

## **The Rivers Secondary College (TRSC) Enrolment Procedures**

These procedures should be read in conjunction with [Enrolment of Students in NSW Government Schools](#)

### **Application for Enrolment**

TRSC has three Campuses in the Lismore area, Kadina High Campus, Lismore High Campus and Richmond River High Campus. Campuses of TRSC have designated local enrolment areas. Students residing within these areas are entitled to be enrolled at the Campus designated for that intake area. No person will be discriminated against in enrolment on the grounds of race, gender, religion, sex, age, ethnicity, language background, disability, caring responsibilities, sexual orientation, transgender or marital or domestic status.

Students from government primary schools will usually enrol in a Campus using an expression of interest which will be sent to the local Campus from the primary school. Principals will assist parents in determining whether a student resides in the designated local enrolment area, using the school finder tool.

### **Enrolment Cap and Buffer**

Campus enrolment cap is based on available permanent accommodation. Each Campus has a 10 % buffer per class for Year 7 to Year 10 reserved for the local enrolment buffer. When nearing the local enrolment buffer a 100-point residential address check will be used to determine the student's entitlement to enrol at the Campus.

### **Non-local Enrolment**

TRSC has a multi-campus college agreement in place. In the first instance families meet with their zoned Campus Principal to seek enrolment. Non-local enrolment applications for students zoned to another Campus within TRSC will be considered by the Senior College Leadership Group, considering non-local enrolment criteria and demand for extra staff or possible disruption to Campus and College routine. Non-local enrolment applications for Year 6 into Year 7 for the beginning of the school year will also be considered by the Senior College Leadership Group at the commencement of Round 1. High Achievers Class applications will not be deemed as criteria for a non-local enrolment.

In Campus's where demand for non-local places exceeds availability, the Campus will establish a placement panel to consider and make recommendations on all non-local enrolment applications. The panel will consist of an executive member, teacher and P&C nominated community member.

A written application on the non-local enrolment application form, must be completed addressing the following criteria.

#### **Non-local enrolment criteria (Not in any order of priority)**

- **Medical reasons:** Eg, Access to specialist local medical services
- **Curriculum:** Eg, Specific subject availability or availability of subjects
- **Siblings:** Other siblings already enrolled at the school
- **Safety:** Safety and supervision of student before and after hours
- **Compassionate:** Case for supporting enrolment at the school

When addressing the criteria, it should be clear and concise and specifically prove the case for enrolment of the student, to the placement panel. The panel will evaluate the application and make a recommendation

to accept or reject the application based against the criteria. Applicants will be advised in writing of the outcome of any application for non-local enrolment. Waiting lists of one year may be established for non-local students.

Where a parent wishes to appeal against the decision of the placement panel, the appeal should be made in writing to the Principal. The Principal will seek to resolve the matter. The purpose of the appeal is to determine whether the stated criteria have been applied fairly. If the matter is not resolved at the local level the Director Educational Leadership will consider the appeal and make a determination. The Director Educational Leadership will consult with the relevant principals and school communities as necessary.

### **Flexible Attendance**

A student may be enrolled in a Campus and attend only part-time, in particular circumstances such as:

- students in Years 11 and 12 who choose the HSC Pathways option to accumulate units towards their HSC over several years
- students who undertake some of their studies external to the school, such as VET courses
- trial or HSC examinations
- students on behaviour trials
- students with disability involved in post-school transition planning.

Students seeking to enrol part-time should consult the principal.

### **Short Term and Part-time Attendance of Students**

A student should be enrolled in one census (home) school at any given time. For a variety of reasons, such as parents visiting a locality for a brief period or a student being involved in an integration program, a student enrolled at a particular school may need to attend another host school for a short period of time of less than a term or a placement less than 2.5 days/week. The home school should maintain the student's name on an attendance register, with a note to the effect that the student is attending another school. The host school must keep a record of the student's attendance and notify the home school at the end of the stay or, in the case of part-time attendance, at the end of each term.

Students undertaking shared curriculum courses at another Campus of TRSC will be marked as a shared enrolment at their home Campus while attending a host Campus. The student will only be counted in the home Campuses enrolment actuals. The host Campus will keep a record of the student's attendance on SENTRAL and share access to this with the home Campus.

### **Enrolment of Students who may have Alternative Educational Needs**

The Principal will ensure that an appraisal of the student's educational needs is carried out at the time that the enrolment is sought. Appraisals will involve parents/caregivers and will entail consideration of the students support needs in areas such as curriculum, mobility, social skills, personal care and communication.

Where a parent is seeking an enrolment in a support class based at one of the Campuses, an application is made through a regional panel process. The Campus will assist parents who wish to make an application for a support unit placement. Parents must note that there is a high demand for positions in the support unit and students may be waitlisted.

Where a parent is seeking an enrolment in Full Time Distance Education, they will need to contact a School of Distance Education in line with the [Distance Education Enrolment Procedures](#). Single subject enrolment for students in years 9-12 may be facilitated if TRSC can't provide the required breadth and flexibility of curriculum on a quota basis. Shared enrolments between Campuses and Distance Education schools may be considered after the student enrolls in and attends a Campus of TRSC and a regional panel assesses the application which must include supporting documentation from the Campus. Enrolment of students in the

New Choices program (shared enrolment with Distance Education) is dependent on a Campus referral with supporting documentation and determination by a panel consisting of a Learning Engagement Officer, Head teachers of Distance Education and New Choices and the Principal New Choices.

### **International Students & Temporary Residents**

Enrolment of exchange students is at the Principal's discretion. International students and temporary residents seeking to enrol from another NSW Government school, a non-government school or from outside NSW will be referred to DE International and the Temporary Resident Program. Prior to considering enrolment, students will require an Authority to Enrol. Further advice can be located on the DoE website.

### **Enhanced Enrolment and Refusal of Enrolment**

A Principal may require a person seeking to enrol a child in a school to provide proof, to the satisfaction of the principal, of the child's identity, date of birth and home address. This can include the production of any document or a statutory declaration or both. If the prospective student is aged 18 years or more, there is no legal obligation to accept the enrolment

Principals should have available to them, prior to enrolment procedures being completed, information that is relevant to a risk assessment of the prospective student. Where there are safety concerns, enrolment should not be completed and attendance should not commence until adequate safeguards are in place.

A Principal may refuse to enrol a student with documented violent behaviour when risk mitigation strategies or adjustments are not possible to manage the risk. This is subject to a risk assessment and consultation with the Director Educational Leadership.