

KINGSGROVE NORTH HIGH SCHOOL



ENROLMENT POLICY 2022

Kingsgrove North High School – Enrolment Policy

Enrolment Ceiling and Enrolment Buffer

Kingsgrove North High School maintains an enrolment ceiling, based on available permanent accommodation and total numbers in each year group. Within the enrolment ceiling, a buffer of at least 10 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 and make recommendations on all non-local enrolment applications.

- **Year 6 into Year 7 enrolment applications:** The panel consists of the Principal, the Deputy Principal, (the Primary School Liaison person – i.e. the incoming Year 7 Adviser), and where possible a representative nominated by the P&C. The panel is chaired by the Principal, who has a casting vote.
- **Applications for enrolment into Years 8-12, and Year 7 after the commencement of the school year:** The panel consists of the Principal, the Deputy Principal responsible for the relevant year group, and where possible a representative nominated by the P&C. The panel is chaired by the Principal, who has a casting vote.

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.

Criteria for Non-Local Enrolment Applications

Criteria for selecting amongst non-local enrolment applications will be made available, in advance, to parents who are interested in enrolling their children. The placement criteria for non-local applicants listed below will be used by the panel to establish an order of placement, so as to either offer a position at the school (when local enrolment numbers permit).

Enrolment is not automatic for students enrolling at the school who are Non-Local that have siblings. An out of area application must be lodged.

Criteria (not listed in a priority order):

- proximity and access to the school
- gender balance at the school
- availability of subjects or combinations of subjects
- our Community of Schools Partnership- Clemton Park, Earlwood, McCallums Hill,
- DE International students and IEC students

The Principal has discretion however they 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.

Waiting List

A waiting list may be established for non-local students. Parents/carers 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.

Appeals

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. Where required, the Principal will provide or arrange assistance, such as an interpreter, to enable the appeal to be set out in writing.

Local Enrolment Applications

When parents/carers enquire by telephone, the Front Office Staff advise to come in and collect the **Request for Enrolment Form**. The Front Office staff will provide the **Request for Enrolment Form** when parent/carers come into the office.

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 includes: rates notice, rental notice, paid utilities bill; ***note that a driver's licence is not adequate.***

Families must live in our precinct for them to be considered 'local' enrolments. **The Request for Enrolment Form** for any local applicant will be submitted to the relevant Deputy Principal. If the student is local, an appointment will be made for an interview as soon as possible.

In certain areas, some single-sex high schools have boundaries which overlap the boundaries of a number of local high schools. In this situation enrolment will be contingent upon a set criteria determined by the school, of which proximity will be the major factor.

Non-Local Enrolment Applications

Depending on current student numbers, the Placement Panel (Principal, Deputy Principal and/or where possible a P&C Representative) will determine that the student be:

- ✓ considered for enrolment or
- ✓ advised to attend their local school

In the event that enrolment applications received exceeds the number of enrolments places available outside the local enrolment buffer, the following 100 point residential address check will be used.

Document showing the full name of the Child's Parent/Carer	Points
1. Only one of (i.e. no additional points for additional documents) <ul style="list-style-type: none"> • Council rates notice • Lease agreement through a registered real estate agent for a period of at least 6 months or rental board bond receipt • Exchanged contract of sale with settlement to occur within the applicable school year 	40
2. Any of the following <ul style="list-style-type: none"> • Private rental agreement for a period of at least 6 months • Centrelink payment statement showing home address • Electoral roll statement 	20 each
3. Any of the following documents <ul style="list-style-type: none"> • Electricity or gas bill showing the service address* • Water bill showing the service address* • Telephone or internet bill showing the service address* • Drivers licence or government issued ID showing home address • Home building or home contents insurance showing the service address • Motor vehicle registration or compulsory third party insurance policy showing home address • Statutory declaration stating the child's residential address, how long they have lived there, and any supporting information or documentation of this. 	15 each

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

Required Documentation

Every new enrolment must have:

- Original Birth Certificate, or Passport
- Evidence of your current residential address (dated within the last 3 months). Suitable documents are rates notice, lease papers, electricity, gas, water and phone bill. (*Note Driver's License on its own is not sufficient, must be accompanied with suitable documentation*).
- Notice of Assessment from the Intensive English Centre (if recently arrived in Australia). Front Office staff will advise parents/carers on arranging an appointment.
- Other relevant documents, such as Court Order, AVO, etc.
- Copies of the school reports for the last 12 months. 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 Kingsgrove North High School.
- Other reports, including NAPLAN, BST, ELLA, SNAP.
- ROSA, School Certificate or Preliminary Certificate/Record of Achievement originals must be provided if enrolling into Year 11 or 12.
- The name, position and telephone number of a contact staff member from their former school.
- Completed and signed **Application to Enrol in a NSW Government School form** (provided in the school enrolment package).
- Completed and signed **School Code of Conduct form**.
- Medical information from doctors/specialists if applicable
- Current updated immunisation form
- 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 KNHS).

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 Deputy Principal will then use the school form to survey Head Teachers regarding class placement for junior students.
- School procedures and routines (outlined in the **New Student Information Hand 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 Multicultural Affairs (DIMA).
- The Deputy Principal will explain the DET 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 the **Request for Information form** to the student's previous school to check on any history of violent behaviour or learning support needs. The Deputy Principal 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.

- If necessary, DET 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.
- Year 11 and 12 enrolments will negotiate their subject choices with the Deputy Principal subject to class numbers, course availability, past patterns of study and Board of Studies requirements. It should be noted that students wishing to enrol into Year 12 must have a compatible pattern of study available and a successful academic record in this pattern of study for their enrolment to be accepted. The Careers Adviser is consulted concerning TAFE and VET courses.
- 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).
- Front Office Staff will establish a file, check documents (e.g. Transfer Certificate and Records Transfer) and up-date relative information and files.
- Students are placed into a roll call group; all students are advised of how to use and obtain a swipe card to record attendance.

The First Day at School

- The Deputy Principal will inform the Year Adviser of the student's starting date. The Year Adviser will meet the student at the Front Office 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 Kingsgrove North 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, STLA, Counsellor or Welfare Team, so that students can be provided with appropriate support.