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|  | **Seven Hills High School**  **Enrolment Policy** | | |
| **Implementation Date: August 2017** | |  | **Review Date: August 2019** |

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| Rationale |

This school’s local area is determined by the NSW Department of Education and Communities – Western Sydney Region (DEC).

In accordance with the Education Reform Act 1990 this school will seek to ensure that every eligible local child will have a place at Seven Hills High School if he or she chooses to enrol here.

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| Enrolment Ceiling and Enrolment Buffer |

Each school year a ceiling is established for the enrolment of Year 7 based on available permanent accommodation. Our local intake area boundaries and street names can be checked via our front office. The school maintains a buffer based on trends in our local Learning Community to cater for anticipated local demand, including new local arrivals who locate to Seven Hills High School for commencement at the beginning of the school year.

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| Placement Panel |

The Placement Panel exists for when demand for non-local places exceeds availability.

The Placement Panel comprises the principal, one staff member Head Teacher Wellbeingand one school community member nominated by the P & C. The Principal is the chairperson and has the casting vote.

The development of the criteria for the enrolment of non-local students is the responsibility of the Placement Panel.

The Placement Panel considers only those matters presented on the application form. The panel documents its decisions and minutes of meetings are available upon request.

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| Criteria for Non-Local Enrolment Applications |

The Placement Criteria for Non-Local applicants listed below, establishes an order of placement so as to either offer a position at the school (when local enrolment numbers permit) or placement on a waiting list. Non-Local applicants are placed in an order according to this list.

* proximity and access to the school
* siblings already enrolled at the school
* safety and supervision of the student (or sibling) before and after school
* availability of subjects or combinations of subjects to suit the needs/talents of students
* clearly outlined compassionate circumstances
* physical, emotional and medical needs related to a student’s wellbeing
* structure and organisation of the school.

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

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| Waiting Lists |

Where no non-local places are available a waiting list will be established by the Principal. Waiting lists are current for one year and can be accessed up until the commencement of the new school year.

**Year 6 into Year 7 applications**: Where no non-local places are available a waiting list for 10 students will be established by the Principal. This will be current for one year.

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| Non-local placement Years 8-10 (inclusive) |

Upon receipt of the application for a non-local placement the Principal will:

* review the application in relation to the criteria for enrolment
* consult with the coordinating Deputy Principal in relation to the school’s curriculum and vacancies available
* based on all available information and with regard to available space/s in classes, the principal will recommend an interview or decline the application
* successful applicants will be interviewed for possible placement by the Principal.

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| Enrolment of students with special needs |

Enrolment of students with special learning needs will be undertaken in collaboration with parents, carers, school and appropriate DoE personnel to consider the full range of options to meet the students learning needs. Note placement in our Support Unit classes is managed by the Student Services placement panel.

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

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| 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 the visa. International students studying in NSW may enrol their school aged dependents. Students on a Visitor’s Visa may enrol for a maximum of three months, but must arrange their enrolment through the International Student Centre.

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| Short Term and Part Time Attendance |

For a variety of reasons a student may be enrolled for a short time at school. The students will remain enrolled at the 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 classes for behaviour or emotional disorder or a hospital school, he /she will remain enrolled at the home school.

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| Appeals |

These are lodged against a decision made by the Placement Panel and are to be made in writing to the Principal who will seek to resolve the matter. If the matter is not resolved it is to be referred to the Area Administration for determination. Appeals are to determine whether the stated criteria of the school have been fairly applied.

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| Local Enrolment Applications |

When parents/carers of students applying for enrolment contact the school by telephone or in person, the Administration Office staff will complete an Enrolment Request form. If they are able to present proof of address within the school’s local enrolment area, they will be provided with an enrolment package, which includes advice on other required documentation. Proof of address within our local area requires 100 point identification. Upon receipt of the Enrolment Request form for any local applicant, an interview will be arranged as soon as possible.

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| **Category A -** 50 points | **Category B -** 30 points | **Category C -** 10 points |
| * Electricity Bill * Gas Bill * Water Rates * Telephone (not mobile) bill * Land rates * Proof of purchase of residential property * Current lease – (must be 12 months lease) * Centrelink * Electoral Roll | * Drivers licence * Motor Vehicle * Registration/Insurance * Bank Account * Mobile phone Account * Superannuation documents * Life Insurance documents * Medical accounts | * Retail purchase * Statutory declaration |

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| Non-Local Enrolments |

Depending on current student numbers, the Placement Panel (Principal, HT Wellbeing, and P&C Representative) will determine that the student be:

* considered for enrolment or
* advised to attend their local school or
* placed onto the waiting list

If the student is to be considered for placement, the Principal will arrange an appointment as soon as possible. The parent/carer will be provided with the enrolment package at this interview.

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| Required Documentation |

Every new enrolment must have:

* Original birth certificate or passport.
* Notice of assessment from the Intensive English Centre (if recently arrived in Australia). Front Office staff will advise parents/carers on arranging an appointment for this assessment.
* 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/ faxed/emailed so as to be able to present these to Seven Hills High School.
* Other reports, including NAPLAN, BST (if available).
* 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 SHHS).

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| The Enrolment Process |

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 Multicultural Affairs (DIMA).

The Administration Office 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 Administration Office will send the Request for Information form (Background Check) to the student’s previous school to check on any history of violent behaviour or learning support needs. The Administration Office will contact non-government schools directly to check on any such history. If the previous school is in another state, the appropriate forms will be sent and must be returned before enrolment can be finalised. If necessary, a Risk Management Plan will be prepared and discussed at the first available staff meeting, before enrolment is finalised.

All forms must be returned to the Administration Office. In general, the enrolment process will require 2-3 days for completion (dependent on prompt return of information by previous schools).

At the initial enrolment interview with the Principal, school procedures and routines (outlined in the Student Information Book provided) will be discussed.

At the placement 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 school Request for Information to check regarding class placement for junior students.

If necessary, department personnel (student welfare, learning support) will be contacted regarding additional support required. Any health issues (e.g. anaphylaxis, diabetes) must be addressed by the development of a personal health care plan before enrolment.

SASS staff will establish a file, check documents (e.g. Transfer Certificate and Records Transfer) and update ERN and student files. Students are then placed into a roll call group.

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| The First Day of School |

The Deputy Principal will inform the school of the student’s starting date and arrange for another student to show her/him around the school.

Class teachers must not add students to any class roll unless they have sighted the student's timetable indicating that they have been placed in that class. A personalised school timetable is proof of enrolment at Seven Hills High School.

The Deputy Principal will ensure that any known issues are referred to the Year Adviser and, if necessary, the Learning Support Team, Careers Adviser, LaST, Counsellor or Wellbeing Team, so that students can be provided with appropriate support.