

GUIDELINES FOR STUDENT ENROLMENT

General Principles Governing Enrolment

The following guidelines apply to enrolment at government schools:

1. 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.
2. Parents may seek to enrol their child in the school of their choice.
3. School local areas are determined by the Department of Education.
4. Students may only be enrolled in one school at any one time.
5. 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.
6. Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
7. The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
8. The requirements of Work Health and Safety must be considered before any student is enrolled.
9. Students with a history of violence or criminal behaviour may not be accepted if the risk assessment reflects that the safety and welfare of students and staff may be compromised.

A child is defined by law as a person under the age of eighteen.

Verification of Local Residency - Local Enrolment

A student resides within the intake zone of the school.

A student who resides within the determined intake zone of Whitebridge High School will be accepted provided he/she can prove permanent residency. **100 points of identification** is required to support local application's to enrol. Please refer to [Appendix 1](#) for guidelines and examples of documentation that meet the 100 points of identification criteria.

Non Local Enrolments

A student who resides outside the intake zone for Whitebridge High School, regardless of which primary school they attend.

The primary criteria for acceptance of non-local enrolments includes the availability of appropriate staff and available accommodation within the school structure.

Parents/carers are required to complete and submit a Non-Local Application. Where demand exceeds availability of enrolment spaces, a placement panel will consider all non-local applications. They will determine the students who will be offered a place for enrolment and the remainder will be declined.

If a student is to be offered an enrolment place, the deputy principal will arrange an appointment as soon as possible. The parent/carer will be provided with the enrolment package at this interview

Year 6 – 7 Enrolment Procedures for non-local enrolments will be published on the school website. In addition to the website, where non local enrolment has been indicated on the harvest of primary school data, details of the Whitebridge High School non local enrolment procedures will also be forwarded to relevant applicants by mail.

Enrolment Spaces Available

Whitebridge High School maintains an enrolment ceiling, based on available permanent accommodation and total numbers in each year group. Within the enrolment ceiling, a buffer 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.

Whitebridge High School has a ceiling of 1100 students on the Lonus Avenue site consisting of junior classes listed in the following breakdown plus senior classes.

- Junior school ceiling for 2019 is 840
- Senior school ceiling for 2019 is 260

For the 2019 year:

| YEAR | CEILING | BUFFER* |
|---------|---------|---------|
| Year 7 | 210 | 20 |
| Year 8 | 210 | 20 |
| Year 9 | 210 | 20 |
| Year 10 | 210 | 20 |

**The buffer allows for what has been historically the greatest number of in-zone new enrolments per term*

Criteria for Non Local Placement

It is the decision of the enrolment placement panel that if accommodation and staff are available, significant criteria (not in priority order) for non-local enrolment will be:-

- Special interests and abilities
(2 of: Leadership & culture, academic success, sporting success, creative & performing arts)
- Proximity and access to the school
- Siblings currently attending Whitebridge High School
- Attendance at partner primary school
- Physical, emotional and medical needs related to a student's well being
- Safety and supervision of student before and after school
- Availability and /or combination of subjects
- Compassionate circumstances

The Principal will ensure that the established criteria are applied equitably to all applications. Parents will be provided with an explanation of the decisions of the placement panel in writing, should they request it.

[Appendix 2a](#) & [Appendix 2b](#) outlines the WHS non local enrolment procedures

Waiting List

A waiting list will not be established for non-local students. Parents/carers will be advised of the outcome of their non-local enrolment application. A placement panel may convene at the start of each Semester if the school has vacancies for non-local enrolment.

Appeals

Where a parent wishes to appeal against the decision, 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. The Principal will seek to resolve the matter. If the matter is not resolved at the local level the director public schools will consider the appeal and make a determination. The purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Enrolment Procedures

The Department of Education procedures must be followed for all students who enrol at Whitebridge High School.

Local enrolment applications

When parents/carers of students applying for enrolment contact the school by telephone or in person, the administration office staff will refer the applicant to the appropriate deputy principal to make an enrolment appointment. If they are able to present proof of address within the school's intake zone, they will be provided with an enrolment package, which includes advice on other required documentation.

Enrolment documentation

Every new enrolment must have:

- 100 points of proof of residence : See [Appendix 1](#)
- Original birth certificate, or passport
- Notice of assessment from the Intensive English Centre (if recently arrived in Australia).
- Other relevant documents, such as Court Order, AVO, etc
- Medical requirements or other diagnosis
- School reports, including the most recent. If lost, arrangements need to be made by the parents/carers with the former school to have these posted/faxed/mailed so as to be able to present these to Whitebridge High School
- Other reports, including NAPLAN (if available).
- The name, position and telephone number of a contact staff member from their former school (a preferred person of recommendation).

- Completed Application to enrol in a NSW Government school form (provided in the school enrolment package).
- 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 Whitebridge High School).

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 relevant processes to survey head teachers regarding class placement for junior students.
- School procedures and routines (outlined in the Information Book provided at the enrolment meeting) 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 Citizenship.
- The deputy principal will explain the Department of Education 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 a Request for Information form to the student's previous school to check on any history of violent behaviour or learning support needs. If necessary, a Risk Management Plan will be prepared and discussed at the first available staff meeting, before enrolment is finalised.
- If necessary, Department of Education personnel (student welfare, learning support) will be contacted regarding additional support required. Any health issues (eg anaphylaxis, diabetes) must be addressed by the development of a personal health care plan before enrolment.
- 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).
- Administration staff will establish a file, check documents (e.g. Transfer Certificate and Records Transfer) and update ERN.

Guidelines are available from Section 14 of *School Attendance: Policy and Procedures 1991* at www.det.nsw.edu.au/studenttransfers

New Enrolments on Day 1 of the School Year

New students who present for enrolment on Day 1 of the new school year, without having an appointment will be asked to return on a negotiated appointment time. Paperwork to be completed will be handed out so this can be returned at the appointment.

ENROLMENT OF STUDENTS WITH PARTICULAR NEEDS

Enrolment of Students with Special Needs

Enrolment of students with special needs will be done in collaboration with parents or caregivers and school and DoE personnel to consider the full range of options available to meet their needs. Special needs will include students with physical, emotional, intellectual and learning needs.

Students placed in the regional support classes still need to go through the normal enrolment processes.

Enrolment of students with disabilities will be considered after input from parents, school staff, DoE personnel and other professionals in accordance 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 their visa. International students studying in NSW may enrol their school age dependants. Students on a Visitors Visa may enrol for a maximum of three months but must arrange their enrolment through the International Students program. (Ph. 0295618209 or fax 0295618613).

Department of Education: CRICOS Provider Code 00588M

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 available for students in subjects not offered at the school. Strict

conditions apply to these enrolments. Students who wish to do this must discuss the enrolment with the NESA Coordinator and the relevant Deputy Principal. Guidelines are available from the Department of Education document *“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 their 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 a school for behavioural or emotional disorders or a hospital school, the student will remain enrolled at the home school.

Part Time attendance will be negotiated in special circumstances as required in accordance with the DoE procedures for part time attendance.

Exchange Students

Exchange students enrol in NSW high schools for a period of one to twelve months on student visas. Their enrolment is arranged with the principal by the exchange organisation prior to their arrival. Enrolment is at the discretion of the Principal.

Mature Age Enrolments

A mature age applicant is a person 18 years and over who wishes to enrol at school.

Mature aged student applications will be assessed in terms of the best interests of the school and the student.

The mature age applicant will need to provide the school with reasons in writing detailing why Whitebridge High School is the most appropriate educational institution for them and why they are choosing not to continue their education through more conventional adult educational institutions.

The school will make a decision based on the availability of subjects, class sizes, availability of accommodation and teaching staff and the best interests of the school and the needs and welfare and safety of all students.

Department of Education Policy Documents

- [Enrolment of Students in Government Schools: A summary and consolidation of Policy, August 1997](#)
- [Enhanced Enrolment procedures DN/06/00168](#)
- [Eligibility and Procedures For the Enrolment of International Students in NSW Government Schools](#)
- [Legal Issues Bulletin No 40](#)
- [Legal Issues Bulletin No 43](#)
- [Memorandum No DN/11/00007](#) –Students applying to enrol in Year 7-12 in a high school outside of normal enrolment period.

Nadene Harvey

Principal

21 Dec 2018