

Hunter River High School

ENROLMENT POLICY



Updated: 9 April 2019

Relevant Documents:

- The principles and requirements established in *Enrolments of Students in Government Schools*
- *The Education Reform Act 1990*
- *Legal Issues Bulletin No. 43*
- The shared vision, values and beliefs of the Hunter River High School community.

Rationale

The Department of Education exists to provide high quality education for all students, ensuring equality and inclusion. Parents may seek to enrol their children at the school of their choice; however schools must ensure that every eligible local child has a place at their local school if required. School policy is required to meet the standards and policy expectations of the DE as well as the legal requirements for compulsory schooling.

Aims

- To provide an efficient enrolment process to allowing minimum time in engaging a child in school.
- To comply with Department of Education policy and NSW legislation.
- To work with families and HRHS staff to provide support for the individual needs of every student.

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 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.
- Parents may seek to enrol their child in the school of their choice.
- School local areas are determined by the Department of Education through a process involving consultation between School Infrastructure NSW and Director Educational Leadership.
- 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.
- Schools are required to have a written policy which states the grounds on which non-local enrolments will be accepted.
- The primary criteria for acceptance of non-local enrolments will include the availability of appropriate staff and permanent classroom accommodation.
- No person is discriminated in enrolment on the grounds of sex, age, race, religion, ethnicity, disability, sexual preference or marital status.

Enrolment Ceiling

Each school will establish an enrolment ceiling, based on available permanent accommodation. Hunter River High School has 861 students enrolled with 54 students enrolled in Special Education Support Classes. Staffing entitlement is established by the number of enrolments at the commencement of each year. Non-local enrolments will only be considered after the commencement of the school year if they do not generate the need for additional staff or cause disruption to school organisation, even where spare accommodation exists.

Ceilings and Buffers

Years 7-10: Class sizes of 30 with a 10% buffer

Years 11 -12: Class sizes of 24 with a 10% buffer

Year Group	No. Classes	Ceiling	Buffer	No non-locals above
7	6	180	18	162
8	7	210	21	189
9	5	150	15	135
10	5	150	15	135
11	6	144	14	130
12	5	120	12	108
Totals		954	95	859

Local Enrolments

Parents or caregivers living in the local area who are seeking to enrol their child at Hunter River High School should contact the school. Details will be recorded and the student's current school will be contacted for student information. Once this information is received, the Deputy Principal will make contact with the family to arrange an enrolment interview. Information gathered will assist in placing students where their needs are best catered for. The designated intake areas for public schools in NSW can be found on the website of the Department of Education at <https://education.nsw.gov.au/school-finder> . In addition a map is provided later in this policy.

Proof of Residence

The principals can seek any information they consider to be of assistance in determining address. Such evidence may include council rate notices, accounts for electricity, gas, water or telephone bills, lease documents or electoral enrolment confirmation.

If a person claims they are living with someone with no formal lease arrangements the principal can ask for a statutory declaration from them and/or the landlord.

Non-local Enrolments

All parents may seek to enrol their children at Hunter River High School. A parent or carer seeking non-local enrolment will need to complete a non-local enrolment application.

If there are no spaces available for non-local enrolments, based on permanent accommodation, enrolments, enrolment ceiling and buffer, enrolment will not be able to proceed reflecting the Department of Education policy. In this case, the application form can be completed and submitted, and may be activated if places become available during the year.

Application for enrolment may also be declined if placement generates additional staffing or creates disruption to school routines or organisation. The Principal will consider historical enrolment patterns, projected figures and the available accommodation before considering non-local applications.

Siblings of students who move out of the school's intake area are not guaranteed an enrolment at Hunter River High School. Enrolment in a partner primary school does not guarantee future placement at Hunter River High School.

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 nonlocal enrolment applications. The composition of the panel is to be determined locally but must include at least one staff member, other than the principal, and one school community member nominated by the school's parent organisation. The panel will be chaired by the principal who will have a casting vote.

Criteria for Non-local Enrolment

All criteria are considered. Meeting one or two of the criteria does not guarantee placement.

- The enrolment ceiling and buffer for each year group.
- Proximity and access to the school
- Siblings already enrolled at the school
- Access to single-sex education
- Medical reasons
- Safety and supervision of the student before and after school
- Availability of subjects or combinations of subjects
- Special interests and abilities
- Compassionate circumstances
- Structure and organisation of the school.

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 should 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, Educational Leadership 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 of Students with Special Learning Needs

For students seeking enrolment in a regular class at Hunter River High School, a Learning Support Team meeting will review the needs of the student. Enrolment will proceed, if, as a result of the review process, the learning support team reaches consensus that the student's educational needs can be effectively met in a mainstream class. If the consensus of the learning support team is that the level of support required, or the specialist nature of that support necessitates alternative enrolment options (such as a support class or School for Specific Purposes) being considered, the Principal will liaise with the Learning and engagement Officer. Department of Education support staff will work with the Principal, parents or carers and other relevant personnel to determine the most appropriate option to meet the student's learning needs and to arrange access to services as required.

Enrolment of Non-Australian Citizens

Non-Australian citizen students must hold a visa and may be enrolled under the conditions set out in the booklet: *Conditions for Enrolment of Non-Australian Citizens in NSW Government Schools*.

- Temporary students may be enrolled for periods specified on their visa.
- International students studying in NSW may enrol their school aged dependants.
- Students on a Visitor's Visa may enrol for a maximum of three months, but must arrange their enrolment through the International Students Program.

Distance Education

The provision of distance education is primarily for the purpose of ensuring access to education for students who would otherwise have limited chances at educational participation. An application to enrol is made through the local distance education centre.

Enrolment of Year 7

Hunter River High School has a designated local enrolment area. Students residing within this area are entitled to be enrolled at the school.

Students from government primary schools will usually enrol in high school using the High School Enrolment Application Form pro forma 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. Parents or carers of students from non-government primary schools will need to make contact with Hunter River High School to obtain the High School Enrolment Application Form pro forma.

Refusal of Enrolment

The Principal may refuse enrolment of a student who is under suspension from another school or on the grounds of previously documented violent behaviour until appropriate risk management procedures have been put in place.

Policy Review

This policy will be reviewed annually and also as needed based on any changes in enrolment patterns or permanent accommodation.

Designated Intake Area Map – Hunter River High School – February 2019

