

Policy Title: School Enrolment Policy

This policy sets out the school enrolment at Lismore High Campus

1. Policy Statement

- 1.1 A student is considered to be enrolled when he or she is placed on the admission register of a school.
- 1.2 A student should be enrolled in one school only at any given time.
- 1.3 Children are entitled to be enrolled at the government school that is designated for the intake area within which the child's home is situated and that the child is eligible to attend.
- 1.4 Parents may seek to enrol their child in the school of their choice.
- 1.5 School local areas are determined by the Department of Education through a process involving consultation between the Asset Directorate and the Director PSNSW.
- 1.6 Schools are required to set an enrolment number to cater for anticipated local demand and to seek to ensure that every eligible local child has a place at his or her local school if he or she chooses to attend it.
- 1.7 Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- 1.8 The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- 1.9A The policy and criteria should be expressed in plain English, and in community languages where necessary. It should be made clear what consideration will be given to each of the criteria.
- 1.9B No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

2. Applicability

2.1 Teachers / Administrative staff / Parents / Students

3. Context

- 3.1 Enrolment of Students in Government School (A summary and consolidation of policy) August 1997
- 3.2 Legal Issues Bulletin (No. 43 reviewed November 2012)
- 3.3 https://detwww.det.nsw.edu.au/media/downloads/schooladmin/schoolenrolment/memo_dn0900335.pdf (Enrolment of Adults into school settings)

3.2 Document history and details

Approval date

12 February 2018

Approving officer

Chris Williams

Implementation date

12 February 2018

Document history and details (continued)

Superseded documents

School Enrolment Policy

Main changes since previous version

Updated Department title and Director title

Document history

N/A

4. Responsibilities and Delegations

- 4.1 The Principal as the site manager will ensure the policy is implemented
- 4.2 All teaching and administration staff are required to implement the policy

5. Monitoring, Evaluation and Reporting Requirements

- 5.1 As part of the continual improvement process the Principal will review the policy on an annual basis

6. Policy Contact

Principal, Lismore High Campus (02)66212122

Related Information N/A

Lismore High Campus School Enrolment Policy

Lismore High Campus is part of The Rivers Secondary College, in partnership with Richmond River High Campus and Kadina High Campus. Where possible students are to be encouraged to enrol in their locally designated enrolment campus.

According to Departmental Policy, parents may seek to enrol their child in the school of their choice and their children are entitled to be enrolled at the government school that is designated for the intake area that the child's home is situated.

Notwithstanding the above, non-local students can be enrolled at the school of parents' choice provided that such placements do not generate demand for extra staff or create disruption to school routine.

In the context of the above principles and their application, which clearly constrain an individual's choice of provision, no person will be discriminated against in enrolment on the grounds of their race, religion, ethnicity or disability.

Application for Enrolment in Secondary Schools

Local High School Placement

Most secondary schools have a designated local enrolment area. Students residing within that area are entitled to be enrolled at the government school that is designated for that intake area. Students from government primary schools will usually enrol in high school using the *High School Enrolment* proforma which will be sent to the local high school from the primary school. Principals will assist parents in determining whether a student resides in the designated local enrolment area. The Zone intake tool will assist the school determining if an area is in a designated local enrolment area.

A student in the Lismore High Campus local enrolment area is entitled to be enrolled at the school. The local enrolment area is determined by the Zone Intake Tool.

Enrolment Ceiling

School enrolment ceiling will be based on available permanent accommodation.

Enrolment Buffer

The school has a 10 % per class for Year 7 to Year 10 reserved for the local enrolment buffer.

Non-local enrolment Placement Panel

In schools where demand for non-local places exceeds availability, the school will establish a placement panel to consider and make recommendations on all non-local enrolment applications.

A written application on the out of intake area 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
- **Disability:** Eg, Wheelchair access
- **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
- **High academic achievement:** That complements school focus areas (with documentary evidence)

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

Waiting lists may be established for non-local students. Waiting lists are 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. 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 PSNSW will consider the appeal and make a determination. The Director PSNSW will consult with the relevant principals and school communities as necessary.

Part-time Enrolment

Students are generally enrolled in a school on a full-time basis. However, part-time enrolment is possible in some situations, including:

- students in Years 11 and 12 who choose the HSC Pathway option to accumulate units towards their HSC over several years
- students who undertake some of their studies external to the school
- students with disabilities involved in post-school options
- mature age students re-entering the school system
- students with medical conditions enrolling in distance education (medical documentation must be provided).

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 school only 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 school for a short period of time.

Where this period is no more than one term, or in the case of a student involved in a special placement of no more than 2.5 days per week, the student should not be enrolled, but regarded as being on a short term attendance. 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 school the student attends for a short term (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.

Enrolment of Students with Special Learning Needs Students with Disabilities

The Department of Education provides a range of services and resources to support the education of students with disabilities. These include:

- * targeted funding, specialist teachers and consultancy services to support students enrolled in regular classes
- * special classes within regular schools
- * special schools
- * modifications to buildings to facilitate access
- * provision of specialised equipment and technology
- * special transport services.

When considering the enrolment of a student with a disability, all these provisions should be considered.

Where a parent is seeking an enrolment in the support classes based at Lismore High Campus, application is made through the regional panel process. The school 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.

Refusal of Enrolment

Principals may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour.