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## ENROLMENT POLICY AND PROCEDURES FOR ENROLMENT OF NEW STUDENTS Updated 2022

Relevant Department of Education Policy Documents:-

Enrolment of Students in NSW Government Schools: Policy update, October 2021.

General Enrolment Procedures: Implementation document for Enrolment of Students in NSW Government School Policy.

### RATIONALE

Pennant Hills High School's local area is determined by the Department of Education (DoE). 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 (PHHS) if he or she chooses to enrol here.

### VERIFICATION OF LOCAL RESIDENCY

For a student to be enrolled as a local placement, parents/caregivers will be asked to provide 100 points of residential identification 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 2022 PHHS had **no** temporary classrooms. The DoE's Policy states that, "No additional accommodation (permanent or demountable) will be provided to cater for increased enrolments resulting from non-local placements".

### EXAMPLE – depending on local placement numbers

ENROLMENT CEILINGS IN RELATION TO THE ANTICIPATED ENROLMENT RETURN		
YEAR	CEILING	BUFFER
Year 7 (7 classes)	210	10
Year 8 (7 classes)	210	10
Year 9 (6 classes)	210	10
Year 10 (6 classes)	210	10

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

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

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

Commitment to learning is critical in any educational context. It is the decision of the *Enrolment Panel* that if accommodation and staff are available, the criteria for non-local enrolment in priority order will be:

- ❖ siblings currently attending PHHS;
- ❖ safety and supervision of student before and after school;
- ❖ compassionate circumstances;
- ❖ curriculum offerings of PHHS to suit the special aptitudes of students;
- ❖ commitment to PHHS;
- ❖ proximity and access to the school; and
- ❖ attendance at partner primary schools in local area.

## **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 *Enrolment Panel* will:

- ❖ review the application in relation to the criteria for non-local enrolment;
- ❖ consult with the 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 *Enrolment Panel* will recommend an interview or decline the application; and
- ❖ successful applicants will be interviewed for possible placement by the Principal or Deputy Principal.

## **Appeals**

Any appeal regarding a decision made by the *Enrolment Panel* will be administered 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/caregivers, 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/caregivers, 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 Visitor's Visa may enrol for a maximum of thirteen weeks, but must arrange their enrolment through the International Students Centre (Phone: (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 Sentral and Edval by the Timetable Team. 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. Administrative Staff 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. The Year Adviser will organise the buddy.
8. The enrolment details will be circulated to inform Head Teachers of the enrolment and allow Head Teachers to allocate classes. If changes are necessary, Head Teachers should consult with the Year Adviser before making the change.
9. The Year Adviser will undertake a progress report for new students 5 weeks after enrolment to ensure students have settled into the school.



**Mr Ross Warren  
Principal  
Updated February 2022**

## 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/caregiver
- At least **ONE Category A** document is required
- **Original documents must be sighted** and a copy made by administrative staff at the time of enrolment (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 40 points</b>	<p><b>Only one</b> of (i.e. no additional points for additional documents):</p> <ul style="list-style-type: none"> <li>• Council Rates notice</li> <li>• Lease Agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt</li> <li>• Exchanged Contract of Sale with settlement to occur within the applicable school year</li> </ul>	
<b>CATEGORY B 20 points</b>	<p><b>Any of the following:</b></p> <ul style="list-style-type: none"> <li>• Private rental agreement for a period of at least 6 months</li> <li>• Centrelink payment statement showing home address</li> <li>• Electoral roll statement</li> </ul>	
<b>CATEGORY C 15 points</b>	<p><b>Any of the following documents:</b></p> <ul style="list-style-type: none"> <li>• Electricity or gas bill showing the service address*</li> <li>• Water bill showing the service address*</li> <li>• Telephone or internet bill showing the service address*</li> <li>• Drivers licence or government issued ID showing home address*</li> <li>• Home building or home contents insurance showing the service address</li> <li>• Motor vehicle registration or compulsory third party insurance policy showing home address</li> <li>• Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this</li> </ul>	