

Kyogle High School

Here to Learn, Here to Lead

Enrolment Policy

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In consultation with the Department of Education Policy on student enrolment
in NSW public schools.

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Application for Enrolment for Kyogle High School

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LEGISLATIVE CONTEXT

Public education in New South Wales exists to provide high quality education for all students. *The Education Act 1990* outlines the objects of education and the legal requirements for compulsory schooling.

In brief, the legislation requires students between the ages of six and fifteen to be enrolled at a government or registered non-government school and to attend school on each day that instruction is provided, or to be registered for home-schooling. It is the duty of the parent or carer of the student to ensure that these obligations are fulfilled.

GENERAL PRINCIPLES GOVERNING ENROLMENT

- ◆ A student is considered to be enrolled when he or she is placed on the admission register of a school.
- ◆ A student should be enrolled in one school only at any given time.
- ◆ Children are entitled to be enrolled at the local secondary school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.
- ◆ Parents **may** seek to enrol their child in the school of their choice.

DISCRIMINATION IN ENROLMENT

In the context of the previously stated general principles no person will be discriminated against in enrolment on the grounds of their sex, age, ethnicity, religion, disability, transgender or marital status.

ENROLMENT CEILING

Kyogle High School will establish an enrolment ceiling each year based on permanent accommodation available within the school either as a total number or for specific year groups.

ENROLMENT BUFFER

Within the enrolment ceiling, the Principal will determine each year a buffer to accommodate local students arriving throughout the year. The size of the buffer will be based on historical data, enrolment fluctuations and families moving in and out of the feeder area of Kyogle High School.

Places in the buffer will not be offered to non-local students.

For non-local enrolments during the school year, it is essential they do not generate demand for extra staff or create disruptions to school routine.

CRITERIA FOR NON-LOCAL ENROLMENT

The criteria to be applied in determining the selection of non-local applicants must be documented and made available, in advance, to parents/carers who are interested in enrolling their children.

The criteria could include factors such as:

- proximity and access to the school
- siblings already enrolled at the school
- medical reasons
- safety and supervision of the student before and after school
- availability of subjects or combinations of subjects
- compassionate circumstances
- special interests and abilities

The above criteria are not listed in any priority order.

The Principal will ensure that the established criteria for the school are applied equitably to all applicants. Parents/carers are to be provided with an explanation of the decisions of the placement panel in writing.

APPEALS

When an out of zone enrolment application is rejected, the Principal will direct the parent/carer and student to discuss enrolment with the Principal of their zoned school prior to any other actions.

Where a parent/carer 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, to enable the appeal to be set out in writing. The Principal will seek to resolve the matter. To arrange for an interpreter to be present, the Principal can contact the Multicultural Programs Unit on telephone number (02) 9244 5311 for an interpreter request form.

If the matter is not resolved at the local level the school education director will consider the appeal and make a determination. The Director will consult with the relevant Principals and school communities as necessary.

The purpose of the appeal is to determine whether the stated criteria in the school policy have been applied fairly.

LOCAL SECONDARY SCHOOL PLACEMENT

Most secondary schools have a designated local enrolment area. Students residing within that area are entitled to be enrolled at the local secondary school that is designated for that intake area.

Principals will assist parents and carers in determining whether a student resides in the designated local enrolment area for a particular secondary school using the Department approved **School Intake Zone Enquiry** tool.

NON-LOCAL SECONDARY SCHOOL PLACEMENT

Parents are entitled to apply for enrolment of their children in up to three non-local secondary schools. Students from government primary schools will use the *Secondary School Enrolment Application Form* for their applications. Current secondary school students will need to attend an interview at Kyogle High School with the Principal Mrs Gae Masters or her nominated representative.

ENROLMENT OF STUDENTS WITH ADDITIONAL LEARNING NEEDS

Students with additional learning needs, including those with a disability, require a consultative planning process with parents/carers which leads to negotiated actions in the following areas:

- curriculum adjustments
- mobility options
- personal care needs
- physical accommodations.
- completing Funding Support Applications where relevant specialized transition program

ENROLMENT OF STUDENTS WITH BEHAVIOURAL ISSUES and/or PRIOR EXPULSION.

These students will require a consultative process to negotiate a plan for their attendance at Kyogle High School. Plans will include:

- risk assessments
- specialised transition programs
- behaviour management plans
- negotiated enrolment contracts
- communication strategies between school and parent/carer
- consultation from specialist staff from Lismore Office.

ENROLMENT OF NON-AUSTRALIAN CITIZENS

Non-Australian citizens entering Australia must hold appropriate current residency documentation and are subject to the specific travel, entry and residency conditions set by the Department of Immigration and Multicultural Affairs.

Permanent and temporary residents must hold a current valid visa, New Zealand citizens must hold a current New Zealand passport and Norfolk Islanders must hold appropriate current travel documentation verifying residential status.

It is the responsibility of the principal to identify all non Australian citizens and note current residency documents when they are reviewing application forms. They will also need to sight original or certified copies of the current residency documents for retention with student records. If a temporary resident student (other than Permanent residents, New Zealand Citizens and Norfolk Island residents) is going to be accepted for enrolment, the school must notify the Temporary Visa Holders Unit in writing so that a Temporary Visa Holder Authority to Enrol can be issued to the appropriate secondary government

school and the parent/carer.

If there are any concerns or issues, secondary principals should contact the International Students Centre Temporary Visa Holders Unit (phone 1300 300 229, fax 4224 9074 or email tempvisa@det.nsw.edu.au) before admission is finalised and an offer of place is issued to the parent/carer.

ENROLMENT PROCESS FOR ELIGIBLE STUDENTS

Parents/carers must complete a *Student Enrolment Form* that can be obtained from Kyogle High School, any other Department of Education school or from the Lismore Office of the Department of Education and Training.

All documentation required for enrolment is listed on the front of the *Student Enrolment Form* and must be provided before an enrolment can be processed.

In addition to the documentation required on the enrolment form parents/carers should provide the following:

- copies of school reports for the last 12 months
- information regarding any discipline issues, suspensions and or expulsions.
- documentation of any special learning or physical needs.
- details of student progress towards ROSA and Higher School Certificate requirements.
- copy of a *Transfer Certificate* from previous school. (Kyogle High School staff may be able to assist in obtaining a certificate.)

Parents/carers of students, other than year 6 students proceeding to year 7 in the following year, must attend an enrolment interview with their student at Kyogle High School.

Enrolment processing will not proceed without all required documentation and completion of an enrolment interview.

The student's previous school will be contacted to provide student records and further information that will assist us in identifying and catering for each student's needs.

Kyogle High School staff will contact parents/carers to confirm enrolment or to seek further information.

Once enrolment is confirmed Kyogle High School staff will contact parents/carers to negotiate a suitable starting date for new students to commence attendance at Kyogle High School.