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## ENROLMENT POLICY AND PROCEDURES FOR ENROLMENT OF NEW STUDENTS

Relevant Department of Education Policy Document:-

“Enrolment of Students in Government Schools: A Summary and Consolidation of Policy, August 1997”

### **RATIONALE:**

Pennant Hills High School's local area is determined by the Department of Education. In accordance with the Education Reform Act 1990 this school will seek to ensure that every eligible local child will have a place at Pennant Hills High School if he or she chooses to enrol here.

### **VERIFICATION OF LOCAL RESIDENCY**

For a student to be enrolled as a local placement, parents will be asked to provide 100 points as per the attached sheet which includes proof of residency that they live in the local area and that the child being enrolled also lives in the local area.

### **NON-LOCAL ENROLMENTS**

The criteria for acceptance of non-local enrolments include the availability of appropriate staff and permanent accommodation.

### **ACCOMMODATION**

At the commencement of 2018 in addition to permanent buildings Pennant Hills High School had 6 demountable temporary classrooms, to accommodate the growth of local student numbers, one of which is used exclusively as a Science Laboratory. The Department of Education Policy states that, “No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements” (Page 8).

### **EXAMPLE – depending on local placement numbers**

<b>ENROLMENT CEILINGS – IN RELATION TO THE ANTICIPATED ENROLMENT RETURN</b>		
<b>YEAR</b>	<b>CEILING</b>	<b>BUFFER</b>
<b>Year 7 (6 classes)</b>	180+	10
<b>Year 8 (6 classes)</b>	180	10
<b>Year 9 (6 classes)</b>	180	15
<b>Year 10 (7 classes)</b>	210	15

## **ENROLMENT PANEL Year 6 to Year 7, Non local applications**

This school has an *Enrolment Panel* consisting of the Principal, the Deputy Principal responsible for Year 6 into Year 7 Transition, the Head Teacher CAPA and a parent. This Panel is responsible for implementing the criteria for non-local placement, consistent with DoE guidelines. The panel is responsible for implementing the CHHS enrolment policy through a collaborative process of reviewing all applications for non-local placement and ranking applications and establishing a waiting list.

## **CRITERIA FOR NON-LOCAL PLACEMENT**

It is the decision of the *Enrolment Panel* that **COMMITMENT TO LEARNING IS THE MOST SIGNIFICANT CRITERIA WHEN APPLICATIONS FOR NON-LOCAL PLACEMENTS ARE CONSIDERED**. If accommodation and staff are available, other significant criteria for non-local enrolment (not in priority order) will be:

- ❖ curriculum offerings of CHHS to extend the special aptitudes of students
- ❖ academic performance/achievements as demonstrated through the application
- ❖ availability or combinations of subjects to suit the needs/talents of students
- ❖ cultural achievements
- ❖ civics and citizenship achievements
- ❖ sporting achievements
- ❖ siblings currently attending Pennant Hills High School
- ❖ physical, emotional and medical needs related to a student's well being
- ❖ safety and supervision of student before and after school
- ❖ compassionate circumstances
- ❖ attendance at partner primary schools in local area
- ❖ proximity and access to the school

## **WAITING LIST**

A waiting list will be established for non-local students seeking placement in Year 7. This list will be current for 1 year.

## **Non local placement Year 8 – 12 (inclusive)**

On 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 Deputy Principal curriculum 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.

## **ENROLMENT OF STUDENTS WITH SPECIAL NEEDS**

### **❖ 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 available to meet the student's learning needs. Enrolment of students with disabilities will be considered after input from parents, school staff, district appropriate DoE staff and other professionals, in line 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 the visa. International students studying in NSW may enrol their school aged dependants. Students on a Visitors Visa may enrol for a maximum of three months, but must arrange their enrolment through the International Students Centre (Ph: 02 9561 8209 or fax 02 9561 8613). DoE approved Student

Exchange organisations e.g. Rotary Youth Exchange may also apply for enrolment as an exchange student.

❖ **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 provided for students in subjects not offered at the school. Strict special conditions apply to these enrolments. Refer *“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 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.

**PROCEDURES FOR  
ENROLMENT OF NEW STUDENTS  
(Other than Year 6 to 7)**

**New Enrolments**

Enrolling new students needs to be an efficient, friendly procedure so that students feel welcome and settled.

1. All new students will meet with the Deputy Principal who will consider the application to enrol.
2. The principal must request student background information from previous government schools before giving approval to enrol (Memo DN/06/00168)
3. Where applicable, the schools Learning Support Team will determine strategies to support and assist student on enrolment.
4. Up to date class lists for **all** subjects are maintained through Sstarts by the Timetable Room. In consultation with the Deputy Principal they keep accurate numbers of students in all classes. The class sizes numbers are as follows:-

Junior classes	30 students
All Senior classes	24 students
5. The Principal will allocate new students to elective classes based on spaces available in classes and the student's interests and abilities as indicated by reports from other schools and any other information that is available.
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 Adviser will organise the Buddy.
8. The enrolment details will be circulated to inform Head Teachers of the enrolment, to allow Head Teachers to allocate classes. If changes are necessary Head Teachers should consult with the Year Adviser before making the change.
9. Year Adviser will undertake a progress report for new students 5 weeks after enrolment to ensure students have settled into the school.



**Ross Warren  
Principal  
Updated Feb 2018**

## 100 POINT IDENTIFICATION RESIDENTIAL ADDRESS

To process your application we require documentation to verify your residential address.

### General Guidelines:

- All documents **MUST** be in the name of the enrolling parent/carer
- At least **ONE Category A** document is required
- A copy of the original documents is accepted (Documents printed off the Internet are not acceptable)
- All documents must be current (dated within the last 3 months)
- Personal references are not considered.

	<b>DOCUMENTATION</b>	<b>POINTS (office use only)</b>
<b>CATEGORY A 50 points</b>	<ul style="list-style-type: none"> <li>o Electricity bill</li> <li>o Gas bill</li> <li>o Water rates</li> <li>o Telephone (not mobile)</li> <li>o Land rates</li> <li>o Proof of purchase of residential property</li> <li>o Current lease – (must be 12 month lease)</li> <li>o Centrelink</li> <li>o Electoral Roll</li> </ul>	
<b>CATEGORY B 30 points</b>	<ul style="list-style-type: none"> <li>o Drivers licence</li> <li>o Motor Vehicle / Marine Vessel / Trailer documents (Registration / Insurance)</li> <li>o Bank account</li> <li>o Mobile phone account</li> <li>o Union membership</li> <li>o Superannuation documents</li> <li>o Life Insurance documents</li> <li>o Medical accounts</li> </ul>	
<b>CATEGORY C 10 points</b>	<ul style="list-style-type: none"> <li>o Post office – Mail redirection</li> <li>o Retail purchase</li> <li>o Statutory declaration</li> </ul>	