to attend their local school or
- Placed onto the waiting list.

In some cases, this will involve consultation with the Local Enrolment, School Principal.

When parents/caregivers of non local students wish to apply for enrolment at Winmalee High School they will be provided with a Request for Enrolment Form. This does not guarantee enrolment. The information provided will be assessed against the Criteria for Consideration of Non Local Enrolment Applications and students and parents/caregivers may be asked to an interview.

The Principal or their representative will arrange an appointment as soon as possible. If the Criteria for Consideration of Non-Local Enrolment is met, the parents/caregivers will be provided with the enrolment package at the interview. If their application is unsuccessful and they are not invited to interview, they will be contacted by the Principal or their delegate and informed of their failure to meet DoE non local enrolment policy criteria and advised to attend their local school.

### **Required Documentation for Enrolment**

Every new enrolment must have:

- Original birth certificate or passport;
- Proof of address: rates notice, rental agreement, paid utilities bill;
- Notice of assessment from the Intensive English Centre (if recently arrived in Australia);
- 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;
- 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/caregivers with the former school to have these posted/faxed/mailed so as to be able to present these to Winmalee 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); and
- Clearance from the previous school must be completed before enrolment is finalised.

### **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 Principal will then use the relevant processes to survey Head Teachers regarding class placement for junior students;
- School procedure and routines (outlined in the Information Book provided) will be discussed at the enrolment interview;
- The 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 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, 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;

- 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 the previous school);
- Administration staff will establish a file, check documents (eg. Transfer Certificate and Records Transfer) and update ERN; and
- Purchase of school uniform.

### **Appeal and Review**

All out-of-area enrolment applications will be considered on merit in accordance with the weighting of the admissions criteria listed above. Parents who wish to appeal the decision of the placement panel should do so in writing to the Principal. This submission should present evidence to substantiate a claim that the stated criteria, above, has not been applied fairly and equitably.

If the matter is not resolved at the local level an appeal may be lodged in writing to the Relieving Director, Public Schools NSW, Mr Michael Hooker who will consider the appeal and make a determination.

Reviewed on Wednesday 21 February 2018.



Ms Katrina Middlebrook  
**Principal**  
**Winmalee High School**