

This document was updated consistent with DoE Policy PD/2002/0006/V02, updated 14/08/2019.

Enrolment of Students in Government Schools

A Summary and Consolidation of Policy

Enrolment Ceilings/Enrolment Buffer

Banora Point High School ceilings are reviewed by the Principal each year to ensure all local enrolments can be accommodated.

Year	Classes (English)	Ceiling	Buffer
7	4	120	10
8	4	120	10
9	4	120	10
10	4	120	10
11	4	96	10
12	4	96	10

School Ceiling = 672

Buffer = 60

Available Spaces = 612

Non-local placements must not generate demand for extra staff or create disruption to school routine, except for enrolments at the commencement of the school year.

APPLYING FOR ENROLMENT - In Zone Enrolment Procedures

Year 7

The enrolment process for High School begins in Term 1 of Year 6. At this time, parents and carers of all Year 6 students in Public Schools are required to complete an expression of interest for secondary school. The Public School shares this information with the High Schools and a student tracking process begins.

Students seeking to enrol in their zoned High School will receive an **Application to enrol at a government school** and be asked to send it to their local high school. Throughout the year various transition activities will take place and all Year 6 students will be invited to participate.

Parents and carers approach the school to enquire about enrolment. The process is as follows:

1. a pre-enrolment interview will be conducted with the Principal or Deputy Principal before enrolment is offered or accepted.
2. parents and carers are required to complete all sections of the **Application to enrol at a government school** honestly, accurately and in full. This includes Visa information where appropriate.
3. parents and carers may be required to provide proof of residence within the school zone as part of the pre-enrolment interview.
4. where appropriate, resources to support student enrolment will be sought from DoE and other government agencies. Enrolments may be delayed until such support is in place.
5. the requirements of Legal Issues Bulletin 40 and other such advice, will be adhered to rigorously.

APPLYING FOR ENROLMENT – Out Of Zone Enrolment Procedures

Students seeking non-local enrolment in Banora Point High School must complete the 'Out Of Zone Enrolment Application' form and submit it to the School Placement Panel for consideration and recommendation. The School Placement Panel will consist of the Principal, Deputy Principal and Community Representative. The Community Representative will be endorsed by the school's P&C Committee. The panel will be chaired by the principal who will have a casting vote.

In assessing the application of the criteria to individual cases, the panel will consider only those matters presented on the application form and not oral or other submissions. The decisions made by the placement panel must be made within the context of the agreed enrolment ceiling and the buffer retained for local students arriving later in the year. The placement panel will record all decisions and minutes of meetings will be available on request by the Director Public Schools NSW.

Criteria for Non-local Enrolment Applications

All reasons for seeking such enrolment must be outlined.

1. sibling rights – where a student has a sibling enrolled in the school.
2. compassionate grounds – where parents/carers can show cause why a student should be enrolled as a non-local enrolment.
3. subject choice – where a student cannot get the subjects they prefer in their local school and these can be offered by Banora Point High School.
4. disability issues – where a student has a particular disability and their needs can be best met at Banora Point High School.

Other factors which may be considered are:

5. likelihood of losing the student from the public education system if enrolment is refused.
6. availability of a place in the cohort, when late applications are received.
7. special interests and abilities which may be developed at Banora Point High School.
8. advice from student's present at school.
9. feeder school.

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

Waiting Lists

Waiting lists may be established for non-local students. Parents should be advised in writing if their child is to be placed on a waiting list and his or her position on it. The size of the waiting list should reflect realistic expectations of potential vacancies.

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 purpose of the appeal is to determine whether the stated criteria have been applied fairly.

Medications

Measures will be put in place to address student health care needs in time for a student's commencement of classes. Sometimes it may not be possible to implement necessary health care support arrangements in time for commencement. If commencement in these circumstances would put the student's safety at risk, it should be deferred, but only for the minimum time needed to introduce the necessary arrangements. Consideration may also need to be given to alternate educational programs in the interim period.

The need to consider such action on the basis of the need to administer prescribed medication or a health care procedure will be rare. If this situation arises, the principal must contact the Director Public Schools NSW prior to making any final decision. At all times, the primary focus should be the identification and provision of appropriate support measures for the student.

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.

In each case, when a student with a disability presents for enrolment, it is the responsibility of the principal to ensure that an appraisal of the student's educational needs is carried out. For some students appraisal will have occurred as part of a planned transition process. For others, the appraisal will take place at the time enrolment is sought.

Appraisals will involve parents or caregivers and will entail consideration of the student's support needs in areas such as curriculum, mobility, social skills, personal care and communication. It will often involve consideration of supporting documentation from medical practitioners and other health

and education professionals. District special education consultants are available to assist in this process, in particular, to identify the resources which may be available to support the enrolment.

Requests for enrolment in special classes or special schools are considered by a district placement panel.

Temporary Residents/ Exchange Students/ Visitor Visas

All students seeking temporary resident/exchange students/visitor visas, will be at the discretion of the principal. Students seeking enrolment at Banora Point High School will need to make contact with International Student Programs for their application to be evaluated, prior to contacting BPHS.

Part-time Enrolment

Students are generally enrolled in a school on a full-time basis. Part-time enrolment, however, 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 seeking to enrol part-time should consult the principal

Students applying to enrol in Years 7-12 outside of normal enrolment period

Some students who enrol in a new school outside the normal period (that is, outside of the usual movement from primary school into high school or from Year 10 into senior school Year 11) may have additional support needs (both educational and welfare needs) that are not always captured through the enrolment procedure.

The Principal or their delegate will:

- check the Enrolment Registration Number
- obtain the general school records for the student
- notify the school counsellor
- provide the Learning Support team and the school counsellor access to the student's general school records
- facilitate a Learning Support Meeting.

The school counsellor will:

- contact the previous school counsellor as soon as reasonable practicable to obtain the relevant information
- where the previous school is not known, checks to see if the counselling file exists by contacting a student counselling file clerk to obtain the file (if it exists) as soon as reasonably practicable.
- obtain any other information.

The Learning and Support team:

- considers the information including any necessary school counsellor information
- identifies any evident welfare need of the new student.
- determines any strategies to support and assist the student, if needed.
- contact with the child wellbeing unit
- referral to an external service.

Principal's Checklist

The principal's checklist on page 14 of the enrolment form includes additional questions to assist principals in supporting students enrolling in their schools.

The Deputy Principal will use the enrolment interview template (appendix) to assist in collecting information that will assist with the enrolment process.

A response to the following questions will be provided to the Principal by the Deputy Principal prior to a student enrolling at Banora Point High School:

1. enrolment interview conducted? yes/no
2. special circumstances, additional support needs and student history assessed? yes/no
3. risk assessment required? yes/no
4. is personalised learning and support required for this child? yes/no
5. consultation with parents/carers conducted? yes only
6. communication of documented provision/s and plan/s to relevant staff?

Enrolment Data

Information needs to be recorded about each student enrolled at the school:

- to comply with legal requirements
- for school administrative purposes
- for resourcing, accountability and reporting requirements.

Enrolment Forms

Information should be collected from parents about each student enrolling at the school. OASIS enrolment forms are used for collecting the required information from parents. Parents' signatures are required on the forms to certify that the information provided is correct.

Register of Enrolment

The *Education Reform Act 1990* states that schools *must keep a register, in a form approved by the Minister, of the enrolments ...* of all children at the school. Page 12, Section 24.

Banora Point High will use the DoE ebs4 Central for the enrolment register and must include as a minimum:

- the student's name and address
- birth date, gender and country of birth
- parent or caregiver's details
- the date the student enrolled at the school and the class entered
- the date the student leaves, or transfers from, the school.

Recording of students within ebs4 Central is the Department's recommended means for maintaining an enrolment register.

Students attending the school on a short-term (less than one term) or temporary basis should not be enrolled, and may only be entered on ebs4 Central if they can be distinguished from regular enrolments. Such students should maintain their enrolment at their home school for the duration of their short-term or temporary placement.

References and Resources

DoE Enrolment of Students in Government Schools, A Summary and Consolidation Policy

https://education.nsw.gov.au/policy-library/related-documents/V03_pd02_06_enrolment_of_students.pdf

Application to enroll in a NSW Government school

<https://schoolsequella.det.nsw.edu.au/file/8a02d9b7-f934-401e-b96a-0949f04a3e14/1/detsef.pdf>

Collection, use and disclosure of information about students with a history of violence

<https://education.nsw.gov.au/legal/media/documents/legal-issues-bulletins/bulletin40.pdf>

Legal issues concerning the administration of prescribed medications, health care procedures and medical emergencies in schools <https://education.nsw.gov.au/legal/media/documents/legal-issues-bulletins/bulletin46.pdf>

Viewing Student Enrolment Information in ebs4 Client

https://education.nsw.gov.au/lmbr/training/student-administration-ebcentral-training/introduction-to-student-administration/SM02_02_WI.pdf

DE International <http://www.decinternational.nsw.edu.au>

Going to a public school <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment/high-school-enrolment>